

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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

Robb 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

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.