

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

*2 items*  
TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
**VETERANS ADMINISTRATION**

2. MAJOR SUBDIVISION  
**ADMINISTRATIVE SERVICES**

3. MINOR SUBDIVISION  
**OFFICE OPERATIONS**

4. NAME OF PERSON WITH WHOM TO CONFER  
**H. D. THOMBS**

5. TEL. EXT.  
**3632**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>SEP 9 1975</b>	JOB NO. <b>NC- 15-76-8</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>10-16-75</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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.

*9/3/75* (Date) *B. E. T...* (Signature of Agency Representative) **Assistant Administrator for Planning and Evaluation** (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<b>ADMINISTRATOR'S FILES</b>		
1.	<p>All copies of correspondence dispatched over the signature of the Administrator or Deputy Administrator and the originals of correspondence accumulated as a result of daily operations.</p> <p><i>Permanent.</i> Retain in VA six years after the files have been cut off, retire to the Federal Records Center for thirty-five years, then offer to National Archives for accessioning at the expiration of stated retention period.</p>		
	<b>GENERAL ADMINISTRATIVE FILES OF THE VETERANS ADMINISTRATION</b>		
2.	<p>Administrative files dated from 1917 through January 31, 1959, documenting the development of policies, plans, procedures, and regulations, in accordance with existing laws covering all phases of activities and proposed and/or adopted by the Veterans Administration.</p> <p><i>Permanent.</i> Retain records from 1917 through September 30, 1953, in Veterans Administration or the Washington Federal Records Center for thirty-five years and then offer to the National Archives for accessioning.</p> <p>Retain records from October 1, 1953 through January 31, 1959 in the Veterans Administration or the Washington Federal Records Center for thirty-five years and then offer to National Archives for accessioning.</p>		

*Copy to Agency & WNRC 10-21-75*