

**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. Marjorie 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 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

**10-29-84**

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Marjorie M. Leandri*  
**DAVID N. STONE**

E. TITLE

**Director, Paperwork Management  
and Regulations Service**

7.  
ITEM NO.

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

9.  
SAMPLE OR  
JOB NO

10.  
ACTION TAKEN

**Loan Management Folders. Folders on active  
vendee accounts sold to investors under 38 CFR  
36.4600.**

**Disposition: Retire to FARC annually all folders  
for active loans sold 3 calendar years prior to  
January 1 of the current retirement year, and on  
which no administrative action is pending.  
Destroy when 33 years old.**

*Mass Data Change Sheet Not Required*

*Copy sent to Agcy 12/18/84  
Copy sent to all FRCs 1/30/85 CLD*

LEAVE BLANK

JOB NO

**NCI-15-85-2**

DATE RECEIVED

**11-05-84**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*Dec 10 1984*  
Date

*Robert DeWitt*  
Archivist of the United States