

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCL-15-85-9

DATE RECEIVED

1-24-85

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

VETERANS ADMINISTRATION

2. MAJOR SUBDIVISION

DEPARTMENT OF MEMORIAL AFFAIRS

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

MARJORIE M. LEANDRI

5. TELEPHONE EXT.

389-3662

DATE

ARCHIVIST OF THE UNITED STATES

act 8
12/28/87
Claudia J. [Signature]

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 38 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE

JAN 25 1985

C. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]
DAVID N. STONE

D. TITLE

Director, Paperwork Management
and Regulations Service

7.
ITEM
NO.

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

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
(NARS USE
ONLY)

Department of Memorial Affairs Records Control
Schedule

66 *items*

ITEM NO.	TITLE AND/OR DESCRIPTION	DISPOSITION	AUTHORITY
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1. Authorizations.

Delegations of authority issued by DMA officials in memoranda, letters, and other forms, and which pertain to broad, general DMA activities and functions.

Temporary. Destroy 2 years after cancellation.

2. Benefits.

a. Correspondence, memoranda, studies, reviews, and related material pertaining to disinterments/transfers*, burial flags, graveliners, graveside religious services, eligibility, headstones/markers/monuments**, and state cemetery grants.

Temporary. Destroy when 3 years old.

*Cemetery Service maintains official files (see Item 20b).

**Monument Service maintains official files (see Item 21a).

b. State Cemetery Grant Project Files.

Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds, and project budgets. EXCLUDED are drawings and specifications for State Cemetery Grants Files (see Item 201).

Permanent. Retain in VACO (State Cemetery Grants Office, DMA) from receipt of application for Federal assistance until 1 year after grant is closed out and then transfer to FARC. Offer to NARS when 20 years old.

(GRS 3 Item 15)

In the event litigation, claim, or audit is started before the expiration of the above 20 year period, the records shall be recalled by State Cemetery Grants Office until all litigations, claims, or audit findings have been resolved. They will be held for 1 year after final action or decision; and then returned to FARC. Offer to NARS 10 years after final action or decision or when 20 years old, whichever is sooner.

ITEM NO.	TITLE AND/OR DESCRIPTION	DISPOS. ON	AUTHORITY
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2. (con't.) c. ~~State Cemetery Grant Control Files.~~

~~Indexes, registers, logs or other records relating to control of assigning numbers or identifying projects, applications and grants.~~

~~Temporary. Destroy when superseded or obsolete.~~

~~GRS 3
Item 16~~

d. State Cemetery Grant Program Files.

(1) Correspondence and/or subject files including memoranda, studies, reports, forms, and other records relating to the legal establishment of the grant program, its policies and basic procedures, and the management and evaluation of grants.

Permanent. Retain 2 years then retire to FARC. Offer to NARS when 20 years old.

(GRS 3
Item 17a)

(2) Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.

Temporary. Destroy when no longer needed for reference purposes.

e. ~~State Cemetery Grant Appeals Case Files.~~

~~Contract appeals case files consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.~~

~~Temporary. Destroy 10 years after final action or decision.~~

~~GRS 3
Item 19~~

ITEM NO.	TITLE AND/OR DESCRIPTION	DISPOS	ON	AUTHORITY
3.	Boards and Committees. <i>Advisory Committee on Cemeteries and Memorials</i>			<i>* new title approved by John McMenami 2-19-86 787M</i>
	Correspondence, memoranda, minutes, reports, and related material documenting the inception, scope, objectives, and accomplishments in actions affecting policy or establishing precedent in operations and administration.	Permanent.	Offer to NARS when 20 years old.	
4.	Conferences.			
	Correspondence, memoranda, reports and related material pertaining to DMA conferences and meetings.	Temporary.	Destroy when 5 years old.	
5.	Defense and Disaster.			
	Records pertaining to national defense, civil defense, emergency planning, shut down procedures, and energy usage.			
	a. Material which establishes departmental policy and procedures and documents departmental plans and operations in administering the VA programs for continuity of operations in the event of serious disaster and for protection of life and property.	Temporary.	Destroy when obsolete or superseded.	GRS 18 Item 29
	b. Energy Usage Reports.			
	Documents reflecting the use of all electrical and petroleum products by DMA.	Temporary.	Destroy 2 years after the close of the fiscal year involved.	
6.	Finance.			
	Records pertaining to annual and supplemental appropriations and budget estimates; apportionments, allocations, allotments, and transfers of funds; OMB and Congressional hearings; and accounting transactions for appropriations and funds.			

6.(con't.) a. Budget Policy Files.

Correspondence files which document departmental policies and procedures on budget administration and expenditures of funds.

Temporary. Destroy when 5 years old.

b. Budget Estimates and Justifications Files.

(1) Copies of budget estimates and justifications. Included are appropriation language sheets, narrative statements, and related schedules and data.

Temporary. Destroy when 5 years old.

