

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK.

JOB NO
NCI-15-82-3

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-5-82 *[Signature]*
Date Archivist 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
CENTRAL OFFICE

3. MINOR SUBDIVISION
OFFICE OF CONSTRUCTION

4. NAME OF PERSON WITH WHOM TO CONFER
MARJORIE M. LEANDRI

5. TEL. EXT.
389-3632

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
11-18-81

D. SIGNATURE OF AGENCY REPRESENTATIVE
Maureen di Nunzio
(MRS.) 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.	<p>CONSTRUCTION PROJECT SPECIFICATIONS: Architectural, structural, mechanical, electrical, and equipment requirements of construction projects not normally shown on the plan drawings.</p> <p>Contract Specifications setting forth requirements for construction projects not normally shown on the working drawings.</p> <p>a. <u>Paper copies: Temporary.</u> Destroy after microfilming in accordance with GSA regulations and after verification that the microfilm is an adequate substitute for the originals.</p> <p>b. Microfilm copies:</p> <p>(1) <u>Silver Halide Originals: Temporary.</u> Retire to the Washington National Records Center. Destroy 6 years and 3 months after final payment and settlement of any litigation.</p> <p>(2) <u>Reference copies: Temporary.</u> Retain as working file until acceptable microfilm of as-built specifications has been made, then destroy.</p>	NN 167-24	<i>17 items</i>

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>As-built (Record) Specifications setting forth requirements for construction projects not normally shown on the as-built drawings.</p> <p>a. <u>Paper copies: Temporary.</u> Destroy after microfilming in accordance with GSA regulations and after verification that the microfilm is an adequate substitute for the originals.</p> <p>b. <u>Microfilm copies:</u></p> <p>(1.) <u>Silver Halide Original plus one copy. Permanent.</u> Transfer silver original to WNRC after verification for completeness and accuracy. Offer silver original and one copy annually to NARS for structures that have been transferred, sold, or demolished.</p> <p>(2.) <u>Reference copies: Temporary.</u></p> <p>(a) Offer to new owners, under the provisions of FPMR 101-11.408-3*, when structure is transferred or sold. If they decline, then destroy.</p> <p>(b) If structure is destroyed or otherwise removed, destroy copies.</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. The first inspection of the microfilm, as required by 101-11.507-2, will take place 2 years after microfilming.</p> <p>*Applies if transfer is to a non-Federal party.</p>		