REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)

VETERANS ADMINISTRATION

2. MAJOR SUBDIVISION

DEPARTMENT OF MEMORIAL AFFAIRS

3. MINOR SUBDIVISION

NATIONAL CEMETERY, AREA OFFICES

4. NAME OF PERSON WITH WHOM TO CONFER

MARJORIE M. LEANDRI

5. TELEPHONE EXT.

389-3662

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

5-1-85

C. SIGNATURE OF AGENCY REPRESENTATIVE

DAVID N. STONE

D. TITLE

Director, Paperwork Management and Regulations Service

7. ITEM NO.

8. DESCRIPTION OF Item

(With Inclusive Dates or Retention Periods)

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

9. CRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

12 ITEMS

115-108

NSN 7540-00-634-4084

STANDARD FORM 115 (REV. 8-83)

Prescribed by GSA

FPMR (41 CFR) 101-11.4
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<td>1.</td>
<td>Suspense Files</td>
<td>Temporary. Destroy when action is taken.</td>
<td>GRS 23 Item 3a</td>
</tr>
<tr>
<td></td>
<td>Papers arranged in chronological order as a reminder that an action is required on a given date.</td>
<td></td>
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<tr>
<td>2.</td>
<td>Employee Record Cards</td>
<td>Temporary. Destroy upon separation or transfer of employee.</td>
<td>GRS 1 Item 6</td>
</tr>
<tr>
<td></td>
<td>Cards that are used for informational purposes outside personnel offices (VA Form 5-4644a).</td>
<td></td>
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</tr>
<tr>
<td>3.</td>
<td>Supervisor's Personnel Files</td>
<td>Temporary. Destroy when superseded or obsolete documents when no longer needed for reference or destroy all documents relating to an individual employee 1 year after separation or transfer.</td>
<td>GRS 1 Item 18a</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Publications Files</td>
<td>Non-record. Destroy when superseded, obsolete, or no longer needed for reference.</td>
<td>GRS 13 Item 1b</td>
</tr>
<tr>
<td></td>
<td>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).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Motor Vehicle Accident Files</td>
<td>Temporary. Destroy 6 years after case is closed.</td>
<td>GRS 10 Item 5</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
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</table>
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.

Freight Files (Bill of Lading Files)

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

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

b. Inventory cards

c. Report of Survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in this schedule.
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<td>9.</td>
<td>Non-Accounting Property Files (Inventory Requisition Files)</td>
<td>Temporary. Destroy 2 years after completion or cancellation of requisition.</td>
<td>GRS 3</td>
</tr>
<tr>
<td>10.</td>
<td>Management and Organization Files</td>
<td>Temporary. Destroy when superseded, obsolete, or no longer needed for reference.</td>
<td>Item 1</td>
</tr>
<tr>
<td>11.</td>
<td>General Administrative Files</td>
<td>Temporary. Destroy when 2 years old or when no longer needed, whichever is sooner.</td>
<td>GRS 23</td>
</tr>
<tr>
<td>12.</td>
<td>Personal Injury Files</td>
<td>Temporary. Destroy when 5 years old.</td>
<td>GRS 1 Item 32 (Disposal suspended per GSA Bulletin B-136, 3-21-84)</td>
</tr>
<tr>
<td>13.</td>
<td>Accident Case Files involving individuals visiting VA National Cemeteries</td>
<td>Temporary. Destroy when 2 years old.</td>
<td>GRS 18 Item 12</td>
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**Note:** Motor Vehicle Accidents involving Government vehicles are covered under Item No. 5.
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<tr>
<td>14.</td>
<td>Reference Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>These files contain:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. copies of documents which duplicate the record, and copies of documents which are filed in VAO or at the servicing station:</td>
<td>Non-record. Destroy when no longer needed for reference or at the end of the calendar year, whichever is sooner.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. documents which require no action:</td>
<td>(same as 14a)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study, or other documents:</td>
<td>(same as 14a)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d. cards, listings, indexes, and other papers used for controlling work.</td>
<td>(same as 14a)</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>VA Form 5-4652, Request for Personnel Action</td>
<td>Temporary. Destroy when 1 year old.</td>
<td>GRS 1 Item 14b</td>
</tr>
<tr>
<td></td>
<td>VA Form 5-4652 is used by an office or a supervisor to request a personnel action.</td>
<td></td>
<td></td>
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<tr>
<td>16.</td>
<td>Service Record Cards (VA Form 5-4644-2)</td>
<td>Temporary. Destroy 3 years after separation or transfer of employee.</td>
<td>GRS 1 Item 2b</td>
</tr>
<tr>
<td>17.</td>
<td>Position Classification Files</td>
<td>Temporary. Destroy NCAO copy when position is abolished or description superseded.</td>
<td>GRS 1 Item 7b(2)</td>
</tr>
<tr>
<td></td>
<td>Optional Form 8, Position Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Leave Application Files</td>
<td>Temporary. Destroy at the end of the applicable pay period.</td>
<td>GRS 2 Item 8a</td>
</tr>
<tr>
<td></td>
<td>Standard Form 71, Application for Leave, and supporting papers relating to requests for and approval of taking leave.</td>
<td>Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner.</td>
<td>GRS 2 Item 8b</td>
</tr>
<tr>
<td>ITEM NO.</td>
<td>DESCRIPTION OF ITEM</td>
<td>DISPOSITION</td>
<td>AUTHORITY</td>
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</tr>
<tr>
<td>19.</td>
<td>Flexitime Attendance Records</td>
<td>Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner.</td>
<td>Item 3b</td>
</tr>
<tr>
<td></td>
<td>Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under Flexitime systems.</td>
<td>Temporary.</td>
<td>GRS 2</td>
</tr>
<tr>
<td>20.</td>
<td>Budget Apportionment Files (Transfer of Disbursing Authority (VA Form 4-4564-6))</td>
<td>Temporary. Destroy 2 years after the close of the fiscal year.</td>
<td>Item 6</td>
</tr>
<tr>
<td></td>
<td>Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.</td>
<td>Temporary.</td>
<td>GRS 5</td>
</tr>
<tr>
<td></td>
<td>Letters authorizing the personnel ceiling (General Schedule and Wage Grade) for each National Cemetery and the NCAO for the current fiscal year.</td>
<td>Temporary.</td>
<td>GRS 5</td>
</tr>
<tr>
<td>22.</td>
<td>Operating Budget Plan</td>
<td>Temporary. Destroy 1 year after the close of the fiscal year involved.</td>
<td>Item 6</td>
</tr>
<tr>
<td></td>
<td>Monthly funding program for each control point.</td>
<td>Temporary.</td>
<td>GRS 5</td>
</tr>
<tr>
<td>23.</td>
<td>Annual Budget Request Files</td>
<td>Temporary. Destroy 1 year after the close of the fiscal year covered by the budget.</td>
<td>Item 4</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>Temporary.</td>
<td>GRS 5</td>
</tr>
<tr>
<td>24.</td>
<td>Internal Control Files</td>
<td>Temporary. Destroy when 3 years old.</td>
<td>Item 4</td>
</tr>
<tr>
<td></td>
<td>Record of vulnerability assessment reviews that are performed quarterly.</td>
<td>Temporary.</td>
<td>Item 4</td>
</tr>
<tr>
<td>25.</td>
<td>Passenger Reimbursement Files</td>
<td>Temporary. Destroy when 3 years old.</td>
<td>Item 4a</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>Temporary.</td>
<td>Item 4a</td>
</tr>
</tbody>
</table>

