

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-15-84-4	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-27-83 Date	<i>Robert M. Ware</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
Field Stations

4. NAME OF PERSON WITH WHOM TO CONFER Mrs. M. M. Leandri	5. TEL EXT 389-3662
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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 <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.	Approved Establishments <u>Disposition:</u> 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.	NN 165-163 RCS VB-1 Pt. I, Item No. 7-664-020	
2.	Establishments 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 Relocate to inactive storage area on station 1 year after the date the approval was withdrawn; destroy therefrom after 6 years, provided there is no litigation or investigation pending.		

*NO memo data sheet Required
Agency + All FRC's sent 11-10-83 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
3.	<p>Disapproved Establishments</p> <p><u>Disposition:</u> Destroy 1 year from the date the application was disapproved, provided there is no litigation or investigation pending.</p>		
4.	<p>Establishments Involved in Litigation or Investigation by VA or Other Agency</p> <p><u>Disposition:</u> Destroy 3 years after date of final action on the litigation or investigation.</p>		