~~(2) Working papers and background materials.~~

~~Temporary. Destroy GRS 5
1 year after the close Item 4
of the fiscal year
covered by the budget.~~

~~c. Budget Correspondence Files.~~

~~Correspondence files pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule.~~

~~Temporary. Destroy when GRS 5
2 years old. Item 3~~

~~d. Budget Background Records.~~

~~Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including duplicates of papers described in Item b(2); and originating offices' copies of reports submitted to budget offices.~~

~~Temporary. Destroy 1 GRS 5
year after the close of Item 4
the fiscal year covered
by the budget.~~

~~e. Budget Reports Files.~~

~~Periodic reports on the status of appropriation accounts and apportionment.~~

~~(1) Annual report (end of fiscal year).~~

~~Temporary. Destroy when GRS 5
5 years old. Item 5a~~

~~(2) All other reports.~~

~~Temporary. Destroy 3 GRS 5
years after the end of Item 5b
the fiscal year.~~

6. (con't.) f. ~~Expenditures Accounting General Correspondence and Subject Files.~~

Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.	Temporary. Destroy when 2 years old.	GRS 7 Item 1
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g. ~~Appropriation Allotment Files.~~

Allotment records showing status of obligations and allotments under each authorized appropriation.	Temporary. Destroy 6 years and 3 months after the close of the fiscal year involved.	GRS 7 Item 3
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h. ~~Expenditure Accounting Posting and Control Files.~~

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

(1) Original Records.	Temporary. Destroy when 3 years old.	GRS 7 Item 4a
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(2) Copies.	Temporary. Destroy when 2 years old.	GRS 7 Item 4b
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i. ~~Accounting Administrative Files.~~

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

(1) Files used for workload and personnel management purposes.	Temporary. Destroy when 2 years old.	GRS 6 Item 5a
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(2) All other files.	Temporary. Destroy when 3 years old.	GRS 6 Item 5b
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j. ~~Budget Apportionment Files.~~
(Transfer of Disbursing Authority (VA Form 4-4564-6))

Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	Temporary. Destroy 2 years after the close of the fiscal year.	GRS 5 Item 6
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6. (con't.) k. Operating Budget Plan.

Monthly funding program for each control point.

Temporary. Destroy 1 year after the close of the fiscal year.

7. Freedom of Information Act (FOIA) Requests Files.

a. Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.

(1) Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).

(a) Granting access to all the requested records.	Temporary. Destroy 2 years after date of reply.	GRS 14 Item 16a(1)
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(b) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

1. Request not appealed.	Temporary. Destroy 2 years after date of reply.	GRS 14 Item 16a(2)(a)
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2. Request appealed.	Temporary. Destroy as authorized under Item 7b, FOIA Appeals Files.	GRS 14 Item 16a(2)(b)
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(c) Denying access to all or part of the records requested.

1. Request not appealed.	Temporary. Destroy 5 years after date of reply.	GRS 14 Item 16a(3)(a)
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2. Request appealed.	Temporary. Destroy as authorized under Item 7b, FOIA Appeals Files.	GRS 14 Item 16a(3)(b)
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ITEM NO.	TITLE AND/OR DESCRIPTION	DISPOSITION	AUTHORITY
7.(con't.)	(2) Official file copy of requested records.	Temporary. Dispose of in accordance with approved agency disposition instruction for the related records, or with the related FOIA request, whichever is later.	GRS 14 Item 16b

b. FOIA Appeals Files.

Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

(1) Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein).

Temporary. Destroy 4 years after final determination by agency or 3 years after final adjudication by courts, whichever is later.

GRS 14
Item 17a

(2) Official file copy of records under appeal.

Temporary. Dispose of in accordance with approved agency disposition instructions for the related record, or with the related FOIA requests, whichever is later.

GRS 14
Item 17b

c. FOIA Reports Files.

Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act.

Temporary. Destroy when 2 years old or sooner if no longer needed for administrative use.

GRS 14
Item 19b

d. FOIA Administrative Files.

Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.

Temporary. Destroy when 2 years old or sooner if no longer needed for administrative use.

GRS 14
Item 20

<u>ITEM NO.</u>	<u>TITLE AND/OR DESCRIPTION</u>	<u>DISPOSITION</u>	<u>AUTHORITY</u>
8.	Legal. Correspondence, memoranda, and related material pertaining to legal activities of the VA.	Temporary. Destroy when 10 years old.	
9.	Legislation. Records relating to proposed legislation, executive orders, and proclamations affecting or of interest to the department. a. Analyses and studies on cost and statistical data, and other pertinent facts relative to proposed legislation; copies of the Chief Memorial Affairs Director's recommendations to the Office of the General Counsel; printed copies of hearings and bills; and related correspondence. b. Correspondence pertaining to routine information or requests about proposed legislation.	Temporary. Destroy when 10 years old. Temporary. Destroy when 2 years old.	
10.	Management and Organization. Records relating to general management, management techniques, management reviews and evaluations, organization, establishing standards for improving procedures, operations, and performance. a. Records constituting the basic documentation of the origin and scope of studies, surveys, evaluations, etc., affecting DMA management and organization, and the establishment of standards or criteria for performance evaluation, and similar material documenting establishment or changes to policy, procedures, or organizations.	Temporary. Destroy when 10 years old.	

10.(con't.)	b. Material on routine or repetitive operations such as field station surveys, self-audits, top to bottom evaluations, statistical quality control, work measurement, and manpower utilization reports; related correspondence; and similar material; <u>EXCLUDING</u> internal audit reports.	Temporary. Destroy when 5 years old.	
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	c. Internal audit reports. Official copies with related comments, papers and material filed therewith.	Temporary. Destroy 10 years after completion of the report.	
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d. Organizational Files.

