REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

2 items   *15*

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

1. FROM (AGENCY OR ESTABLISHMENT) VETERANS ADMINISTRATION	
2. MAJOR SUBDIVISION CENTRAL OFFICE	
3. MINOR SUBDIVISION INFORMATION SERVICE	

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL EXT
H. D. THOMBS	3662

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 ___1___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE BLAKE E. TURNER	E. TITLE Assistant Administrator for Planning and Evaluation

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	INFORMATION SERVICE		
1.	Informational Presentations.		
	A. Speeches ~~(other than by~~ Admin. of Veterans Affairs); Press Releases of routine informational nature; Statements; Questions and Answers; Information Bulletin; Radio and TV Scripts. Retain five years and then destroy.	GRS 14 Item 1	
	B. Speeches by Administrator of Veterans Affairs; *and speeches by other major staff officials of VA.* Press Releases of national interest. Retain in VA for 2 years, retire to records center for 20 years then offer to National Archives for accessioning.		

2-11-76 change approved by Bill Stewart of VA (RC)

Copy to Agency & NCW 3-12-76 OD

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