

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-15-87-6

DATE RECEIVED

4-21-87

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
VETERANS ADMINISTRATION

2. MAJOR SUBDIVISION  
OFFICE OF BUDGET AND FINANCE (CONTROLLER)

3. MINOR SUBDIVISION  
VARO&IC, ST. PAUL, MN

4. NAME OF PERSON WITH WHOM TO CONFER

MARJORIE M. LEANDRI

5. TELEPHONE EXT.

233-3662

DATE

10-12-89

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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 3 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. Has been requested.

B. DATE 4/16/87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Lynn H. Covington</i> LYNN H. COVINGTON	D. TITLE Director, Paperwork Management and Regulations Service
--------------------	--	--

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 GRS OR SUPERSEDED JOB CITATION	10.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>FISCAL RECORDS - CENTRALIZED ACCOUNTS RECEIVABLE SYSTEM (CARS), VARO&amp;IC, ST. PAUL, MN</p> <p>Centralized Accounts Receivable System Records (CARS Series 551) consisting of daily, weekly, and monthly Output Transaction Listings in paper and microfilm modes.</p> <p>a. Paper copies.</p> <p><u>Disposition:</u> Destroy 60 days after microfilming and after ascertaining that the microfilm copies are an adequate substitute for the original paper listings.</p> <p>b. Microfilm copies.</p> <p>(1) Copy maintained by Support Operations Unit.</p> <p><u>Disposition:</u> Destroy 25 years after creation.</p> <p>(2) All other copies</p> <p><u>Disposition:</u> Destroy 6 months after creation.</p>	<p>NC1-15-76-13 item 1, and MP-4, Part X, item 7-8.</p>	<p>WITHDRAWN</p> <p>WITHDRAWN</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

2 OF 3

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>Microfilm copies of Centralized Accounts Receivable System (CARS) Folder Files created prior to August 1975. (NOTE: The paper copies of folder contents were destroyed after microfilming as authorized by NARA Job No. NC1-15-76-13, item 2 and MP-4, Part X, item 7-9.)</p> <p>a. Copy maintained by Support Operations Unit.</p> <p><u>Disposition:</u> Destroy 25 years after creation.</p> <p>b. All other copies.</p> <p><u>Disposition:</u> Destroy immediately or no later than two years after creation.</p>	<p>NC1-15-76-13, item 2, and MP-4, Part X, item 7-9.</p>	<p>WITHDRAWN</p>
3.	<p>Centralized Accounts Receivable System (CARS) Random Files consisting of incoming correspondence, responses, and related material in paper and microfilm modes.</p> <p>a. Paper copies.</p> <p><u>Disposition:</u> Destroy 90 days after microfilming and after ascertaining that the microfilm copies are an adequate substitute for the original paper copies.</p> <p>b. Microfilm copies.</p> <p>(1) Copy maintained by Support Operations Unit (Copy No. 1)</p> <p><u>Disposition:</u> Destroy 25 years after creation.</p> <p>(2) Copy designated as an Indispensable Records copy (Copy No. 2).</p> <p><u>Disposition:</u> Retain at VARO&amp;IC for <sup>90 days</sup><del>90</del> days after creation; then forward to VA Records Depository (VARD) for storage as a vital record. Destroy 25 years after creation.</p> <p>NOTE: See attached statement of certification of adherence to Federal micrographics standards.</p>	<p>NC1-15-76-13, item 3, and MP-4, Part X, Item 7-10.</p>	<p>WITHDRAWN</p>

STATEMENT OF CERTIFICATION OF ADHERENCE TO FEDERAL  
MICROGRAPHICS STANDARDS

This certifies that the three series of records identified as CARS Series 551, CARS Folder Files, and CARS Random Files, created by the VARO&IC, St. Paul, MN, will be microfilmed and inspected in accordance with the standards set forth in 36 CFR, Chapter XII, Part 1230, Micrographics.

PROGRAM OFFICIAL:

Richard W. Tye                      Chief CARD 247  
Signature                                      Title and Office Symbol

3/30/87  
Date

STAFF OFFICE RECORDS OFFICER

Paul D. Prohaska                      23  
Signature                                      Office Symbol

3/30/87  
Date