

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCL-15-85-8	DATE RECEIVED 12/19/84
1. FROM (Agency or establishment) Veterans Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Department of Veterans Benefits		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Central Office			
4. NAME OF PERSON WITH WHOM TO CONFER Mrs. Marjorie M. Leandri	5. TELEPHONE EXT. 389-3632	DATE 2-5-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunde</i>
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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE 12-5-84	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Marjorie M. Leandri</i> DAVID N. STONE	D. TITLE Director, Paperwork Management and Regulations Service
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	Educational Institution and Training Establishment Files. All records affecting approval, amendment, revision, withdrawal or disapproval of educational institutions, apprenticeship and other job training establishments for training eligible persons under laws administered by the VA. Includes all supporting papers and correspondence submitted by State approving agencies, VA, Federal and State agencies, veterans, and educational and training establishments; institutions; notice of changes in programs, courses and schedules; reports of supervision for approval purposes; correspondence, etc.  Approved Institutions/Establishments  <u>Disposition:</u> Retain in the DVB/CO Education Service, Operations Division, as an active file. Purge files during routine processing and/or at least once a year and destroy noncurrent material that is 7 years old.	II NNA 2210; II NNA 2220; RCS VB-1 Pt. II, items 03-661, 03-661.2; 03-661.3; 03-662	
2	Institutions/Establishments Not Currently Approved  <u>Disposition:</u> Relocate to inactive storage area 1 year after the date the approval was withdrawn; destroy after 6 years.		

*4 items  
copy sent to agency  
2-6-86 7 11*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION**

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
3	<p>Disapproved Institutions/Establishments</p> <p><u>Disposition:</u> Destroy 1 year from the date the application was disapproved.</p>		
4	<p>Institutions/Establishments Involved in Litigation or Investigation by the VA or Other Agency</p> <p><u>Disposition:</u> Destroy 3 years after date of final action on the litigation or investigation.</p>		<p>4 items</p>