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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>  |  | JOB NUMBER N1-15-10-6   |   |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001   |  | Date received<br>9/23/10  |   |
| 1 FROM (Agency or establishment)<br>Department of Veterans Affairs (VA)   |  | NOTIFICATION TO AGENCY  |   |
| 2 MAJOR SUBDIVISION<br>Veterans Benefit Administration (VBA)  |  | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |   |
| 3 MINOR SUBDIVISION   |  |   |   |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br>Michael Palmer  | 5 TELEPHONE NUMBER<br>336-714-5939   | DATE<br>7 NOV 10  | ARCHIVIST OF THE UNITED STATES<br> |
| 6 AGENCY CERTIFICATION<br>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>2</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,<br><br><input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested |  |   |   |
| DATE<br>9/7/10  | SIGNATURE OF AGENCY REPRESENTATIVE<br><br>Martin L. Hill  |   | TITLE<br>Records Officer  |
| 7 ITEM NO   | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9 GRS OR SUPERSEDED JOB CITATION  | 10 ACTION TAKEN (NARA USE ONLY)   |
| 1.  | <p><del>Veteran Number: 03-140-100</del></p> <p><b>Deceased Veterans Claims (XC Files)</b><br/>c. 1918 - Present<br/><b>Arrangement: Numerical, Terminal Digit</b><br/><b>Approximate Volume: 700,000 cubic feet</b></p> <p>Files documenting claims by veterans and their survivors to obtain benefits as a result of service in the U.S. Armed Forces as provided by 38 U.S.C Part 3 Adjudication. The files are maintained by the VA to document the adjudication of benefits provided each veteran and his/her survivors</p> <p>The prefix C (Claim) or SS (Social Security) on the folder designates the file of a living veteran. Claims which are adjudicated for living veterans fall into the following benefit classifications</p> <ul style="list-style-type: none"> <li>1 Compensation</li> <li>2 Pension</li> <li>3 Memorandum ratings for other purposes, such as <ul style="list-style-type: none"> <li>a Hospital or outpatient treatment</li> <li>b Vocational rehabilitation</li> <li>c Loan purposes</li> <li>d Unemployment compensation purposes</li> </ul> </li> </ul> |   |   |

When the VA receives proof of a veteran's death, that documentation is associated with the file, which is converted to an XC Folder through the addition of the prefix X. In addition to containing the claims history of benefits for which each veteran applied during his/her lifetime, the XC Folder also documents the following benefit categories of death claims

- 1 Death Compensation
- 2 Pension
- 3 Accrued amounts
- 4 Insurance
- 5 Burial allowance
- 6 Dependency and indemnity compensation
- 7 Adjusted compensation
- 8 Dependents educational assistance

The XC Folder contains all the information necessary to support the beneficiary's award

#### **Transfer to the National Archives**

The Archivist of the United States is authorized by 44 U S C 2107 to accept for deposit with the National Archives of the United States, the records of a Federal agency determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the U S Government. The National Archives will assume responsibility for the preservation, maintenance, and servicing of those records upon transfer of ownership.

**a. Paper XC Claims Folders not scanned.**

NC1-15-80-17

**PERMANENT.** Cutoff inactive folders annually and retire to a Federal Records Center (FRC). Transfer to the National Archives 60 years after cutoff.

**b. Digitized XC Claims Folders.**

**(1) Folders scanned at 200 pixels per inch (ppi) prior to March 28, 2010:**

**PERMANENT.** Cutoff inactive folders annually and transfer to the National Archives when 60 years old.

**(2) Folders scanned at 300 pixels per inch (ppi) as of March 28, 2010:**

**PERMANENT.** Cutoff inactive folders annually and transfer to the National Archives when 60 years old according to the transfer requirements in place at the time of transfer.

**c. XC Claims Folders (Filmed or imaged source documents):**

GRS 20, Item 2a(4)

**TEMPORARY.** VA may destroy original paper documents/records after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of or serve as a backup to the electronic records or (applicable to permanent records only) 60 days after NARA has been provided the notification required by 36 CFR 1225 24(a)(1), whichever is later

**Exceptions, Conditions, and Special Disposition Provisions**

**Responsibility for the XC Claims Folders.** The National Archives will assume responsibility for the preservation, reference, and maintenance of the records upon transfer of ownership

**Transfer of electronic XC Claims Folders.** At the time of legal transfer of ownership, the National Archives and the VA shall determine the medium and format in which electronic records will be transferred

**Recall of XC Claims Folders owned by the National Archives.** For official purposes XC Claims Folders in the legal custody of the National Archives may be recalled by VA. Such records may not be reformatted and must be returned to the National Archives in their original state. The National Archives will ensure that when such records are loaned or transferred, the record will be covered with a notice specifying the original documents retention/return requirements

**VA/VBA agrees to maintain these records in accordance with 36 CFR 1236.12(b) for their entire 60 year period.**