


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-15-91-4	DATE RECEIVED 4-16-91
1. FROM (Agency or establishment) DEPARTMENT OF VETERANS AFFAIRS		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION OFFICE OF FINANCE AND PLANNING		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION VARO&IC, ST. PAUL, MN			
4. NAME OF PERSON WITH WHOM TO CONFER MARJORIE M. LEANDRI	5. TELEPHONE EXT. 233-5450	DATE 10/21/91	ARCHIVIST OF THE UNITED STATES 
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 _____ 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 3/29/91	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Director, Records Management Service
B. MICHAEL BERGER		

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 GRS OR SUPERSEDED JOB CITATION	10.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&IC, St. Paul, MN</p> <p>Centralized Accounts Receivable System Records (CARS) 551 Series) consisting of daily, weekly, and monthly Output Transaction Listings in paper and microfilm modes.</p> <p>a. Paper copies.</p> <p>Disposition: 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>Disposition: Destroy 25 years after creation.</p> <p>(2) All other copies.</p> <p>Disposition: Destroy 6 months after creation.</p>	NC 1-15-76-13 item 1, & MP-4, Part X, item 7-8	7 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION		JOB NO.	PAGE OF
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.</p> <p>a. Copy maintained by Support Operations Unit.</p> <p>Disposition: Destroy 25 years after creation</p> <p>b. All other copies.</p> <p>Disposition: Destroy immediately or no later than two years after creation.</p>	<p>NC 1-15-76-13 & MP 4, Part X, item 7-9</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>Disposition: 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>Copy maintained by Support Operations Unit</p> <p>Disposition: Destroy 25 years after creation.</p> <p>All other copies:</p> <p>Disposition: Destroy 6 months after creation.</p>	<p>NC 1-15-76-13 & MP 4, Part X, item 7-10</p>	