

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

LEAVE BLANK

JOB NO. **NC1-15-85-17**

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

DATE RECEIVED  
**6-06-85**

1. FROM (Agency or establishment)  
**Veterans Administration**

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
**Department of Veterans Benefits**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
**VA Regional Office & Ins. Ctr., Phila., PA**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

**Mrs. Marjorie M. Leandri**

**389-3632**

**7-2-86** *Francis A. 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 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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

**4-4-85**

*Marjorie M. Leandri*  
**DAVID N. STONE**

**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 GRS OR SUPERSEDED JOB CITATION	10.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.	<b>Soldiers and Sailors Civil Relief Act Index Control Cards</b>		
a.	<b>Cards (4,500) on inactive cases.</b> <u>Disposition</u> <b>Destroy by shredding.</b>		
b.	<b>Cards on active cases.</b> <u>Disposition</u> <b>Destroy by shredding 2 years after serviceperson has been discharged from the military service.</b>		