Organizational charts and reorganization studies. Graphic illustrations which provide a detailed description of the arrangement and administrative structure of the functional units of the department. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out the department's programs and include materials such as final recommendations, proposals, and staff evaluations. These files also contain administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of the department's programs and projects.

Permanent. Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).

GRS 16
Item 13a

11. Office Systems & Methods.

Records relating to office systems, mechanical research and development, electronic computers, wire and wireless communications, duplicating systems, and related methods and techniques.

Correspondence, memoranda, studies, and related material which pertain to control and use of office machines and equipment, machine records and accounting operations, office procedures and systems, printing and duplicating methods, and telecommunications, and which document the development analysis, installation, and evaluation of office systems.

Temporary. Destroy when the completed study is 5 years old.

GRS 16
Item 14

11. (cont.) ~~procedures, and methods, and feasibility studies on use of office machines and equipment, and on machine records and accounting operations.~~

12. Personnel.

Records which pertain to the administration of personnel activities and relate to performance awards, career development, ceiling and staffing, employee relations and activities, employee training and development, position classification and evaluation, employment, salary and wage administration, promotions, demotions, and personnel actions.

~~a. Original incoming and record copies of outgoing communications, record copies of forms and reports, and related materials which reflect routine, repetitive activities such as inquiries and replies thereto which involve no administrative action beyond the simple reply, no policy decision, and no special compilation or research; correspondence which is duplicated in or not needed for filing in the employee's Management Development, Official, Dummy, or Fee Personnel folder; and reports.~~

~~Temporary. Destroy when 3 years old. GRS 1, Item 3~~

b. Request for authorization of overtime work.

(1) Approved requests.

Temporary. Destroy 2 years after the close of the fiscal year involved.

(2) Disapproved Requests.

Temporary. Return to requesting office. Destroy when 6 months old.

c. Personnel Allocation Letters.

Letters authorizing the personnel ceiling (General Schedule and Wage Grade) for each National Cemetery and the NCAO for the current fiscal year.

Temporary. Destroy after the close of the fiscal year involved.

ITEM NO.	TITLE AND/OR DESCRIPTION	DISPOSITION	AUTHORITY
12. (cont.)	d. Service Record Cards. (VA Form 5-4644-2)	Temporary. Destroy 3 years after separation or transfer of employee.	GRS 1 Item 2b
	e. Employee Record Cards.		
	Cards that are used for informational purposes outside personnel offices (VA Form 5-4644a).	Temporary. Destroy on separation or transfer of employee.	GRS 1 Item 6
	f. Position Classification Files.		
	(1) Optional Form 8, Position Description.		
	Files describing established positions including information on title, series, grade, duties and responsibilities. NOTE: The master copy is filed in the Classification Division, Central Office Personnel Service.	Temporary. Destroy copy when position is abolished or description superseded.	GRS 1 Item 7b(2)
	(2) Survey Files.		
	(a) Inspection, Audit and Survey File.		
	Correspondence, memoranda, reports and other records relating to inspections, surveys, desk audits and evaluations.	Temporary. Destroy when obsolete or superseded.	GRS 1 Item 7c(2)
	(b) Appeals Files.		
	Case files relating to classification appeals.	Temporary. Destroy 3 years after case is closed.	GRS 1 Item 7d
	g. Employee Awards Files.		
	General awards records.		
	(a) Case files including recommendations, approved nominations, memoranda, correspondence, reports and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	Temporary. Destroy 2 years after approval or disapproval.	GRS 1 Item 12a(1)

ITEM NO.	TITLE AND/OR DESCRIPTION	DISPOSITION	AUTHORITY
12. (con't.)	(b) Correspondence or memoranda pertaining to awards from other government agencies or private organizations.	Temporary. Destroy when 2 years old.	GRS 1 Item 12a(2)
	h. Length of Service Awards Files.		
	Records including correspondence, memoranda, reports, computations of service and list of awardees.	Temporary. Destroy when 1 year old.	GRS 1 Item 12b
	i. Letters of Commendation and Appreciation.		
	Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance.	Temporary. Destroy when 2 years old.	GRS 1 Item 12c
	j. Incentive Awards Program Reports.		
	Reports pertaining to the operation of the Incentive Awards Program.	Temporary. Destroy when 3 years old.	GRS 1 Item 13
	k. VA Form 5-4652, Request for Personnel Action.		
	VA Form 5-4652, is used by an office or a supervisor to request a personnel action.	Temporary. Destroy when 1 year old.	GRS 1 Item 14b
	l. Personnel Operations Statistical Reports.		
	Statistical reports relating to personnel.	Temporary. Destroy when 2 years old.	GRS 1 Item 16
	m. Correspondence and Forms Files.		
	Operating personnel office records relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule.		
	(1) Correspondence and forms relating to pending personnel actions.	Temporary. Destroy when action is completed.	GRS 1 Item 17a
	(2) All other correspondence and forms.	Temporary. Destroy when 6 months old.	GRS 1 Item 17c

