

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**  
*(See Instructions on Reverse)*

*RG 15  
1 item*

LEAVE BLANK	
DATE RECEIVED <b>19 SEP 1973</b>	JOB NO <b>174-054</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U S C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
10-17-73 Date	<i>James B. [Signature]</i> Archivist of the United States

- TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**
1. FROM (AGENCY OR ESTABLISHMENT)  
**Veterans Administration**
2. MAJOR SUBDIVISION  
**Central Office and Field**
3. MINOR SUBDIVISION  
**Fiscal Divisions - Field Stations**
4. NAME OF PERSON WITH WHOM TO CONFER  
**H. D. Thombs**
5. TEL. EXT.  
IDS **148-X-3662**
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

*9/14/73*  
(Date)

*Michael A. Bronson*  
MICHAEL A. BRONSON  
(Signature of Agency Representative)

Acting Assistant Administrator for  
Management and Evaluation  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><b>FISCAL RECORDS</b></p> <p>VA Form 24-8421a, Transmittal Schedule of Portfolio Loan Collections (PLACE), is used to maintain control of undeposited portfolio loan remittances received by regional office Collections Unit, and transferred to the Austin, DPC Collections Unit for processing.</p> <p>Destroy receipted copies after 3 fiscal years and after audit by Fiscal Audit Division, Internal Audit Service.</p> <p>Simultaneous separate submission to Records Management and Services Branch, GAO.</p>		

FINANCE

Item No.	Title and/or Description	Kind of Copy	Disposition	Authority
4-125.2	Certifying Officers Signature Card File.		Destroy 3 years after the close of the fiscal year when record becomes inactive and after audit of station records by VA Controller representatives.	National Archives Job II NN 3452.
4-126.	Certificate of Deposit File (posting media), consisting of copies of certificates of deposit, mortgage loan payment notices, debit vouchers, <u>transmittal schedule of insurance collections, counter receipts--acknowledgment of remittances, field service receipts; and related material properly filed therein, EXCLUDING certificates of deposit which support the Treasury Statements of Transaction retained for on-site audits.</u>		Destroy 2 years after the close of the fiscal year involved and after receipt of audit clearance of related fiscal records by GAO and VA Controller representatives, or 3 years after the close of the fiscal year involved and after audit clearance by VA Controller representatives.	National Archives Jobs II NN 3435 and NA 351-S396.
<p>The underlined item is undoubtedly similar to the transmittal schedule of portfolio loan collections.</p> <p>J.L.W.</p>				
4-127.	Transfer of Disbursing Authority (VA Form 4564). Advice of advance and withdrawal of disbursing authority, advice of all allotment action for appropriations and funds, transfer of collections, funds (i. e., patient's funds, funds due incompetent beneficiaries), cash awards, service charges, reimbursements, etc.		Destroy after 10 years those pertaining to continuing and construction appropriations.  Destroy all others after 4 years.	General Records Schedule 7, item 4a, 7/10/53.
4-128.	Transmittal--Checks Returned to Agent Cashier.	Copy.	Destroy 3 years after the close of the fiscal year involved and after audit clearance of related fiscal records by VA Controller representatives.	National Archives Job II NN 3435.
4-129.	Contract and Schedule File. Copies of contracts and schedules negotiated by other Government agencies, copies of decentralized or drop-shipment VACO contracts, and copies of blind-made and prison-made product schedules.  a. Contracts and schedules.	Copies.	a. Destroy 3 years after the close of the fiscal year in which terminated, and after audit by VA Controller representatives.	National Archives Job II NN 3452.

(Continued)