

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-15-85-14

DATE RECEIVED

1-28-85

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

1. FROM (Agency or establishment)

VETERANS ADMINISTRATION

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

DEPARTMENT OF MEMORIAL AFFAIRS

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

NATIONAL CEMETERY AREA OFFICES

4. NAME OF PERSON WITH WHOM TO CONFER

MARJORIE M. LEANDRI

5. TELEPHONE EXT.

389-3662

DATE

(ARCHIVIST OF THE UNITED STATES)

12/16/85
[Signature]

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 12 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

15 1985

C. SIGNATURE OF AGENCY REPRESENTATIVE

DAVID H. STONE

D. TITLE

Director, Paperwork Management and Regulations Service

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 GRS OR SUPERSEDED JOB CITATION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)

Department of Memorial Affairs - National Cemetery Area Offices Records Control Schedule

copies to agency, NNA, NNA, VNCR

12 items

ITEM NO.	DESCRIPTION OF ITEM	DISPOSITION	AUTHORITY
1.	<p>Suspense Files</p> <p>Papers arranged in chronological order as a reminder that an action is required on a given date.</p>	<p>Temporary. Destroy when action is taken.</p>	<p>GRS 23 Item 3a</p>
2.	<p>Employee Record Cards</p> <p>Cards that are used for informational purposes outside personnel offices (VA Form 5-4644a).</p>	<p>Temporary. Destroy upon separation or transfer of employee.</p>	<p>GRS 1 Item 6</p>
3.	<p>Supervisor's Personnel Files</p> <p>Correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions; copies of position descriptions; request for personnel action, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder. NOTE: All official record copies of these documents are filed in the Official Personnel Folder maintained at the servicing station.</p>	<p>Temporary. Destroy superseded or obsolete documents when no longer needed for reference or destroy all documents relating to an individual employee 1 year after separation or transfer.</p>	<p>GRS 1 Item 18a</p>
4.	<p>Publications Files</p> <p>Copies of publications issued by an element of the VA; publications of other Government agencies; and publications of non-Government organizations maintained for reference purposes. (VA regulations, technical manuals, processed orders, circulars, daily bulletins, and catalogs).</p>	<p>Non-record. Destroy when superseded, obsolete, or no longer needed for reference.</p>	<p>GRS 13 Item 1b</p>
5.	<p>Motor Vehicle Accident Files</p> <p>Duplicate copies of records relating to motor vehicle accidents that occur at National Cemeteries. NOTE: This description also covers motor vehicle accidents involving Government vehicles.</p>	<p>Temporary. Destroy 6 years after case is closed.</p>	<p>GRS 10 Item 5</p>

6. ~~Accident Investigative Files~~

Investigative files accumulating from investigations of fires, explosions, and accidents that occur at National Cemeteries which consist of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements. This definition does not include documents relating to the investigation of specific accidents, accident claim files, nor the control documents accumulated by data processing activities for the preparation of statistical reports.

Temporary. Destroy when 2 years old. GRS 18 Item 12

7. Freight Files (Bill of Lading Files)

Copies of records relating to the shipment of household goods. (Originals are on file at the servicing station).

Temporary. Destroy when 1 year old. GRS 9 Item 1b

8. Consolidated Memorandum Receipt (CMR) Files on Accountable Property (Inventory Files)

Copies of all vouchers affecting the CMR account (turn-in and issue slips); copy of consolidated CMR and, when appropriate; copies of Report of Survey, Statement of Charges, or documents relating to overages or shortages.

a. Inventory lists

Temporary. Destroy 2 years from date of list. GRS 3 Item 10a

b. Inventory cards

Temporary. Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control. GRS 3 Item 10b

c. Report of Survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in this schedule.

