

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-15-84-8</b>	
DATE RECEIVED <b>January 16, 1984</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>1-31-84</b> Date	<b>Publk Nary</b> 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

**VA Central Office and Field Stations**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

**MARJORIE M. LEANDRI**

**389-3632**

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 1 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>1-6-84</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>David M. O'Brien</i> <b>DAVID M. O'BRIEN</b>	E. TITLE <b>Acting Director, Information and Regulations Staff</b>
--------------------------	---	---

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<b>Field Station Sensitive File Microfiche</b> <b>Disposition:</b> Destroy by shredding after subsequent microfiche is received.		
2.	<b>VA Central Office Sensitive File Microfiche</b> <b>Disposition:</b> Destroy by shredding when 2 years old.		
3.	<b>Field Station Sensitive File Suspense Date Report</b> <b>Disposition:</b> Destroy by shredding when 6 months old.		
4.	<b>VA Central Office Sensitive File Suspense Date Report</b> <b>Disposition:</b> Destroy by shredding when 1 year old.		
5.	<b>VA Central Office Journal Extracts</b> <b>Disposition:</b> Destroy by shredding when 1 year old.		

*5 items*

*No mass Data Change Required*

*Agency sent 2-13-84 by DMW.*