

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	Report under Section 1311 of Public Law 83-663, Approved August 26, 1954. Destroy 12 years after the year in which created.	XX [Handwritten initials]	
6.	Readjustment Allowance Records created or received by Central Office and the VA Washington Regional Office in administering the program of benefits to unemployed veterans under the provision of Title V, PL 346, 78th Congress.		
6a.	Program Operating directives, such as: Administrative letters, operational procedural letters, manual of procedures, laws, regulations and decisions; service letters and agents procedural letters. Retain as segment of VA historical files. <i>Permanent (PL)</i>	XX [Handwritten initials]	
6b.	Agreements with State unemployment agencies to administer the program under the operational procedures and guides of the VA. Destroy immediately.	XX [Handwritten initials]	
6c.	Lists of outstanding, unclaimed and/or cancelled checks or equivalent, submitted by state agencies when claim processing functions were transferred to Central Office. Destroy immediately.	XX [Handwritten initials]	
6d.	Cancelled outstanding checks submitted for reissue, and related correspondence - disallowed checks. Destroy immediately.		
6e.	Unclaimed checks submitted from State agencies with check lists (Cancelled checks). Destroy immediately.		
7.	Control Listings prepared by the Insurance In-Force and Awards System for verification, control, (and reconciliation of the basic subsidiary account) and related control records. Destroy after 1 year and after audit by the Fiscal Audit Division, Internal Audit Service.	XX [Handwritten initials]	
8.	Transaction History Lists (hard copy) prepared by the Automatic Data Processing System on Insurance Accounts and Insurance Award Accounts. Destroy 3 months after microfilming and after determining the microphotographic copies are adequate substitutes for the records.	NN 167-33 163-79 168-33	

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9.	<p>Microfilm copy of Transaction History Lists on Insurance Accounts and Insurance Award Accounts and used as an administrative record as well as a finance record of these accounts. Destroy 50 years after the year in which created.</p>		
10.	<p>Unclaimed moneys, punched card files, converted to magnetic tape for computerized operations and maintenance. Destroy 5 years after successful conversion to magnetic tape.</p> <p>Simultaneous separate submission to Records Management and Services Branch, GAO.</p> <p>Prior to disposal of these records, consideration will be given to the moratorium on disposal of ADP records, pending outcome of the Federal anti-trust suit against IBM.</p>		