

ITEM NO.	DESCRIPTION OF ITEM	DISPOSITION	AUTHORITY
25.	Position Classification Files		
	Optional Form 8, Position Description		
	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.	Temporary. Destroy Cemetery copy when position is abolished or description superseded.	GRS 1 Item 7b(2)
26.	Leave Application Files		
	Standard Form 71, Application for Leave, and supporting papers relating to requests for and approval of taking leave.		
	a. If timecard has been initialed by the employee.	Temporary. Destroy at the end of the applicable pay period.	GRS 2 Item 8a
	b. If timecard has not been initialed by the employee.	Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 8b
27.	Flexitime Attendance Records		
	Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under Flexitime systems.	Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 3b
28.	Budget Apportionment Files (Transfer of Disbursing Authority (VA Form 4-4564-6))		
	Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	Temporary. Destroy 2 years after the close of the fiscal year.	GRS 5 Item 6
29.	Personnel Allocation Letters		
	Letters authorizing the personnel ceiling (General Schedule and Wage Grade) for each National Cemetery for the current fiscal year.	Temporary. Destroy after the close of the fiscal year involved.	
30.	Operating Budget Plan		
	Monthly funding program for each control point.	Temporary. Destroy 1 year after the close of the fiscal year involved.	

ITEM NO.	DESCRIPTION OF ITEM	DISPOSITION	AUTHORITY
31.	<del>Annual Budget Request Files</del>	<del>Temporary. Destroy 1 year after the close of the fiscal year covered by the budget.</del>	<del>GRS 5 Item 4</del>
	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.		
32.	Internal Control Files		
	Record of vulnerability assessment reviews that are performed quarterly.	Temporary. Destroy when 3 years old.	
33.	<del>Passenger Reimbursement Files</del>	<del>Temporary. Destroy when 3 years old.</del>	<del>GRS 9 Item 4a</del>
	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.		
34.	General Travel and Transportation Files		
	Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.	Temporary. Destroy when 2 years old.	GRS 9 Item 5a
35.	Motor Vehicle Release Files		
	Records relating to transfer, sale, donation or exchange of vehicles.	Temporary. Destroy 4 years after vehicle leaves agency custody.	GRS 10 Item 6
36.	Temporary Grave Marker Files (VA Form 40-4960)	Temporary. Destroy after the headstone/ marker is erected.	
37.	Request for Replacement of Headstone Files (VA Form 40-4963)		
	VA Forms 40-4963 are used to request a replacement headstone.		
	a. National Cemetery copy	Temporary. Destroy 2 years after headstone has been erected.	
	b. Original	Covered under Item 21g, VACO, Records Control Schedule.	

ITEM NO.	DESCRIPTION OF IT	DISPOSITION	AUTHORITY
38.	Vehicle Inspection and Service Record Files (VA Form 40-4967)	<del>Permanent.</del> <sup>Temporary.</sup> Maintain for the life of the vehicle. Transfer along with equipment when vehicle leaves agency custody.	
39.	Vehicle Operational Record Files (VA Form 40-4968)	<i>per agreement w John Mc Menamin 2/19/85</i>	
	VA Forms 40-4968 are used for keeping record of vehicles that are authorized to leave the grounds of a National Cemetery.	Temporary. Maintain for the life of the vehicle. Destroy after vehicle leaves agency custody.	
40.	Automated Management Information System (AMIS) Code Sheet Files		
	a. These files contain: VA Forms 40-4973b; 40-4973c; 40-4973d; 40-4973e; and 40-4973f.	Temporary. Destroy when 1 year old.	
	b. VA Form 7051g - These files contain:	Temporary. Destroy when 1 year old.	
	(1) Employee Hour Record - Wage Grade (WG) (2) Employee Hour Record - Work-Study Student (WS) (3) Employee Hour Record - General Schedule (GS)		
41.	Record of Obligations by Sub-object Class Files (VA Form 40-4976a)		
	VA Forms 40-4976a are used for the recording of all obligations incurred to account for and control funds that are allotted for the operation and maintenance of a National Cemetery.	Temporary. Destroy when 2 years old.	
42.	National Cemetery Interment Schedule Files (VA Form 40-4981)		
	VA Forms 40-4981 are used to schedule daily interments. When completed, it is reproduced in a sufficient number of copies to provide a copy to the administrative and field personnel assigned interment responsibilities.		
	a. Original	Temporary. Destroy when 2 years old.	
	<del>b. Copies</del>	<del>Non-record. Destroy at the end of the work day.</del>	

