

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-015-09-2	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/28/09	
1 FROM (Agency or establishment) Department of Veterans Affairs		NOTIFICATION TO AGENCY	
1 MAJOR SUBDIVISION Veterans Benefit Administration		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MINOR SUBDIVISION Compensation and Pension Service			
3 NAME OF PERSON WITH WHOM TO CONFER Janise Johnson	4 TELEPHONE NUMBER (202) 461-9758	DATE 1 NOV 10	ARCHIVIST OF THE UNITED STATES
5 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u> </u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input checked="" type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE Sept. 11, 2009	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Director of Records Management Service
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Income Verification Match (IVM) worksheets contain the printed output of computer matches with VA and the Internal Revenue Service (IRS) and Social Security Administration (SSA). The output contains the unreported Federal Tax Information (FTI) of veterans in receipt of compensation based on individual unemployability (IU), and recipients of pension and Parents' Dependency and Indemnity Compensation (DIC). This information on these worksheets is very sensitive. The worksheets are maintained in locked files. VA field employees destroy these worksheets. These worksheets cannot be retired to a Federal Records Center or destroyed by a contractor. We propose to allow destruction of IVM worksheets 30 days following the appeal period (this is typically 1 year after the Pension Management Center notifies the beneficiary of its decision, unless the claimant appeals). We request authorization to immediately destroy "no action necessary" IVM worksheets.</p> <p>The records on this appraisal and SF115 are considered temporary and destroyed after expiration of their specific retention periods.</p> <p><u>Disposition</u> Due to the sensitive nature of these documents, they are prohibited from permanent preservation by the National Archives. The records are to be disposed of in the following manner:</p> <p>1 Destroy IVM worksheets 30 days after the appeal period has expired 2 Destroy IVM worksheets immediately that require no action</p>		