

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. NCI-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)

NOTIFICATION TO AGENCY

Veterans Administration

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION

Department of Veterans Benefits

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SUPERSEDED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. | <p>Soldiers and Sailors Civil Relief Act Index Control Cards</p> <p>a. Cards (4,500) on inactive cases.</p> <p><u>Disposition</u></p> <p>Destroy by shredding.</p> <p>b. Cards on active cases.</p> <p><u>Disposition</u></p> <p>Destroy by shredding 2 years after serviceperson has been discharged from the military service.</p> | | |
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Copies sent to Agency & NMM, 7-11-86, emb