43. National Cemetery Quarters Appraisal Record and Estimate of Market-Rent by Comparison Files (VA Forms 40-4985 and 40-4985a)

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 DMA.

Temporary. Destroy when 6 years old.

44. National Cemetery Director Trainee Appraisal Files (VA Form 40-4986)

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.

Temporary. Destroy appraisals (and all copies thereof) when 3 years old.

45. Agreement for Burial of Cremated Remains Files (VA Form 40-4987)

Current practice requires the responsible person effecting interment of cremated remains in a National Cemetery to complete VA Form 40-4987 which stipulates that all future burials must be of cremated remains only. The completion of the form is vital as these gravesites will not accommodate body burials.

Temporary. Destroy upon demise of surviving spouse or dependent.

46. Record of Gravesite Set-Aside Files (VA Form 40-4994)

VA Forms 40-4994 are used to record set-aside gravesites in National Cemeteries assigned to the 4'x8' single depth program and to retain a gravesite for a reservee.

a. Original

(1) Cancellation of gravesite set-aside

Temporary. Destroy VA Form 40-4994 and all documents pertaining to the set-aside.

ITEM NO.	DESCRIPTION OF ITEM	DISPOSITION	AUTHORITY
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46.(con't)

(2) Utilization of gravesite

Temporary. Forward VA Form 40-4994 (along with appropriate copies of VA Form 40-4956) to DMA, VACO Cemetery Service. Destroy documents pertaining to the set-aside unless another interment is pending, i.e., burial of adult dependent or known expected dependent interment. In such cases, pertinent correspondence would be retained until interment was completed.

~~b. Copy~~

~~Covered under Item 20j, VACO, Records Control Schedule.~~

47.

Monthly Report of Adjacent Gravesite Set-Aside (AGS) Files (VA Form 40-4995)

These forms are used to report the number of set-aside gravesites at each National Cemetery assigned to the 4'x8' single depth program.

a. Original

Temporary. Destroy when 1 year old.

~~b. Copy~~

~~Covered under Item 20k, VACO, Records Control Schedule.~~

48. Defense and Disaster

Records pertaining to national defense, civil defense, emergency planning, shut down procedures, and energy usage.

~~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.~~

~~Temporary. Destroy when obsolete or superseded.~~

~~GRS 18  
Item 29~~

b. Energy Usage Reports.

Documents reflecting the use of all electrical and petroleum products by DMA.

Temporary. Destroy 2 years after the close of the fiscal year involved.

49. Conferences

Correspondence, memoranda, reports and related material pertaining to DMA conferences and meetings.

Temporary. Destroy when 5 years old.

~~50. Schedules of Daily Activities~~

~~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 "personal records" are not covered by this item.~~

~~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.~~

~~(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~~

50.(con't) ~~officials, 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 (40F), for transmittal to GSA to accept the offer.

GRS 23  
Item 2a

(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.

Temporary. Destroy when 2 years old.

GRS 23  
Item 2b

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.

Temporary. Destroy when no longer needed.

GRS 23  
Item 2c

Records Control Schedule  
 Veterans Administration  
 Department of Memorial Affairs  
 National Cemeteries

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<u>Form Number</u>	<u>Form Title/Description</u>	<u>RCS Item Number</u>
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III. DEFINITIONS/CLARIFICATIONS

GSA - General Services Administration

GRS - General Records Schedules

NARS - National Archives and Records Service (GSA)

GAO - General Accounting Office

VACO - 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 VACO, DMA, Administrative Operations Staff (40F).