

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

Field Stations

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. M. 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

8-4-83

D. SIGNATURE OF AGENCY REPRESENTATIVE

Maureen Di Nunzio
MRS. MAUREEN DINUNZIO

E. TITLE

Director, Information and
Regulations Staff

7. ITEM NO.

1.
A

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

Educational Institution File. All records affecting approval, amendment, revision, withdrawal or disapproval of educational institutions for enrollment of eligible persons under laws administered by the VA. Includes all supporting papers and correspondence submitted by State approving agencies, VA, Federal and State agencies, veterans, and educational institutions; notice of changes in programs, courses and schedules; reports supervision for approval purposes; correspondence, etc.

Approved Institutions.

Disposition: Retain in the VA regional offices as an active file. Purge files during routine processing and/or at least once a year and destroy noncurrent material that is 7 years old, provided there is no litigation or investigation pending.

9. SAMPLE OR JOB NO

NN 168-15
RCS VB-1,
Pt. I,
Item No.
7-664-010

A

10. ACTION TAKEN

L. Adams

LEAVE BLANK	
JOB NO	
NCI-15-84-3	
DATE RECEIVED	
10/14/83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>10-17-83</u> Date	<u>Peterk Was</u> Archivist of the United States

Mass Data Sheet Required & Attached.

Agency sent 11-17-83 by DMW. All FRC's sent 11-22-83 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
2. B.	Institutions Not Currently Approved. <u>Disposition:</u> Relocate to inactive storage area on station 1 year after the date the approval was withdrawn; destroy therefrom after 6 years, provided there is no litigation or investigation pending.	New item	
3. C.	Disapproved Institutions. <u>Disposition:</u> Destroy 1 year from the date the application was disapproved, provided there is no litigation or investigation pending.	B	
4. D.	Institutions Involved in Litigation or Investigation by the VA or Other Agency. <u>Disposition:</u> Destroy 3 years after date of final action on the litigation or investigation.	New item	