ITEM NO.	TITLE AND/OR DESCRIPTION	DISPOSITION	AUTHORITY
12. (con't.)	n. Financial Disclosure Reports.		
	All statements of employment and financial interests and related records.	Destroy when 6 years old. EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed for the investigation.	GRS 1 Item 25b
	o. Equal Employment Opportunity Records.		
	(1) Copies of Complaint Case Files.		
	Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.	Temporary. Destroy 1 year after resolution of case.	GRS 1 Item 26b
	(2) Background Files.		
	Background records not filed in the Official Discrimination Complaint Case Files.	Temporary. Destroy 2 years after final resolution of case.	GRS 1 Item 26c
	p. Training Records.		
	(1) Training Aids.		
	Training aids from other agencies or private institutions.	Temporary. Destroy when obsolete or superseded.	GRS 1 Item 30a(2)
	(2) General file of agency-sponsored training.		
	(a) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.	Temporary. Destroy when 5 years old or 5 years after completion of a specific training program.	GRS 1 Item 30b(1)
	(b) Background and workpapers.	Temporary. Destroy when 3 years old.	GRS 1 Item 30b(2)
	(3) Employee Training.		
	Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.	Temporary. Destroy when 5 years old or when superseded or obsolete, whichever is sooner.	GRS 1 Item 30c

12. (con't.) (4) Course Announcement Files.

Reference file of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or non-government organizations.

Temporary. Destroy when superseded or obsolete. GRS 1 Item 30d

q. Grievance, Disciplinary and Adverse Action Files.

(1) Grievance, Appeals Files.

Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request. NOTE: EEO complaints are covered under Item 12o.

Temporary. Destroy 3 years after case is closed. GRS 1 Item 31a

(2) Adverse Action Files (5 CFR 752).

Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records.

Temporary. Destroy 4 years after case is closed. GRS 1 Item 31b

r. Personal Injury Files.

Forms, reports, correspondence and related medical and investigative records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Official Personnel Folder and copies submitted to the Department of Labor. (Also included in this series are duplicate copies of forms, reports, etc., relating to on-the-job injuries, that occur at National Cemeteries).

Temporary. Destroy when 5 years old. GRS 1 Item 32 (Disposal suspended per GSA Bulletin B-136, 3-21-84)

12. (con't.) s. National Cemetery Director Trainee Appraisal Files (VA Form 40-4986).

These files consist of VA Forms 40-4986 which are used by a National Cemetery Director when supervising a trainee to evaluate his/her program during training. The training period is monitored on a quarterly basis for one full year.

Temporary. Destroy appraisals (and all copies thereof) when 3 years old.

13. ~~Privacy Act General Administrative Files.~~

~~Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.~~

~~Temporary. Destroy when 2 years old or sooner if no longer needed for administrative use.~~

~~GRS 14
Item 30~~

14. Public Information and Publicity.

Records relating to public releases through press, radio and other mediums.

a. Correspondence with the public, organizations, Congress, or others expressing satisfaction or dissatisfaction with operations or activities; copies of material prepared for speeches, radio and television releases, newspaper and magazine clippings, and other work papers used in developing press or other releases and for reference in making replies to inquiries.

Temporary. Destroy when 5 years old.

b. Routine requests for information and copies of replies, feeder information submitted by DMA to Information Service or for special reports, informational copies of releases, news digests, and other publications distributed by Information Service.

Temporary. Destroy when 3 years old.

~~c. Public Relations Files.~~

~~(1) Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The speeches~~

~~Permanent. Offer textual records to NARS in 5 years blocks when 20 years old (e.g., offer 1970-74 block in 1995).~~

~~GRS 14
Item 1a~~

14. (cont.) and addresses may be presented to executives from other Federal agencies, representatives of State and local governments, or private groups, such as college and university students, business associations, and cultural news media commentators. The format selected may be paper, audio or video tape or motion picture film.

(2) News releases. One copy of each prepared statement or announcement issued for distribution to the news media. News releases announce events such as the adoption of new agency programs, termination of old programs, major shifts in policy, and changes in senior agency personnel and may be a textual record such as a formal press release or nontextual record, such as film and video or sound recordings.

Permanent. Offer textual records to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995). GRS 14 Item 1b

d. Memorial Day and Veterans Day Service Newspaper Articles and Photographs. Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research; requests for and transmittals of publications, photographs and other informational literature.

Temporary. Destroy when 1 year old.

15. Records and Information Management.

Records pertaining to written communications in paperwork management activities, forms, messenger, publications, records and reports. (Records pertaining to telecommunications, wire, and radio appear under Office Systems and Methods).

a. Forms Files.

(1) One record copy of each form created by DMA with related instructions and documentation showing inception, scope, and purpose of the form.

Temporary. Destroy 5 years after related form is discontinued, superseded, or cancelled.

GRS 16 Item 4a

15. (con't.)	(2) Working papers, background materials, requisitions, specifications, processing data, and control records.	Temporary. Destroy when related form is discontinued, superseded, or cancelled.	GRS 16 Item 4b
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b. Messenger Service Files.

Daily logs, and assignment records.	Temporary. Destroy when 2 years old.	
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c. ~~Communication Correspondence, Reports, and Reference Files.~~

Correspondence and related records pertaining to internal administration and operation.	Temporary. Destroy when 2 years old.	GRS 12 Item 2a
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d. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Temporary. Destroy when 3 years old.	GRS 12 Item 2b
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e. Publications/Files

Copies of publications issued by an element of the VA; publications of other Government agencies; and publications of non-Government organizations maintained for reference purposes. (VA regulations, technical manuals, processed orders, circulars, daily bulletins, and catalogs).	Temporary. Non-manned. Destroy when superseded, obsolete, or no longer needed for reference.	GRS 13 Item 1b
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f. Project Files.