5.
<table>
<thead>
<tr>
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<th>DESCRIPTION OF ITEM</th>
<th>DISPOSITION</th>
<th>AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.</td>
<td>Motor Vehicle Release Files</td>
<td>Temporary. Destroy 4 years after vehicle leaves agency custody.</td>
<td>GRS 10 Item 6</td>
</tr>
<tr>
<td></td>
<td>a. These files contain VA Forms 40-4973b, 40-4973c, 40-4973d, 40-4973e, and 40-4973f.</td>
<td>Temporary. Destroy when 1 year old.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. VA Form 7051g - These files contain:</td>
<td>Temporary. Destroy when 1 year old.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) Employee Hour Record - Wage Grade (WG)</td>
<td>Temporary. Destroy when 1 year old.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) Employee Hour Record - Work-Study Student (WS)</td>
<td>Temporary. Destroy when 1 year old.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) Employee Hour Record - General Schedule (GS)</td>
<td>Temporary. Destroy when 1 year old.</td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>Record of Obligations by Sub-object Class Files (VA Form 40-4976a)</td>
<td>Temporary. Destroy when 2 years old.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>Temporary. Destroy when 2 years old.</td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>National Cemetery Quarters Appraisal Record and Estimate of Market Rent by Comparison Files (VA Forms 40-4985 and 40-4985a)</td>
<td>Temporary. Destroy when 6 years old.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>Temporary. Destroy when 6 years old.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>Temporary. Destroy 3 years old.</td>
<td></td>
</tr>
<tr>
<td>ITEM NO.</td>
<td>DESCRIPTION OF ITEM</td>
<td>DISPOSITION</td>
<td>AUTHORITY</td>
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<tr>
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<tr>
<td>31.</td>
<td>Defense and Disaster.</td>
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</tr>
<tr>
<td></td>
<td>Records pertaining to national defense, civil defense, emergency planning, shut down procedures, and energy usage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>Temporary. Destroy when obsolete or superseded.</td>
<td>Item 29</td>
</tr>
<tr>
<td></td>
<td>b. Energy Usage Reports.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Documents reflecting the use of all electrical and petroleum products by DNA.</td>
<td>Temporary. Destroy 2 years after the close of the fiscal year involved.</td>
<td></td>
</tr>
<tr>
<td>32.</td>
<td>Conferences.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Correspondence, memoranda, reports and related material pertaining to DNA conferences and meetings.</td>
<td>Temporary. Destroy when 5 years old.</td>
<td></td>
</tr>
<tr>
<td>33.</td>
<td>Schedules of Daily Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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 &quot;personal records&quot; are not covered by this item.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Records containing substantive information relating to the official activities of high level officials, the substance of which has not been incorporated into memoranda, reports, correspondence, or other records included in the official files.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
33. (cont.) 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.

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.

(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.

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

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.
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<td>Summary Report of Federal Occupational Property Damage Incidents</td>
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<td>Department of Labor Form CA1 and CA2</td>
<td>Federal Employee's Notice of Injury or Occupational Disease — Official Supervisor's Report of Injury or Occupational Disease</td>
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<td>AMIS — Quarterly Management Report</td>
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<td>AMIS — Monthly Report of General Schedule (GS) Employee Utilization (V05)</td>
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<td>Form Title/Description</td>
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<tr>
<td>VA Form 40-4973e</td>
<td>AMIS - Monthly Report of Wage Grade (WG) Employee Utilization (V06)</td>
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<td>(3) Employee Hour Record - General Schedule (GS)</td>
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<td>Suspense Files</td>
<td>1</td>
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</tbody>
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III. DEFINITIONS/CLARIFICATIONS

GSA - General Services Administration
GRS - General Records Schedules
GAO - General Accounting Office
VAOC - 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 VAOC, DMA, Administrative Operations Staff (40F).