

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

Department of Medicine and Surgery

3 MINOR SUBDIVISION

VA Field Facilities

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Mrs. Majorie Leandri

389-3663

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

E TITLE

12-29-80

Mrs. Maureen diNunzio

Director, Management Services (60)

7 ITEM NO

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

9 SAMPLE OR
JOB NO

10 ACTION TAKEN

1. The Outreach Counseling Folder File constitutes a new system of records (in conjunction with the Client Information File that will be approved separately by the Office of Data Management and Telecommunications, Veterans Administration).

The Outreach Counseling Folder File is part of the Veterans Administrations Outreach Services Program and will be maintained at each vet center, medical center with outreach projects and VA Central Office. The file will consist of notes, forms, applications and other documentation of care by counselors and program officials.

 A 50-year retention period is necessary to make the record available to veterans and their families for future claims (for benefits).

The Outreach Counseling Folder File is not a part of the VA Medical Record Folder File (item 9007, DM&S RCS 10-1) that is presently under a moratorium by the Administrator to prohibit their destruction and is therefore not effected.

Please note the additional information attached.

1 item

115-107

DISPOSITION: DESTROY when 50 years old. Retain in file for 3 years after becoming inactive, then retire to nearest FARC.

Change made per telecon J.L.W./J.McM.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
EPMR (41 CFR) 101-11.4
J.L.W./J.McM.

LEAVE BLANK	
JOB NO NCI-15-81-18	
DATE RECEIVED March 2, 1981	
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 per agency request <i>J.McM. 12/14/80</i>	
Date	Signature of the Agency Representative