Job or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs.

(1) Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers. NOTE: These files do not contain requisitions on the Public Printer and related records; or records relating to services obtained outside the agency.	Temporary. Destroy 1 year after completion of job.	GRS 13 Item 3a
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agreed with
John McMenamin
2-19-86 JSM

Reference*

* With John McMenamin
As agreed 2/4/85 GOS

ITEM NO.	TITLE AND/OR DESCRIPTION	DISPOSITION	AUTHORITY
15. (con't.)	(2) Files pertaining to planning and other technical matters.	Temporary. Destroy when 3 years old.	GRS 13 Item 3b

g. Publications.

Pamphlets, reports, leaflets, circulars, memoranda, file manuals, or other published or processed documents, or the last manuscript report if not published, relating to DMA management projects.

- (1) Record copy with the supporting papers which document the inception, scope and purpose of the project.

Permanent. Maintain a record set of publications. Offer to NARA in 5-year blocks when most recent record is 5 years old (ie 1970-1974 in 1980). *

** Approved by Dean Holt, 6-28-85.
Reconfirmed to JSM 2-19-86
by John McMenamin.*

- (2) ~~Working papers and background materials.~~

~~Temporary. Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.~~

~~GRS 16 Item 10~~

~~h. Records Disposition Files.~~

~~Descriptive inventories, disposal authorizations, schedules, and reports.~~

- ~~(1) Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority and all related documentation~~

~~Temporary. Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes.~~

~~GRS 16 Item 3a~~

- ~~(2) Extra copies and routine correspondence and memoranda.~~

~~Temporary. Destroy when no longer needed for reference.~~

~~GRS 16 Item 3b~~

- ~~(3) Working papers and background material.~~

~~Temporary. Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.~~

~~GRS 16 Item 10~~

15.(cont.) ~~i. Records Holdings Files.~~

Statistical reports of DMA records holdings, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.

Temporary. Destroy when 1 year old.

GRS 16
Item 6b

j. Reports Control Files.

Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including SF 83; copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.

Temporary. Destroy 2 years after the report is discontinued.

GRS 16
Item 8

k. Records Management Files.

Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.

Temporary. Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.

GRS 16
Item 11

16. Safety.

a. Accident Investigative Files.

Investigative files accumulating from investigations of fires, explosions, and accidents that occur at National Cemeteries which consist of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements. This definition does not include documents relating to the investigation of specific accidents, accident claim files, nor the control documents accumulated by data processing activities for the preparation of statistical reports.

Temporary. Destroy when 2 years old.

GRS 18
Item 12

b. Motor Vehicle Accident Files.

Duplicate copies of records relating to motor vehicle accidents that occur at National Cemeteries.

Temporary. Destroy 6 years after case is closed.

GRS 10
Item 5

17. Structures & Lands.

Records relating to the acquisition, development, construction, use, management, and disposition of property.

a. Correspondence, memoranda, and related material which document policy, precedents, exceptions to and deviations from policy concerning land, real property, and space utilization.

Permanent. Retain 3 years then retire to FARC. Offer to NARS when 20 years old.

b. Correspondence, memoranda, and related material which pertain to general policy, procedures, operations, and information about buildings and grounds and which reflect specific and general questions and replies of a repetitive or one-time nature.

Temporary. Destroy when 5 years old.

c. Papers on the transfer of the National Cemetery System from the Department of the Army to the Veterans Administration.

Permanent. Offer to NARS when 20 years old.

17.(con't.) d. National Cemeteries (Project Case Files).

These files are maintained on each VA National Cemetery and contain records and other data pertaining to acquisitions, expansion or construction. Also included are copies of documents relating to the overall operation and maintenance of each cemetery.

Permanent. Retain 3 years then retire to FARC. Offer to NARS when 20 years old.

They also include some information on non-VA cemeteries.

18. Supplies, Services & Equipment.

Records relating to the procurement, use, management, and disposal of equipment, supplies, and materials.

a. Correspondence, memoranda, and related material which document policy, precedents, exceptions to and deviations from policy concerning supplies, services, and equipment.

Temporary. Retain 2 years then retire to FARC. Destroy when 5 years old.

~~b. Correspondence, memoranda, and related material which pertain to repetitive operations, routine replies to inquiries about supplies, services, and equipment, and requests or requisitions for work or repair service.~~

~~Temporary. Destroy when 2 years old. GRS 3 Item 3~~

c. Consolidated Memorandum Receipt (CMR) Files on Accountable Property (Inventory Files).

Copies of all vouchers affecting the CMR account (VA Forms 90-2237); copy of consolidated CMR and, when appropriate; copies of Report of Survey, Statement of Charges, or documents relating to overages or shortages.

~~(1) Inventory lists. (Log I Print-outs)~~

~~Temporary. Destroy 2 years from date of list. GRS 3 Item 10a~~

~~(2) Inventory cards. (Accountability/Responsibility Sheet and VA Forms 90-2237)~~

~~Temporary. Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification or 2 years after equipment is removed from agency control. GRS 3 Item 10b~~

ITEM NO.	TITLE AND/OR DESCRIPTION	DISPOSITION	AUTHORITY
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18. (con't.)	(3) Report of Survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in this schedule.	Temporary. Destroy 2 years after date of survey action or date of posting medium.	GRS 3 Item 10c
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d. Non-Accounting Property Files
(Inventory Requisition Files).

