

**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

**VA Central Office and Field Stations**

4. NAME OF PERSON WITH WHOM TO CONFER

**MARJORIE M. LEANDRI**

5. TEL. EXT.

**389-3632**

LEAVE BLANK

JOB NO

**NCI-15-84-8**

DATE RECEIVED

**January 16, 1984**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**1-31-84**  
Date

*Robert N. 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 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

**1-6-84**

D. SIGNATURE OF AGENCY REPRESENTATIVE

*David M. O'Brien*  
**DAVID M. O'BRIEN**

E. TITLE Acting

**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. Field Station Sensitive File Microfiche

Disposition: Destroy by shredding after subsequent microfiche is received.

2. VA Central Office Sensitive File Microfiche

Disposition: Destroy by shredding when 2 years old.

3. Field Station Sensitive File Suspense Date Report

Disposition: Destroy by shredding when 6 months old.

4. VA Central Office Sensitive File Suspense Date Report

Disposition: Destroy by shredding when 1 year old.

5. VA Central Office Journal Extracts

Disposition: Destroy by shredding when 1 year old.

*5 items*

*No mass Data Change Required*

*Agency sent 2-13-84 by DMW.*