

**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

**389-3632**

LEAVE BLANK

JOB NO

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-16-86 *James A. Burke*  
Date 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

**JUL 27 1984**

D. SIGNATURE OF AGENCY REPRESENTATIVE

*David N. Stone*  
**DAVID N. STONE**

E. TITLE

**Director, Paperwork Management and Regulations Staff**

7. ITEM NO.

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

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

Plans and specifications relating to direct, guaranteed or insured loans which are an integral part of the basis for issuing a master certificate of reasonable value INCLUDING those relating to property in instances when the builder is suspended and those relating to loans on which action is pending or to loans or projects which are involved in complaints, litigations, suspensions, or other actions which justify retention in the judgment of the Director.

II NN  
3409 and  
NC 15-76-6

Disposition: Destroy one year after expiration of validity period of master certificate of reasonable value. ~~and after final action is completed with all related loans.~~

*Change made per agency request.*

*MCFA Agency copy sent 4/18/86*

DEPARTMENT OF VETERANS BENEFITS

PROPOSED DISPOSITION OF RECORDS

ACTION CONTROL NO. 84-17

Proposed RCS VB-1,  
Pt. I, item no.

A. TITLE OF RECORDS

Plans and specifications relating to direct, guaranteed or insured loans which are an integral part of the basis for issuing a master certificate of reasonable value INCLUDING those relating to property in instances when the builder is suspended and those relating to loans on which action is pending or to loans or projects which are involved in complaints, litigations, suspensions, or other actions which justify retention in the judgment of the Director.

12-143.1

B. RECOMMENDED DISPOSITION

Destroy one year after expiration of validity period of master certificate of reasonable value and after final action is completed with all related loans.

APPROVED:

Robert A. Jones  
DVB Records Officer

6/19/84  
Date

C. CONCURRENCE(S)

☒ Concur in disposition recommended in paragraph B.

☐ Do not concur for reasons stated in paragraph D.

J. Q. Schatz  
(23)

6/22/84  
Date

Robert M. O'Fah  
(26)

6/29/84  
Date

comB  
f

D. REASON(S) FOR NONCONCURRENCE

E. ANALYSIS OF RECORDS

This is a reappraisal of plans and specifications maintained in the loan guaranty divisions as RCS VB-1, pt. I, items 12-143.11, 12-143.12 and 12-143.13.

Plans and specifications maintained in the loan guaranty divisions include project information, plot plans, floor plans, descriptions of materials, drawings and specifications for individual water supply and sewage disposal systems, specifications for proposed curbs, gutters, sidewalks, and storm drainage systems, or similar records. The plans and specifications are an integral part of the basis for issuing a master certificate of reasonable value for direct, guaranteed or insured loans.

Requests for determination of reasonable value are initiated by a veteran, lender, builder, owner or sponsor. When an appraisal of proposed construction is requested, a sufficient number of copies of the plans and specifications and other pertinent data must accompany the request for determination of reasonable value. Master Certificates of Reasonable Value, VA Form 26-1843a, are issued for projects involving the proposed construction of five or more similar properties. The regional office has the authority to limit the number of units which will be included on a master certificate, irrespective of the number of units involved in the related request for appraisal. The master certificate will apply to the designated number only.

Master certificates of reasonable value are valid in the case of proposed construction for a period of at least 6 and up to 12 months. If a veteran enters into a contract to purchase within the validity period, the certificate of reasonable value will remain effective after the validity period has expired until the identified transaction is either consummated or otherwise terminated. There are instances where an extension of the validity period is granted.

A specified period of time after the master certificate has expired and all action (i.e. complaints, litigations, suspensions) is completed on the properties to which it applies, the usefulness

of the related plans and specifications ceases. Receipt of subsequent requests for determination of reasonable value on proposed construction in the same development will require resubmission of plans and specifications. There is no need to retain these plans and specifications with anticipation of more construction in the future.


F. SOURCE OF INFORMATION

M26-2, Construction and Valuation, Policies, Procedures, and Methods.

Mrs. Judith Eagan, Records Liaison Officer (26A1)

G. CONCLUSIONS

The present disposition of these records is open ended and causes excessive retention of a rather voluminous amount of records. The disposition recommended will satisfy the administrative requirements of the loan guaranty program.

  
GERALDINE JOHNSON  
Management Analyst