

**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

**OFFICE OF BUDGET & FINANCE (Controller)**

3. MINOR SUBDIVISION

**VARO & IC, ST. PAUL, Mn.**

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 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

28

D. SIGNATURE OF AGENCY REPRESENTATIVE

LEONARD R. BOURGET

E. TITLE

Acting 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

**Centralized Accounts Receivable Section  
St. Paul, Mn.**

**CARS CENTRALIZED ACCOUNTS MICROFORM FILES**

1.

- a. CARS Master Record (Microfiche)
- b. CARS Locator (Alpha) Listing (Microfiche)

Destroy copy maintained by Support Operations  
Unit twenty-five (25) years after creation.  
Destroy all other copies six (6) months after  
creation.

MP-4, Part X,  
Items 7-11a and b,  
and  
NC 1-15-  
77-12

2.

- a. CARS Compensation and Pension Audit  
Trail Listing (Microfiche)
- b. CARS Education Audit Trail Listing  
(Microfiche)

Destroy copy maintained by Support Operations  
Unit twenty-five (25) years after creation.  
Destroy all other copies Two (2) years after  
creation.

MP-4, Part X,  
Items 7-11c and d,  
and  
NC 1-15-  
77-12

3 items

copy sent agency 12-3-85  
NCF NGM

LEAVE BLANK

JOB NO

NC1-15-85-7

DATE RECEIVED

12-04-84

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-27-85  
Date

Frank B. Buhl  
Archivist of the United States

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF 2  
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>Master Copy of CARS Microfiche Records produced on COM (Computer Output Microfilm)</p> <p>Retain at VAC, St. Paul for 90 days and then secure at VA Records Security Depository for 25 years after shipment, then destroy.</p>	MP-4, PART X, Item 7-11e, and NC 1-15- 77-12	