

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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|---|---|
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |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 |
|--|-------------------------------------|

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 |
|---------------------------|--|--|

| 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*