

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC1-15-85-16

DATE RECEIVED

2-5-85

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 Stations

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Marjorie M. Leandri

5. TELEPHONE EXT.

389-3632

DATE

7-19-85

ARCHIVIST OF THE UNITED STATES

Approval of permanent retention of records is

6. CERTIFICATE OF AGENCY REPRESENTATIVE

granted.

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 1 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

2-1-85

C. SIGNATURE OF AGENCY REPRESENTATIVE.

Marjorie M. Leandri
DAVID N. 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 GRS OR SUPERSEDED JOB CITATION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)

1. **Presidential records, specifically:**

- a. Claims Folder
- b. XC Folder
- c. Loan Folder
- d. Insurance Folder
- e. *other*

Disposition:

Item 1a. Maintain in "locked files".

Items 1b thru 1e Permanent. Maintain in "locked files" while on station. Offer to NARS, through VA Central Office (232A), upon receipt of retirement selection card.

appropriate folder(s) related

~~2. Presidential records other than specific records cited in Item 1.~~

~~**Disposition:**~~

~~Submit VA Form 23-6555, Records Series Analysis Sheet, to VA Central Office (232A), in accordance with procedures contained in DVB Supplement MP-1, part II, chapter 1.~~

A per telecon with Miss Leandri, VA, May 14, 1985, and Mr. Howell on 6-25-85.
RCT/NARA-NIRM

5 items