

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-15-84-2</b>	
DATE RECEIVED <b>11 October 1983</b>	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>11-2-83</b> Date	<i>Rolobk Way</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

**Veterans Administration**

2. MAJOR SUBDIVISION

**Department of Veterans Benefits**

3. MINOR SUBDIVISION

**Central Office and Field Stations**

4. NAME OF PERSON WITH WHOM TO CONFER

**Marjorie M. Leandri**

5. TEL EXT

**389-3662**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>9-22-83</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen Di Nunzio</i> (Mrs.) MAUREEN DINUNZIO	E. TITLE Director, Information and Regulations Staff
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Field Station Security Violations/ Informational Log <u>Disposition:</u> Destroy by mutilation or shredding when 6 months old.	NCI 15-79-16/1	VB-1, Pt 1. 13-078
2.	VACO Security Violations/Informational Log <u>Disposition:</u> Destroy by mutilation or shredding when 2 years old.	NCI 15-79-16/2	
3.	Field Station Security Data Log <u>Disposition:</u> Destroy by mutilation or shredding when 6 months old.	NCI 15-79-16/3	13-079
4.	VACO Security Data Log <u>Disposition:</u> Destroy by mutilation or shredding when 2 years old.	NCI 15-79-16/4	<i>G. Di Nunzio</i>

*NO mass data sheet Required  
Agency sent 11-9-83 by DMW.*

Request for Records Disposition Authority – Continuation		JOB NO.	PAGE OF 2 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	Terminal Access Request, VA Form 20-8824  <u>Disposition:</u> Destroy 90 days after deletion of employees name from the system or immediately after a new request has been issued for that employee.	New Mem	13-086
6.	Consolidated Security File Listing  <u>Disposition:</u> Destroy by mutilation or shredding when 2 years old.	NC1 15-82-10/1	13-087