Temporary. Destroy 2 years after date of survey action or date of posting medium. GRS 3 Item 10c

ITEM NO.	DESCRIPTION OF ITEM	DISPOSITION	AUTHORITY
9.	Non Accounting Property Files (Inventory Requisition Files)	Temporary. Destroy 2 years after completion or cancellation of requisition.	GRS 3 Item 9a
	Documents relating to the receipt and issue of property which is not recorded on a CMR account, such as stock cards, property issue and turn-in slips, copies of purchase orders, and shipping documents.		
10.	Management and Organization Files	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.	
	Documents received from VACO relating to the review, preparation, issuance, and interpretation of directives or regulatory instructions concerning the management, administration, and operation of the National Cemetery Area Office and National Cemeteries.		
11.	General Administrative Files	Temporary. Destroy when 2 years old or when no longer needed, whichever is sooner.	GRS 23 Item 1
	Records that relate to the overall or general routine administration of the office.		
12.	Personal Injury Files	Temporary. Destroy when 5 years old.	GRS 1 Item 32 (Disposal suspended per GSA Bulletin B-136, 3-21-84)
	Forms, reports, correspondence and related medical and investigative records relating to on-the-job injuries, whether or not a claim for compensation was made. (This description also covers duplicate copies of forms, reports, etc., relating to on-the-job injuries, that occur at National Cemeteries).		
13.	Accident Case Files involving individuals visiting VA National Cemeteries	Temporary. Destroy when 2 years old.	GRS 18 Item 12
	Duplicate copies of records relating to reports of accidents and investigations thereof, including fires, damage to VA property, and other accidents which occur on VA property. NOTE: Motor Vehicle Accidents involving Government vehicles are covered under Item No. 5.		

ITEM NO.	DESCRIPTION OF ITEM	DISPOSITION	AUTHORITY
14.	<u>Reference Files</u>		
	These files contain:		
	a. copies of documents which duplicate the record, and copies of documents which are filed in VACO or at the servicing station;	Non-record. Destroy when no longer needed for reference or at the end the calendar year, whichever is sooner.	
	b. documents which require no action;	(same as 14a)	
	c. rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study, or other documents;	(same as 14a)	
	d. cards, listings, indexes, and other papers used for controlling work.	(same as 14a)	
15.	VA Form 5-4652, Request for Personnel Action		
	VA Form 5-4652 is used by an office or a supervisor to request a personnel action.	Temporary. Destroy when 1 year old.	GRS 1 Item 14b
16.	Service Record Cards (VA Form 5-4644-2)		
		Temporary. Destroy 3 years after separation or transfer of employee.	GRS 1 Item 2b
17.	Position Classification Files		
	Optional Form 8, Position Description		
	Files describing established positions including information on title, series, grade, duties and responsibilities. NOTE: The master copy is filed in the Classification Division at the servicing station.	Temporary. Destroy NCAO copy when position is abolished or description superseded.	GRS 1 Item 7b(2)
18.	Leave Application Files		
	Standard Form 71, Application for Leave, and supporting papers relating to requests for and approval of taking leave.		
	a. If timecard has been initialed by the employee.	Temporary. Destroy at the end of the applicable pay period.	GRS 2 Item 8a
	b. If timecard has not been initialed by the employee.	Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 8b

ITEM NO.	DESCRIPTION OF ITEM	DISPOSITION	AUTHORITY	
19.	Flexitime Attendance Records	Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under Flexitime systems.	Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 3b
20.	Budget Apportionment Files (Transfer of Disbursing Authority (VA Form 4-4564-6))	Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	Temporary. Destroy 2 years after the close of the fiscal year.	GRS 5 Item 6
21.	Personnel Allocation Letters	Letters authorizing the personnel ceiling (General Schedule and Wage Grade) for each National Cemetery and the NCAO for the current fiscal year.	Temporary. Destroy after the close of the fiscal year involved.	
22.	Operating Budget Plan	Monthly funding program for each control point.	Temporary. Destroy 1 year after the close of the fiscal year involved.	
23.	Annual Budget Request Files	Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including appropriation language sheets, narrative statements, and related schedules and data.	Temporary. Destroy 1 year after the close of the fiscal year covered by the budget.	GRS 5 Item 4
24.	Internal Control Files	Record of vulnerability assessment reviews that are performed quarterly.	Temporary. Destroy when 3 years old.	
25.	Passenger Reimbursement Files	Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by employees, dependents, or others authorized by law to travel.	Temporary. Destroy when 3 years old.	GRS 9 Item 4a

