# Request for Records Disposition Authority

(See Instructions on reverse)

| | Leave Blank (NARA Use Only) |
|---|---|
| | Job Number  *N1-015-10-5* |

To  **National Archives and Records Administration (NIR)**
**Washington, DC 20408**

Date Received  *August 1, 2009*

| 1  From (Agency or establishment) | |
|---|---|
| **Department of Veterans Affairs** | |

**Notification to Agency**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  Major Subdivision
**Veterans Benefits Administration**

3  Minor Subdivision
**Field Stations**

| 4  Name of Person with whom to confer | 5  Telephone (include area code) | Date  *Sept 10* | Archivist of the United States |
|---|---|---|---|
| **Frank Purgason** | **202-461-9556** | | |

## 6  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 _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

[ ]  is not required          [X]  is attached          [x]  has been requested

| Signature of Agency Representative | Title | Date (mm/dd/yyyy) |
|---|---|---|
| *Samuel Nichols* | **Director of Records Mgmt. Service** | |

| 7 Item Number | 8  Description of Item and Proposed Disposition | 9  GRS or Superseded Job Citation | 10  Action taken (NARA Use Only) |
|---|---|---|---|
| | **Loan Guaranty Service (LGS) Electronic Business System Records** | | |
| | ~~Disposition:   Return~~   X 5/31/10 | | |

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Previous Edition Not Usable

Page ____ of ____

**Standard Form 115** (Rev 3/91)
Prescribed by NARA 36 CFR 1228

U.S. Department of Veteran Affairs
Veterans Benefits Administration
Loan Guaranty Service Electronic Business System Records

The schedule covers and provides disposition for Veterans Benefits Administration
(VBA) electronic and related records in the Loan Guaranty Service (LGS) Electronic
Business System Records maintained in the Washington headquarters of the Department
of Veterans Affairs.

LGS Business Systems Records are the basis for all LGS business functions, electronic
and manual. LGS is dependent upon its electronic records which are required for the
program to function and deliver the VA Home Loan benefit. The records are used for
management and oversight purposes and provide a history of the LGS program.

1. **Input/Source Records**
   ~~Data collected from veterans, other VA or VBA electronic records (Veterans
   Services Network (VETSNET), VA Defense Identity Repository (VADIR),
   etc.), business partners and contractors, the Department of Defense, the
   Department of the Treasury, or generated by the business system.~~

   ~~DISPOSITION: TEMPORARY~~

   ~~Delete when data have been entered into the master file or database and
   verified, or when no longer required to support reconstruction of, or serve as
   backup to, a master file or database, whichever is later.~~ **GRS 20, 2b**

2. **Master Files**
   The master file includes electronic records consisting of veterans' data,
   property valuation, loan data, property data, and related information.

   DISPOSITION: TEMPORARY

   Destroy or delete with related records or when the agency determines that they
   are no longer needed for administrative, legal, audit, or other operational
   purposes, whichever is later.

3. **Outputs**
   ~~Consists of production data which includes scanned hardcopy documents, or
   images generated electronically by VA or its business partners via paperless
   business processes and is used for analysis and reporting purposes.~~

   ~~DISPOSITION: TEMPORARY~~

~~Delete after the expiration of the retention period authorized for the hard copy records.~~ **GRS 20, 3(a) and (b)**

4.     **System Documentation**
~~Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and other systems documentation.~~

~~DISPOSITION:  TEMPORARY~~

~~Destroy of delete upon authorized deletion of related electronic records or upon destruction of the output of the system if the output is needed to protect legal rights, whichever is later.~~ **GRS 20, 11a(1)**