

**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 Veterans Benefits**

3. MINOR SUBDIVISION  
**VARO & Ins. Ctrs. Phila, PA & St. Paul MN**

4. NAME OF PERSON WITH WHOM TO CONFER

**Mrs. M. M. Leandri**

5. TEL. EXT.

**389-3662**

LEAVE BLANK

JOB NO.

**NC1-15-84-1**

DATE RECEIVED

**11 October 1983**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

**11-7-83**  
Date

*Clark May*  
Archivist of the United States

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

**7-19-83**

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Maureen DiNunzio*  
**MRS. MAUREEN DINUNZIO**

E. TITLE

**Director, Information and Regulations Staff**

7. ITEM NO.

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

9. SAMPLE OR  
JOB NO.

10. ACTION TAKEN

1

Premium Record Card files (original paper records and microfilm.) These cards contain all contract and fiscal information as well as personal and military information such as: age at issue; premium; date of birth; contract changes; cross reference to other policy numbers, lapse notices; dividend authorizations; refunds; periods of disability; in-service waivers; individual accounting transactions and premium status at time of expiry. These card files are basic account histories of insurance accounts. The cards were created and manually maintained from 1917 through 1962. These cards were microfilmed in the early 1950's.

V Premium Record Cards (5,211 cubic feet)

**Disposition:** Retain at the National Personnel Records Center, St. Louis, Missouri, to which retired during 1978. Destroy 75 years from the date the NSLI program was closed to new V issues and after concurrence by VA.  
**Disposal date:** April 2026

RCS VB-1  
part I,  
Item  
9-130-  
080

B

*4 items*

*Mass Data Sheet Required & Attached.  
GKP + BKR sent 11-22-83 by DMW.*

| Request for Records Disposition Authority - Continuation  |   | JOB NO.                    | PAGE OF<br>2 of 2   |
|---|---|----------------------------|---------------------|
| 7.<br>ITEM NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
| 2   | <p>K Premium Record Cards, includes H, RH, RS or W (903 cubic feet)</p> <p><u>Disposition:</u> Retain at the National Personnel Records Center, St. Louis, Missouri, to which retired during 1978. Destroy 75 years from the date the accounting system was automated (1962) and after concurrence by VA.<br/>Disposal date: January 2037</p> | C                          |                     |
| 3   | <p>T Premium Record Cards (770 cubic feet)</p> <p><u>Disposition:</u> Retain at the Federal Archives and Records Center, Philadelphia, Pennsylvania, to which retired during 1957. Destroy 75 years from the date of the last action taken (1927) and after concurrence by VA.<br/>Disposal date: April 2003</p>                              | D                          |                     |
| 4   | <p>Microfilm (2,298 cubic feet)</p> <p><u>Disposition:</u> Destroy master and reference copies located at the VA Records Security Depository, Neosho, Missouri, and the VA Regional Office and Insurance Centers, Philadelphia, Pennsylvania and St. Paul, Minnesota</p>  |                            |                     |
| <p>Total vol. of records scheduled: 9,182 cu. ft.</p> <p>6,884 cu. ft. in File 6</p> <p><i>mf</i></p> |   |                            |                     |