ITEM NO.	DESCRIPTION OF ITEM	DISPOSITION	AUTHORITY
26.	Motor Vehicle Release Files	Temporary. Destroy 4 years after vehicle leaves agency custody.	GRS 10 Item 6
	Records relating to transfer, sale, donation or exchange of vehicles.	Temporary. Destroy 4 years after vehicle leaves agency custody.	GRS 10 Item 6
27.	Automated Management Information System (AMIS) Code Sheet Files	Temporary. Destroy when 1 year old.	
a.	These files contain VA Forms 40-4973b, 40-4973c, 40-4973d, 40-4973e, and 40-4973f.	Temporary. Destroy when 1 year old.	
b.	VA Form 7051g - These files contain:	Temporary. Destroy when 1 year old.	
(1)	Employee Hour Record - Wage Grade (WG)	Temporary. Destroy when 1 year old.	
(2)	Employee Hour Record - Work-Study Student (WS)	Temporary. Destroy when 1 year old.	
(3)	Employee Hour Record - General Schedule (GS)		
28.	Record of Obligations by Sub-object Class Files (VA Form 40-4976a)	Temporary. Destroy when 2 years old.	
	These files contain VA Forms 40-4976a that are used for the recording of all obligations incurred in order to account for and control funds that are allotted for the operation and maintenance of the NCAO.	Temporary. Destroy when 2 years old.	
29.	National Cemetery Quarters Appraisal Record and Estimate of Market Rent by Comparison Files (VA Forms 40-4985 and 40-4985a)	Temporary. Destroy when 6 years old.	
	These files are required to comply with the instructions of OMB Circular A-45 which states that all Government quarters will be appraised for quarters rental charge. These forms are used to determine appropriate charges for rental facilities under the Department of Memorial Affairs.	Temporary. Destroy when 6 years old.	
30.	National Cemetery Director Trainee Appraisal Files (VA Form 40-4986)	Temporary. Destroy appraisals (and all copies thereof) when 3 years old.	
	VA Forms 40-4986 are used by National Cemetery Directors when supervising a trainee to evaluate his/her program during training. The training period is monitored on a quarterly basis for one full year.	Temporary. Destroy appraisals (and all copies thereof) when 3 years old.	

ITEM NO.	DESCRIPTION OF ITEM	DISPOSITION	AUTHORITY
31.	Defense and Disaster.		
	Records pertaining to national defense, civil defense, emergency planning, shut down procedures, and energy usage.		
	a. Material which covers or establishes policy and procedures and documents plans and operations for continuity of operations in the event of serious disaster and for protection of life and property.	Temporary. Destroy when obsolete or superseded.	GRS 18 Item 29
	b. Energy Usage Reports.		
	Documents reflecting the use of all electrical and petroleum products by DMA.	Temporary. Destroy 2 years after the close of the fiscal year involved.	
32.	Conferences.		
	Correspondence, memoranda, reports and related material pertaining to DMA conferences and meetings.	Temporary. Destroy when 5 years old.	
33.	Schedules of Daily Activities		
	Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal employees while serving in an official capacity. Materials determined to be "personal records" are not covered by this item.		
	(a) Records containing substantive information relating to the official activities of high level officials, the substance of which has <u>not</u> been incorporated into memoranda, reports, correspondence, or other records included in the official files.		
	(High level officials include the heads of departments and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials,		

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33. (con't.) ~~staff assistants to those aforementioned officials, such as special assistants, confidential assistants; and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.)~~

(1) Submit SF 258, Request to Transfer, Approval, and Receipt of Records to National Archives of the United States, to VACO, Administrative Operations Staff (40), for transmittal to GSA to accept the offer.

GRS 23
Item 2a

(2) If the offer is not accepted, destroy the records when 6 years old.

(b) Records of other than high level Federal employees as defined in "(a)" above containing substantive information relating to official activities, the substance of which has not been incorporated into official files.

Temporary. Destroy when 2 years old.

GRS 23
Item 2b

(c) Routine materials containing no substantive information regarding the daily activities of other than high level officials as defined in "(a)" above; and records of all Federal employees containing substantive information, the substance of which has been incorporated into official files.

