

REQUEST FOR REVISION AUTHORITY
(See Instructions on reverse)

Rec. 1/23/79

LEAVE BLANK

NCI-15-79-5

DATE RECEIVED

25 Jan. 1979

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Withdrawn
Date 9/27/83
Archives of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

Veterans Administration

2. MAJOR SUBDIVISION

VA Central Office

3. MINOR SUBDIVISION

Departments and Staff Offices

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Maureen diNunzio

5. TEL EXT

389-3662

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 2 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

11-1778

D. SIGNATURE OF AGENCY REPRESENTATIVE

A. H. Corley, Jr.

E. TITLE

Director, Management Services

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO

10. ACTION TAKEN

Veterans Administration Central Office Records Control Schedule

1. Attached is the draft of a revised Records Control Schedule, OI-1, Part 1, Chapter 2, Appendix A, "Disposition of Central Office Records." It is to be used by Departments and Staff Offices located in VA Central Office.

1.a This draft schedule is submitted to meet the requirements of GSA Bulletin FPMR B-49, Subject: Records Scheduling, August 7, 1974, requiring the submission of an updated and comprehensive records control schedule that establishes definite retention periods for long-term or permanent records. VA proposes a standard retention for long-term/permanent records of "Retain in VA six years after files have been cut off; retire to FRC for thirty-five years, then offer to National Archives." Where the disposition is left blank under the Subjective Records portion of the schedule, VA proposes the standard retention of six and thirty-five years. These items include 1a, 2a, 3a, 4a, 5a, 6a(1), 6b(1), 6c(1), 6d(1), 6e(1) & (2), 7a, 8a, 9b, 10a, 12a, 13a, 14a, 15a, 16a, 17a, 18a, 19a, 20a, 22a, 23a, 24a, 25a, and 26a. Where the need exists for longer retention periods, the

Job withdrawn and returned to agency via letter 9/27/83. Returned to agency request

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 | | | | | | | | | | | | | | | | |
|---------------------------------|---|----------------------------|---------------------|-----------|----|--------------------|-------|---------------------------------|-------|----|----|-------------------------------|-------|-----|----|-----|-----|--|--|
| | <p>requested disposition has been cited. In some instances records under the functional portion of the schedule are listed that have no authority. VA recommends your approval of the proposed dispositions as cited. These items are as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>ITEM</u></th> <th style="text-align: center;"><u>PAGE</u></th> </tr> </thead> <tbody> <tr> <td>1, 2, & 3</td> <td>17</td> </tr> <tr> <td>4a,b,c, & d(1)&(2)</td> <td>31/32</td> </tr> <tr> <td>10a & b(1)&(2) & 11a & b(1)&(2)</td> <td>34/35</td> </tr> <tr> <td>12</td> <td>35</td> </tr> <tr> <td>All items except items 9 & 10</td> <td>53/58</td> </tr> <tr> <td>9a*</td> <td>70</td> </tr> <tr> <td>13c</td> <td>123</td> </tr> </tbody> </table> | <u>ITEM</u> | <u>PAGE</u> | 1, 2, & 3 | 17 | 4a,b,c, & d(1)&(2) | 31/32 | 10a & b(1)&(2) & 11a & b(1)&(2) | 34/35 | 12 | 35 | All items except items 9 & 10 | 53/58 | 9a* | 70 | 13c | 123 | | |
| <u>ITEM</u> | <u>PAGE</u> | | | | | | | | | | | | | | | | | | |
| 1, 2, & 3 | 17 | | | | | | | | | | | | | | | | | | |
| 4a,b,c, & d(1)&(2) | 31/32 | | | | | | | | | | | | | | | | | | |
| 10a & b(1)&(2) & 11a & b(1)&(2) | 34/35 | | | | | | | | | | | | | | | | | | |
| 12 | 35 | | | | | | | | | | | | | | | | | | |
| All items except items 9 & 10 | 53/58 | | | | | | | | | | | | | | | | | | |
| 9a* | 70 | | | | | | | | | | | | | | | | | | |
| 13c | 123 | | | | | | | | | | | | | | | | | | |
| 1.b | <p>This draft schedule incorporates the latest General Records Schedules where appropriate. It also lists for approval certain records that previously were retained and disposed of by "Administrative Approval" authorized internally by the VA.</p> <p style="text-align: center;"><i>Willa V. Robuck</i> <i>for</i> M. W. BUCKALEW Assistant Administrator for Administrative Services</p> <p>* The two year retention period cited by GRS 18, item 23 is not satisfactory to VA for administering its Security Clearance program.</p> | | | | | | | | | | | | | | | | | | |