

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-15-84-18
DATE RECEIVED	7/2/84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Aug 2, 84	Peter W. Ware 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 Medicine and Surgery

3. MINOR SUBDIVISION

VA Field Facilities

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Marjorie M. Leandri

5. TEL EXT

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 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 6/22/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Leonard R. Bourget</i> LEONARD R. BOURGET	E. TITLE Acting Director, Paperwork Mgt. and Regs. Service
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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
	<p><u>Outreach Counseling Folder File</u> is a new system of records instituted in 1979 that is being used in the Outreach Program of the Readjustment Counseling Service (10B/RC), Veterans Administration Central Office, Washington, D.C..</p> <p>This file is divided into two secondary categories: General Administrative Records and Psychological Counseling Records. These secondary records categories are not filed together but in separate folders.</p> <p>1. <u>General Administrative Records</u> consists of General administrative processing records such as referrals, notes and similar material where non-counseling services were provided. Destroy when no longer needed.</p> <p>2. <u>Psychological Counseling Records</u> consist of important counseling-related material from the counseling staff and significant psychological testing documents. Destroy 50 years after the veteran leaves the program.*</p> <p>* These records will not be retired to FRC's. (see VA letters to NC, dated 6/25/84)</p>	NCI-15-83-11 (Withdrawn)	2 items

*copy to FRC
8/30/84
15-107*

No Mass Data Change Required, copy to VA 8/17/84 *JWW*