

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-15-85-7	
DATE RECEIVED 12-04-84	
NOTIFICATION TO AGENCY <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
Date 11-27-85	Archivist of the United States <i>Frank B. ...</i>

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

VETERANS ADMINISTRATION

2. MAJOR SUBDIVISION

OFFICE OF BUDGET & FINANCE (Controller)

3. MINOR SUBDIVISION

VARO & IC, ST. PAUL, Mn.

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 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 28	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Leonard R. Bourget</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 align="center">Centralized Accounts Receivable Section St. Paul, Mn.</p> <p>CARS CENTRALIZED ACCOUNTS MICROFORM FILES</p> <p>a. CARS Master Record (Microfiche) b. CARS Locator (Alpha) Listing (Microfiche)</p> <p>Destroy copy maintained by Support Operations Unit twenty-five (25) years after creation. Destroy all other copies six (6) months after creation.</p>	MP-4, Part X, Items 7-11a and b, and NC 1-15-77-12	
2.	<p>a. CARS Compensation and Pension Audit Trail Listing (Microfiche) b. CARS Education Audit Trail Listing (Microfiche)</p> <p>Destroy copy maintained by Support Operations Unit twenty-five (25) years after creation. Destroy all other copies Two (2) years after creation.</p>	MP-4, Part X, Items 7-11c and d, and NC 1-15-77-12	
		3	<i>items</i>

copy sent agency 12-3-85
4 NCF NGM

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 2
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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
3.	<p>Master Copy of CARS Microfiche Records produced on COM (Computer Output Microfilm)</p> <p>Retain at VAC, St. Paul for 90 days and then secure at VA Records Security Depository for 25 years after shipment, then destroy.</p>	MP-4, PART X, Item 7-11e, and NC 1-15- 77-12	