

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
Field Stations

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. M. 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

8-4-83

D. SIGNATURE OF AGENCY REPRESENTATIVE

Maureen di Nunzio
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. Approved Establishments

Training Establishment File. All records affecting approval, revision, or cancellation of approval or disapproval of apprenticeship and other job training establishments for training eligible persons under laws administered by the VA. Includes supporting papers and correspondence relating to the State approving agencies, veterans, VA and training establishments.

NN 165-163
RCS VB-1
Pt. I,
Item No.
7-664-020

Disposition: Retain in the VA regional offices as an active file. Purge files during routine processing and/or at least once a year and destroy noncurrent material that is 7 years old, provided there is no litigation or investigation pending.

2. Establishments Not Currently Approved

Disposition: Relocate to inactive storage area on station 1 year after the date the approval was withdrawn; destroy therefrom after 6 years, provided there is no litigation or investigation pending.

NO memo data sheet Required

Agency + All FRC's sent 11-10-83 by DMW.

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JOB NO

NCI-15-84-4

DATE RECEIVED

10/14/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

10-27-83

Date

Robert M. Ware
Archivist of the United States

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
3.	<p>Disapproved Establishments</p> <p><u>Disposition:</u> Destroy 1 year from the date the application was disapproved, provided there is no litigation or investigation pending.</p>		
4.	<p>Establishments Involved in Litigation or Investigation by VA or Other Agency</p> <p><u>Disposition:</u> Destroy 3 years after date of final action on the litigation or investigation.</p>		