Documents relating to the receipt and issue of property which is not recorded on a CMR account, such as stock cards, property issue and turn-in slips, copies of purchase orders, and shipping documents.

Temporary. Destroy 2 years after completion or cancellation of requisition.

GRS 3
Item 9a

19. Travel.

a. Passenger Reimbursement Files.

Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by employees, dependents, or others authorized by law to travel.

Temporary. Destroy when 3 years old.

GRS 9
Item 4a

b. General Travel and Transportation Files.

Correspondence, forms, and related records pertaining to agency travel and transportation functions not covered elsewhere in this schedule.

Temporary. Destroy when 2 years old.

GRS 9
Item 5a

20. SPECIAL FILES - APPLICABLE ONLY TO
CEMETERY SERVICE

a. Cemetery Historical Files.

These files consist of historical documents which relate to the establishment and/or development of burial installations. Included are; metes and bounds, deeds, correspondence, newspaper/magazine articles, photographs, historical brochures, and visitor maps. Also included are "general" historical reference books such as the "Roll of Honor", "Medal of Honor" Recipients, and Civil War history.

Permanent. Transfer to the National Archives when 30 years old, in 5 year blocks, i.e., 1956-1960 in 1990.

b. Cemetery Service Individual Deceased Personnel Files.

These files contain documents pertaining to burials in national cemeteries. Included are authorization for disinterments, gravesite reservations and cancellations, disputes, and controversial complaints.

Temporary. Retain 2 years then retire to FARC. Destroy when 25 years old.

c. Cemetery Plan Files.

- (1) All final reports, studies, organizational and functional documents relating to long and short range plans for the attainment of System-wide objectives.

Permanent. Offer to the National Archives when 30 years old in 5 year blocks, i.e., 1985-1990 in 2020.

- (2) Administrative or house-keeping records relating to the development and/or construction of new national cemeteries, the 50-50 State Grant-in Aid Cemetery Program, ect.

Temporary. Destroy when replaced or superceded.

20.(con't.) d. Gravesite Reservation Files.

These files consist of gravesite reservations, letters of cancellation survey cards reflecting whether or not an individual reservation is still desired, change of status of reservees, etc. Also included in these files are the original Records of Gravesite Reservation, (Department of the Army Form (DA 2121)), survey rosters, and correspondence in connection with reservations and surveys.

(1) Record of Gravesite Reservation, DA Form 2121.

Temporary. Destroy upon receipt of VA Form 40-4956. (See Item 20i(1)(a)).

(2) Cancellation Documents.

Temporary. Filed with Individual Deceased-Personnel Files. (See Item 20b).

(3) Survey Rosters.

Temporary. Destroy when updated.

e. Cemetery Administrative Files.

These documents relate to overall or general routine administration including program and budget documents, management improvement reports, extracts of GAO or similar reports, agreements between recognized organizations to provide or obtain various types of support services, and statistical reports. These files also contain correspondence and documents having to do with agreements, reports and instructions with other elements of VA such as; Controller, Department of Medicine and Surgery, Planning and Program Evaluation, and Administrative Services; copies of material sent to DMA field stations in which operational guidance was furnished or a request for information was made; correspondence pertaining to the preparation of National Cemetery brochures and maps; and copies of documents dealing with preparation and coordination of policies and procedures.

Temporary. Destroy when 2 years old or sooner if no longer needed for reference purposes.

20.(con't.) f. General Correspondence Files.

These files consist of general inquiries from the public and other Federal or State officials concerning national cemeteries or burials in national cemeteries. These inquiries do not concern a named decedent, administrative, technical or historical details of a named national cemetery which would result in the document being filed in the Individual Deceased Personnel File, the Cemetery Administrative Files or the Cemetery Historical Files.

Temporary. Destroy when 2 years old.

g. Installation, Gravesite Layout, and Landscape Planting Plan Files.

Layout maps showing the location of buildings, flagpole, rostrum area, drives, access roads, sidewalks, enclosure fences, gates, plantings, and gravesite layout plans which show the current status of all gravesites within a cemetery or burial installation.

Permanent. Transfer to the National Archives when 30 years old, in 5 year blocks, i.e., 1956-1960 in 1990.

h. National Cemetery Quarters Appraisal Record and Estimate of Market Rent by Comparison Files (VA Forms 40-4985 and 40-4985a).

These files are required to comply with the instructions of OMB Circular A-45 which states that all Government quarters will be appraised for quarters rental charge. These forms are used to determine appropriate charges for rental facilities under the Department of Memorial Affairs.

Temporary. Destroy when 6 years old.

ITEM NO	TITLE AND/OR DESCRIPTION	DISPOSITION	AUTHORITY
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~~20. (cont) 1. Record of Interment Files.~~

(1) Paper Copies

Copies of individual Records of Interment, (VA Form 40-4956), containing pertinent data on each interment in a National Cemetery and communications pertaining to the correction of these files. (VA Forms 40-4956 are prepared at National Cemeteries).

(a) The Original (Copy No. 1) (Reference: 38 U.S.C. 1004) The dates of these paper records are 1862-1984.

