

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NCI-15-84-10	
DATE RECEIVED 3/8/84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>Mar 26, 84</i> Date	<i>David M. O'Brien</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 <i>3/15/84</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>David M. O'Brien</i> DAVID M. O'BRIEN	E. TITLE Acting 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.	CER (Counseling/Evaluation/Rehabilitation) Folders (Chapter 31). Records documenting professional counseling, evaluation and program supervision afforded veteran applicants for rehabilitation services. Includes: documents, reports, etc., used by Vocational Rehabilitation and Counseling staff in the supervision and reporting on program participants; records relating to veteran's disability rating; prior education or training; personal information on veteran; material related to evaluation of veteran's eligibility for, entitlement to and potential to succeed in a program of rehabilitation services; Individualized Written Rehabilitation Plans; authorizations of program services; progress reports; supervision contacts and related material: Folders on cases where an R&E folder is located on station.	RCS VB-1 Pt. I, Item 7-630- 010	<i>3 items</i>

Request for Records Disposition Authority – Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Disposition:</u></p> <p>Place intact in R&E folder when veteran discontinues receipt of rehabilitation services or is fully rehabilitated.</p>		
2.	<p>Folders on cases where an R&E folder has been retired, destroyed and/or was never established, includes cases where veteran entered or did not enter a rehabilitation program.</p> <p><u>Disposition:</u></p> <p>Maintain in active file; transfer to inactive storage 2 years after date of last activity; destroy by shredding after 8 years <i>10 years after becoming inactive.*</i></p>		
3.	<p>Folders on veterans whose training is terminated by death.</p> <p><u>Disposition:</u></p> <p>Destroy by shredding upon notice of death of trainee.</p>		

** Change made per telcon D. Howell / J Wallace 3/8/84 jm*