

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK</b>	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <b>N1-15-86-12</b>	
1. FROM (Agency or establishment) <b>Veterans Administration</b>		DATE RECEIVED <b>8-28-86</b>	
2. MAJOR SUBDIVISION <b>Department of Veterans Benefits</b>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <b>Field Stations</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Mrs. Marjorie M. Leandri</b>	5. TELEPHONE EXT. <b>389-3662</b>	DATE <b>2-18-87</b>	ARCHIVIST OF THE UNITED STATES <i>Frank R. Bink</i>
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 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE <b>8/27/86</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <b>DAVID N. STONE</b> <i>David N. Stone</i>	D. TITLE <b>Director, Paperwork Management and Regulations Service</b>	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>CER (Counseling/Evaluation/Rehabilitation) Folders (Chapter 31). Records documenting professional counseling, evaluation and program supervision afforded veteran applicants for rehabilitation services. Includes: documents, reports, etc., used by Vocational Rehabilitation and Counseling staff in the supervision and reporting on program participants; records relating to veteran's disability rating; prior education or training; personal information on veteran; material related to evaluation of veteran's eligibility for, entitlement to and potential to succeed in a program of rehabilitation services; Individualized Written Rehabilitation Plans; authorizations of program services; progress reports; supervision contacts and related material.</p> <p>1. Folders on cases where an <u>R&amp;E</u> Folder is located on station.</p> <p><u>Disposition.</u> Place intact in R&amp;E Folder when veteran discontinues receipt of rehabilitation services or is fully rehabilitated.</p>	<p>RCS VB-1 Pt. I, Item 07- 630-010 thru 07-630- 013 NC1- 15-84-10</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
2.	<p>Folders on cases where veteran entered a program of rehabilitation services but the R&amp;E Folder has been retired, destroyed and/or was never established.</p> <p><u>Disposition.</u> Maintain in active files in the VR&amp;C Division; transfer to inactive storage 2 years after date of last activity; destroy by shredding 10 years after date of last activity.</p>		
3.	<p>Folders on cases in which the veteran enters a program of rehabilitation services but the veteran's service-connected disability is reduced to a non-compensable degree or is severed.</p> <p><u>Disposition.</u> Destroy by shredding 6 years after the date the veteran is discontinued from the chapter 31 program, provided no litigation or investigation is pending.</p>		
4.	<p>Folders on cases involved in litigation because veteran was denied or discontinued from receipt of chapter 31 benefits.</p> <p><u>Disposition.</u> Destroy by shredding 1 year after date of final action on the litigation or investigation.</p>		
5.	<p>Folders on cases where no R&amp;E Folder exists and the applicant fails to show for scheduled appointments; fails to submit information requested by VA to complete the application; or withdraws his/her claim, or otherwise indicates no further assistance is desired.</p> <p><u>Disposition.</u> Destroy by shredding 1 year from the date of last action provided the documents contained in the CER Folder are only duplicates of documents found in the claims folder.</p>		
6.	<p>Folders on veterans whose training is terminated because of death.</p> <p><u>Disposition.</u> Destroy by shredding upon confirmation of death of trainee.</p>		