

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

Office of Personnel

4. NAME OF PERSON WITH WHOM TO CONFER

Majorie M. Leandri

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

12-9-80

D. SIGNATURE OF AGENCY REPRESENTATIVE

Maureen diNunzio

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

1.

Personnel and Accounting Integrated Data (PAID) History File. Computer generated reports containing statistical data describing various aspects of the makeup of the Agency. The data are used for internal management and to provide statistical material for briefings and reports.


In the past, these reports were created in the form of computer printouts; presently, they are being produced on microfiche directly from the computer. It is proposed to convert the existing paper records to microfiche. This disposition request covers the one-time conversion of the computer printouts to microfiche as well as the continuing disposal of the microfiche.

DISPOSITION:

- a. Computer Printout Copies: Destroy after microfiche copies have been verified to be an adequate substitute.

LEAVE BLANK	
JOB NO	
<u>NCI-15-81-6</u>	
DATE RECEIVED	
<u>December 16, 1980</u>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
<u>12-22-80</u>	<u>[Signature]</u>

Closed Out: 12-29-80: R.T.D.
Copy sent to Agency

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 2 2
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. Microfiche Copies: Destroy when no longer needed for reference purposes.</p> <p style="text-align: center;">  <u>CHARLES E. CLARK</u> <i>for</i> Assistant Administrator for Personnel </p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p>		