Permanent. Retire to FARC. Immediately offer to the National Archives records dating 1862-1960. Offer the remaining records in 5 year blocks when most recent records are 30 years old. i.e., 1961-65 in 1995.

(b) The Original (Copy No. 1) (Reference: 38 U.S.C. 1004) The dates of these paper records begin with the year 1985.

Temporary. Microfilm in accordance with 36 CFR 1230.14. Destroy after the microfilm laboratory staff or agency official responsible for microfilming the records certifies the records were microfilmed in accordance with 36 CFR 1230.14.

(c) Copy No. 2 (Reference: 38 U.S.C. 1004)

Covered under item 9, National Cemeteries, Records Control Schedule.

(d) Copy No. 3

Temporary. (Reference and working copy). Destroy when 1 year old.

<u>ITEM NO</u>	<u>TITLE AND/OR DESCRIPTION</u>	<u>DISPOSITION</u>	<u>AUTHORITY</u>
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20. (con't)

(2) Microfilm Copies

(a) Beginning April 1987, one silver copy and one diazo copy are to be transferred yearly to a Federal Records Center, and subsequently transferred to the National Archives 10 years after microfilming. (Microfilm copies begin with the year 1985).

Permanent. Inspect the master copies of permanent record microfilm every 2 years in accordance with 36 CFR 1230.22.

non-record
(b) One silver copy will be shipped to a VA emergency relocation site, FEMA facility each year during the month of April, beginning April 1987.

Permanent for VA purposes. Do not offer to the National Archives. Inspect the master copies of permanent record microfilm every 2 years in accordance with 36 CFR 1230.22.

non-record
(c) One silver and two diazo copies will be retained in VACO, Cemetery Service.

Permanent for VA purposes. Do not offer to the National Archives. Inspect the master copies of permanent record microfilm every 2 years in accordance with 36 CFR 1230.22.

20.(con't.) j. Record of Gravesite Set-Aside Files (VA Form 40-4994).

VA Forms 40-4994 are used to record set-aside gravesites in national cemeteries assigned to the 4'x8' single depth program and to retain a gravesite for a reservee.

(1) Original

Covered under Item 46, National Cemeteries, Records Control Schedule.

(2) Copy

Temporary. Destroy upon receipt of VA Form 40-4956 (see Item 20i(1)(a) or when set-aside is cancelled by reservee.

k. Monthly Report of Adjacent Gravesite Set-Aside (AGS) Files (VA Form 40-4995).

These forms are used to report the number of set-aside gravesites at each national cemetery assigned to the 4'x8' single depth program.

(1) Original

Covered under Item 47, National Cemeteries, Records Control Schedule.

(2) Copy

Temporary. Destroy when 1 year old.

l. Drawings and Specifications for State Cemetery Grants Files.

These files consist of drawings and specifications to be used for bid purposes.

Temporary. Destroy 1 year after grant is closed out.

In the event litigation, claim, or audit is started before the expiration of the 1 year period, drawings and specifications shall be retained for 1 year after litigations, claims, or audit findings have been resolved.

The drawings and specifications will be destroyed 1 year after final action or decision.

21. SPECIAL FILES - APPLICABLE ONLY TO MONUMENT SERVICE

a. Monument Service Individual Deceased Personnel Files.

Documents pertaining to the furnishing of headstones and markers, burial in a national cemetery, funeral arrangements, burial locations, military honors, headstone and marker inscriptions and similar matters pertaining to veterans and their families.

Temporary. Retain for 2 years then retire to FARC. Destroy when 7 years old.

~~b. Freight Files (Bill of Lading Files).~~

Records relating to freight consisting of export certificates, transit certificates, demurrage car record books, shipping documents pertinent to freight classification, memorandum copies of government or commercial bills of lading, shortage and demurrage reports, and all supporting documents.

- | | | |
|---------------------------------------|--------------------------------------|------------------|
| (1) Issuing office memorandum copies. | Temporary. Destroy when 3 years old. | GRS 9
Item 1a |
| (2) All other copies. | Temporary. Destroy when 1 year old. | GRS 9
Item 1b |
| (3) Register and control records. | Temporary. Destroy when 3 years old. | GRS 9
Item 1c |

c. Transportation Files.

General documents and correspondence relating to the shipment of headstones or markers from the manufacturer's plant to the designated consignee.

Temporary. Destroy when 3 years old. GRS 9
Item 1a

d. Headstone or Marker Procurement Files.

Documents pertaining to contracts, bids, purchase orders, bidders lists and correspondence in connection with the Headstone or Marker Program.

