

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

LEAVE BLANK

JOB NO.

*101-15-85-11*

DATE RECEIVED

*1-24-85*

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 Station - VARO&IC Phil. & St. Paul**

4. NAME OF PERSON WITH WHOM TO CONFER

**Mrs. Marjorie M. Leandri**

5. TELEPHONE EXT.

**389-3632**

DATE

*5-22-86*

ARCHIVIST OF THE UNITED STATES

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

*Frank B. Burke*

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 <i>11/27/84</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>David N. Stone</i> <b>DAVID N. STONE</b>	D. TITLE <b>Director, Paperwork Management and Regulations Service</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>Off-Tape (Manual) Insurance Policy Loan Records. These records are maintained in the insurance divisions of the centers for administration of the insurance program.</p> <p>Loan record cards for automated active 4% loans dating July 1981 through May 1983 (Philadelphia Only).</p> <p><u>Disposition:</u> Destroy</p>		
2	<p>Accounting vouchers (copies).</p> <p><u>Disposition:</u> Maintain by fiscal year. Destroy 1 year after close of fiscal year.</p>		
3	<p>Ledger books.</p> <p><u>Disposition:</u> Maintain by fiscal year. Destroy 1 year after close of fiscal year.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

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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>
4	<p>Adding machine tapes (copies) (Philadelphia Only).</p> <p><u>Disposition:</u> Maintain by fiscal year. Destroy 1 year after close of fiscal year.</p>		
5	<p>Daily IBM 5520 printouts (Philadelphia Only).</p> <p><u>Disposition:</u> Destroy monthly accumulation at the end of the month.</p>		
6	<p>IBM 5520 printouts for closed out or liquidated 4% loans (copies).</p> <p><u>Disposition:</u> Destroy when 1 year old.</p>		