

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-15-85-10</b>	
DATE RECEIVED <b>1-24-85</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>5-22-86</b> Date	<i>Frank A. Bunde</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  
**General Counsel**

3. MINOR SUBDIVISION  
**District Counsel**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Marjorie M Leandri**

5. TEL. EXT.  
**389-3632**

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 3 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 <b>5-4-83</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen di Nunzio</i> (Mrs.) MAUREEN diNUNZIO	E. TITLE <b>Information and Regulations Staff</b>
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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	Correspondence and General Records. Correspondence circulars and memoranda pertaining to the activities, operations and administration of the Office of District Counsel, such as individual letters on benefits, insurance, etc., personal inquiries, claims statement of fees, and related materials, not considered part of veterans claims folders or litigation or other files individually listed.  Destroy material of instructional, precedence, or continuing reference value after being rescinded, superseded or otherwise rendered obsolete. Destroy routine material after 2 years--by <del>Shredding</del> .	<del>GRS 1 item 2a page 1</del>	
2	Labor Management Relations, General and Case Files. Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups.  (1) Office negotiating agreement.  Destroy when 5 years old--by Shredding.	GRS 1 item 20(a) page 12	

115-107 *Copies to Agency + ACF, NNM, 5-30-86, 14 items  
emh*

## (2) Other offices.

Destroy when superseded or obsolete--by  
Shredding.

- 3 EEO litigation reports and files generated by  
District Counsel offices.

GRS 1  
item  
26(a)(1)  
page 10

Destroy 4 years after resolution of case--by  
Shredding.

- 4 Grievance, appeals files generated by District  
Counsel offices.

GRS 1  
item  
31(a)  
page 13

Destroy 3 years after case is closed--by  
Shredding.

- 5 Adverse action files generated by District  
Counsel offices.

GRS 1  
item  
31(b)  
page 14

Destroy 4 years after case is closed--by  
Shredding.

- 6 Procurement contracts. Correspondence files of  
operating procurement units concerning internal  
operation and administration matters.

GRS 3  
item 3  
page 3

Destroy when 2 years old--by Shredding.

- 7 Reports File. Narrative and statistical recurring  
and nonrecurring reports required for reporting to  
higher echelons, including work sheets and backup  
material.

NAJ NN  
164-83

Destroy after 2 years--by Shredding.

- 8 Hospital Reimbursement Records. Documentation  
of District Counsels' actions in collecting or  
attempting to collect hospital reimbursement  
funds due the Government.

NAJ NN  
164-83

Destroy 3 fiscal years after funds have been recovered--  
by Shredding.

- 9 District Counsels' Debt Collection Records, including Educational Overpayments, Loan Guaranty Debts, and Medical Debts. Documentation of District Counsels' actions in collecting funds due the Government.

Destroy 3 fiscal years after funds have been recovered—by shredding.

- 10 District Counsels' Records on Uncollectible Indebtedness. Destroy four fiscal years after termination of collection action those cases that are closed in accordance with the Federal Claims Collection Standards, (4 CFR Part 104) and the guidelines established by the Department of Justice pursuant to a Memorandum of Understanding with the Justice Department entered into on October 21, 1980—by Shredding.

- 11 Subject File. Opinions and precedents on general or legal subjects.

Destroy after purpose has been served—by shredding.

- 12 Administrative Tort Claims Files. Claims against the VA under the Federal Tort Claims Act by individuals and/or Corporations with reports, pictures, statements and such other documents as are necessary to properly adjudicate the cases.

NAJ NN  
163-83

Retire to Federal Records Center 2 years after case is closed; destroy 5 years after the case is closed—by shredding.

- 13 Litigation Files-General. Working papers, litigation papers on guardianship, criminal, forfeiture, tort, loan guaranty and civil litigation.

NAJ NN  
164-83

Destroy 2 years after case is closed—by shredding.

- 14 Docket and control records or indexes containing accounts of actions taken on all legal matters.

NAJ NN  
164-83

Destroy 2 years after case is closed—by shredding.

ROBERT E. COY  
Deputy General Counsel