- | | | |
|--------------------|--|------------------|
| (1) Contracts. | Temporary. Destroy 6 years and 3 months after final payment has been made. | GRS 3
Item 4a |
| (2) Bidders Lists. | Temporary. Destroy when superseded or obsolete. | GRS 3
Item 6d |

ITEM NO.	TITLE AND/OR DESCRIPTION	DISPOSITION	AUTHORITY
21. (con't.)	(3) Delivery Orders.	Temporary. Retain 6 years <u>or</u> as long as the contracts against which they are issued are retained.	
	(4) Purchase Orders for Special Requirements.	Temporary. Destroy 3 years after final payment has been made.	
	e. Statistical Files.		
	Copies of reports prepared by Monument Service, National Cemeteries, and National Cemetery Area Offices. They consist of monthly, quarterly, semi-annual and annual reports of headstones and markers and national cemetery statistics. These reports show the number of burials, war service, veterans, dependents, active duty, gravesites used, gravesites reserved and available, group burials, employee hours utilized at National Cemeteries, costs by cemetery, and cumulative report figures for the Department of Memorial Affairs.	Temporary. Destroy when 5 years old.	
	f. Headstone or Marker Application Files.		
	These files consist of Headstone or Marker Application Forms, VA Form 40-1330 or DD Form 1330, upon which the next-of-kin of a deceased veteran has requested a headstone or marker for an unmarked grave.		

item 21(f)

item 21(f) (1) Paper copies

(a) Fiscal Years 1973
through 1985

Permanent. Retain for 2
years and then retire to
FARC. Offer in yearly
blocks to National Archives
when 7 years old.

(b) Beginning Fiscal
Year 1986

1. Temporary. Microfilm in
accordance with 36 CFR
1230.14. Destroy after the
microfilm laboratory staff
or agency official respon-
sible for microfilming the
records certifies the
records were microfilmed in
accordance with 36 CFR
1230.14.

~~2. Retire to FARC on a
monthly basis. Disposal
not authorized pending
development of a microfilm
index.~~

(2) Microfilm copies

(a) Permanent. Transfer a
silver and a diazo copy to
the National Archives every
five years to include the
previous 5 years records,
i.e., 1986 to 1991 in
1992. Inspect the master
copies of permanent record
microfilm every 2 years in
accordance with 36 CFR
1230.22. ~~Transfer not
authorized pending
development of a microfilm
index.~~

(b) Temporary. Two working
copies maintained in
Monument Service. Destroy
when 7 years old. ~~Disposal
not authorized pending
development of a microfilm
index.~~

21. (con't)

g. Request for Replacement of Headstone Files. (VA Form 40-4963).

VA Forms 40-4963 are used to request a replacement headstone/ marker.

(1) National Cemetery Copy.

Covered under Item 37, National Cemeteries, Records Control Schedule.

(2) Original.

Temporary. Retain for 2 years and then retire to FARC. Destroy when 5 years old.

22. RECORDS COMMON TO SEVERAL OFFICES

a. Office Administrative Files.

Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared

Temporary. Destroy when 2 years old or when no longer needed, whichever is sooner.

GRS 23
Item 1

22.(con't.) in the office and forwarded to higher levels) and other materials that do not serve as official documentation to the programs of the office.

NOTE: This does not apply to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the Department.

b. Schedules of Daily Activities.

GRS 23
Item 2a

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal employees while serving in an official capacity. Materials determined to be "personal records" are not covered by this item.

(1) Records containing substantive information relating to the official activities of high level officials, the substance of which has not been incorporated into memoranda, reports, correspondence, or other records included in the official files.

(High level officials include the heads of departments and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials, staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.)

(a) Submit SF 258, Request to Transfer, Approval, and Receipt of Records to National Archives of the United States, to VACO, Administrative Operations Staff (40F), for transmittal to GSA to accept the offer.

22.(con't.)- (b) If the offer is not accepted, destroy the records when 6 years old.

(2) Records of other than high level Federal employees as defined in "(1)" above containing substantive information relating to official activities, the substance of which has not been incorporated into official files.

Temporary. Destroy when 2 years old.

GRS 23
Item 2b

(3) Routine materials containing no substantive information regarding the daily activities of other than high level officials as defined in "(1)" above; and records of all Federal employees containing substantive information, the substance of which has been incorporated into official files.

Temporary. Destroy when no longer needed.

GRS 23
Item 2c

c. Suspense Files.

Papers arranged in chronological order as a reminder that an action is required on a given date.

Temporary. Destroy when action is taken.

GRS 23
Item 3a

d. Leave Application Files.

Standard Form 71, Application for Leave, and supporting papers relating to requests for and approval of taking leave.

(1) If timecard has been initialed by the employee.

Temporary. Destroy at the end of the applicable pay period.

GRS 2
Item 8a

(2) If timecard has not been initialed by the employee.

Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner.

GRS 2
Item 8b

e. Flexitime Attendance Records.

Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under Flexitime systems.

Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner.

GRS 2
Item 3b

ITEM NO.	TITLE AND/OR DESCRIPTION	DISPOSITION	AUTHORITY
22(con't.)	f. Congressional and White House Correspondence Files.		
	These files consist of inquiries and responses on matters relating to Memorial Affairs.	Temporary. Destroy when 3 years old.	
	g. Chronological (Reading) Files.		
	These files contain extra copies of all correspondence prepared in DMA. They are used for information and reference purposes only.	Temporary. Destroy when 2 years old.	
	h. Request for Tokens or Tickets, VA Form 00-3079 and Accountability Record for Tokens or Tickets, VA Form 60-4530 Files.		
	These files consist of all requests for tokens or tickets and the accountability of the tokens or tickets. (NOTE: All are issued to employees for official business only).	Temporary. Destroy 1 year after all entries are cleared.	GRS 9 Item 5b
	i. Internal Control Files.		
	Record of vulnerability assessment reviews that are performed quarterly.	Temporary. Destroy when 3 years old.	

Records Control Schedule
Veterans Administration Central Office
Department of Memorial Affairs

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