Temporary. Destroy when no longer needed.

GRS 23
Item 2c

34. NCAO ATLANTA ONLY

(a) Daily Deficiency Worksheet Files, VA Form 40-4992a and (b) Weekly Summary of Deficiencies - Headstones/Markers Files, VA Form 40-4992b

Temporary. Destroy when 3 years old.

These files are maintained by the Quality Assurance Representative(s) who is/are responsible for the inspection and acceptance of headstones/markers procured by contract. VA Forms 40-4992a and 40-4992b show deficiencies in the quality of headstones/markers for National Cemeteries.

Records Control Schedule
Veterans Administration
Department of Memorial Affairs
National Cemetery Area Offices

I. Forms Index

<u>Form Number</u>	<u>Form Title/Description</u>	<u>RCS Item Number</u>
OSHA Form 102F	Summary Report of Federal Occupational Injuries and Illnesses	6
OSHA Form 102FF	Summary Report of Federal Occupational Property Damage Incidents	6
Department of Labor Form CAL and CA2	Federal Employee's Notice of Injury or Occupational Disease -- Official Supervisor's Report of Injury or Occupational Disease	6
Optional Form 8	Position Description	17
Standard Form 71	Application for Leave	18
Standard Form 1012	Travel Voucher	25
VA Form 2162	Report of Accident	5,12,13
VA Form 4-4564-6	Transfer of Disbursing Authority	20
VA Form 5-4644a	Employee Record Card	2
VA Form 5-4644-2	Service Record Card	16
VA Form 5-4652	Request for Personnel Action	15
VA Form 40-4973b	AMIS - Monthly Report of Cemetery Activity and Status	27
VA Form 40-4973c	AMIS - Quarterly Management Report	27
VA Form 40-4973d	AMIS - Monthly Report of General Schedule (GS) Employee Utilization (VO5)	27

<u>Form Number</u>	<u>Form Title/Description</u>	<u>RCS Item Number</u>
VA Form 40-4973e	AMIS - Monthly Report of Wage Grade (WG) Employee Utilization (V06)	27
VA Form 40-4973f	AMIS - Monthly Report of Wage Grade (WG) and Work-Study Student (WS) Employee Utilization (V07)	27
VA Form 40-4976a	Record of Obligations by Sub-object Class	28
VA Form 40-4985	National Cemetery Quarters Appraisal	29
VA Form 40-4985a	Record and Estimate of Market Rent by Comparison	29
VA Form 40-4986	National Cemetery Director Trainee Appraisal	30
VA Form 40-4992a	Daily Deficiency Worksheet	34
VA Form 40-4992b	Weekly Summary of Deficiencies - Headstones/Markers	34
VA Form 7051g	(1) Employee Hour Record - Wage Grade (WG)	27
	(2) Employee Hour Record - Work-Study Student (WS)	27
	(3) Employee Hour Record - General Schedule (GS)	27

II. Subject Index

<u>Subject</u>	<u>RCS Item Number</u>
Annual Budget Request Files	23
Conferences	32
Consolidated Memorandum Receipt (CMR) Files on Accountable Property	8
Defense and Disaster	31
Flexitime Attendance Records	19
Freight Files (Bill of Lading Files)	7
General Administrative Files	11
Internal Control Files	24
Management and Organization Files	10
Motor Vehicle Release Files	26
Non-Accounting Property Files	9
Operating Budget Plan	22
Personnel Allocation Letters	21
Publications Files	4
Reference Files	14
Schedules of Daily Activities	33
Supervisor's Personnel Files	3
Suspense Files	1

III. DEFINITIONS/CLARIFICATIONS

- GSA - General Services Administration
- GRS - General Records Schedules
- GAO - General Accounting Office
- VACO - Veterans Administration Central Office
- DMA - Department of Memorial Affairs
- NCAO - National Cemetery Area Office

NOTE: General Records Schedules are issued by the Administrator, General Services Administration, to provide disposition standards for records common to several or all agencies of the Federal Government. Questions concerning General Records Schedules should be directed to VACO, DMA, Administrative Operations Staff (40F).