

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-15-85-1

DATE RECEIVED

10/5/84

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Oct 23 84 *Robert K. Mans*
Date 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. Marjorie 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 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 5/1/84	D. SIGNATURE OF AGENCY REPRESENTATIVE. <i>Marjorie M. Leandri</i> LEONARD R. BOURGET	E. TITLE Acting Director, Paperwork Management and Regulations 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
1.	<p>Property Management System Records..</p> <p>PMS/PLS Daily Transaction Register and Reject List for Tax Collector and Tax Description File</p> <p><u>Disposition:</u> File chronologically. Destroy after 60 days or after review and correction of transactions, whichever occurs later.</p>		
2.	<p>Tax Description Printout</p> <p><u>Disposition:</u> File in PM folder. If sold with VA financing, transfer to vendee loan folder.</p>		
3.	<p>Special Assessment and Tax Account Listings used to obtain tax bills.</p> <p><u>Disposition:</u> Destroy after receipt of tax bills.</p>		
4.	<p>Special Assessment and Tax Account Listings used as a group property tax payment voucher.</p> <p><u>Disposition:</u> Destroy 2 years after payment.</p>		

mass Data change sheet not required
agency copy sent 10/25/84 jbw

DEPARTMENT OF VETERANS BENEFITS

PROPOSED DISPOSITION OF RECORDS

ACTION CONTROL NO.

84-8

A. TITLE OF RECORDS

Property Management System Records

1. PMS Input Material and Daily Processing Listings (includes code sheet batches, transmittals, related teleprocessing input and error messages, edit and audit reject lists, etc.). 12-225
2. PMS Daily Transaction Register. 12-226
3. PMS/PLS Daily Transaction Register and Reject List for Tax Collector and Tax Description File. 12-227
4. Tax Description Printout. 12-228
- 5a. Special Assessment and Tax Account Listings used to obtain tax bills. 12-229, 1
- 5b. Special Assessment and Tax Account Listings used as a group property tax payment voucher. 12-229, 2

B. RECOMMENDED DISPOSITIONS

1. Destroy 60 days after input submitted to DPC.
2. Destroy upon receipt of related monthly cumulative history list.
3. File chronologically. Destroy after 60 days or after review and correction of transactions, whichever occurs later.
4. File in PM folder. If sold with VA financing, transfer to vendee loan folder.
- 5a. Destroy after receipt of tax bills.
- 5b. Destroy 2 years after payment.

APPROVED:

Robert G. Jones 3/30/84
DVB Records Officer Date

C. CONCURRENCES

Concur in dispositions recommended in paragraph B.

Do not concur for reasons stated in paragraph D.

J. A. Schatz
(23)

3/16/84
Date

Robert M. Cook
RMC (26)

4/6/84
Date

D. REASON(S) FOR NONCONCURRENCE

E. ANALYSIS OF RECORDS

This appraisal covers certain computer generated and paper records related to the loan guaranty property management program. Also included are records relating to the recently established tax service for VA-acquired properties in PMS (Property Management System). This group of records consist of record and nonrecord material.

1. PMS input material includes code sheet batches, transmittals and related teleprocessing input and error messages, etc. Daily processing output listings include transactions processed and rejected lists, and edit and audit reject lists. This material is used to verify input, clear edit and audit rejects, and occasionally to establish patterns of errors.

2. The PMS daily transaction register is a listing of all transactions in the PM system for a given day. It is used to provide an audit trail for various fiscal and property control actions. This information will appear on the corresponding monthly cumulative history list. The daily listings can be destroyed upon receipt of the related monthly list.

3. Automated tax service for PM properties was established in July 1983. The tax service, modeled on the one utilized for the PLS (Portfolio Loan System), is designed to assist stations in the acquisition of tax bills and control of tax vouchering and payment. The PMS/PLS Daily Transaction Register and Reject List for Tax Collector and Tax Description File is generated for additions, deletions and changes to the two tax files. This listing includes all tax collector name and address transactions which were processed or rejected and appropriate error messages. It also shows tax description transactions which rejected or generated an error message. The register is reviewed upon receipt by the Tax Unit to verify that all input was correctly processed. Errors and rejects are corrected by preparation of new input as required.

4. The Tax Description File printout is produced when a tax description (property description for tax purposes) is established or changed in the system. The printout does not indicate whether a portfolio loan or a property management record is involved. The printout is reviewed upon receipt by the Tax Unit to verify accuracy and completeness of the tax description. Corrections are made as required and the printout filed in the related PM folder.

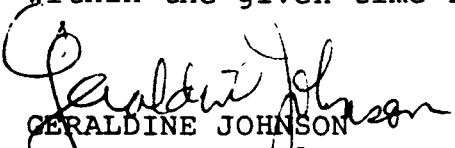
5. Special Assessment and Tax Account Listings are two individual lists. These lists document special assessment and tax segments in which tax payments are due within a certain period of time. These listings are produced at various times throughout the year and are used for two purposes: (a) as a tickler to obtain tax bills from tax collectors for the properties in the property management inventory and (b) as a group tax payment voucher which is forwarded with the tax bills to Finance Service for payment. In the latter, loan guaranty personnel retain a copy of the listing as proof of payment. When used as a tickler, these listings can be destroyed after receipt of the bills.

F. SOURCE OF INFORMATION

Records Appraisal Worksheets dated March 1, 1984
DVB Circular 26-79-13
DVB Circular 26-83-24

G. CONCLUSION

The dispositions recommended for these computer generated listings are adequate to meet reference and administrative requirements. Once review and necessary corrective actions have been completed on the periodic output, the material is eligible for disposal within the given time frames.


GERALDINE JOHNSON
Management Analyst
March 30, 1984