

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC(-15-85-15)

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

DATE RECEIVED

1-28-85

1. FROM (Agency or establishment)

VETERANS ADMINISTRATION

2. MAJOR SUBDIVISION

DEPARTMENT OF MEMORIAL AFFAIRS

3. MINOR SUBDIVISION

NATIONAL CEMETERIES

4. NAME OF PERSON WITH WHOM TO CONFER

MARJORIE M. LEANDRI

5. TELEPHONE EXT.

389-3662

DATE

12/17/87

ARCHIVIST OF THE UNITED STATES

Claudia F. ...

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 19 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

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SUPERSEDED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 - National
Cemeteries Records Control Schedule

32 items

ITEM NO.	DESCRIPTION OF ITEM	DISPOSITION	AUTHORITY
1.	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
2.	Employee Record Cards		
	Cards that are used for informational purposes outside personnel offices (VA Form 5-4644a).	Temporary. Destroy upon separation or transfer of employee from the cemetery.	GRS 1 Item 6
3.	Supervisor's Personnel Files		
	Correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions; copies of position descriptions; request for personnel action, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder. NOTE: All official record copies of these documents are filed in the Official Personnel Folder maintained at the servicing station.	Temporary. Destroy superseded or obsolete documents when no longer needed for reference or destroy all documents relating to an individual employee 1 year after separation or transfer.	GRS 1 Item 18a
4.	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).	Non-record. Destroy when superseded, obsolete, or no longer needed for reference.	GRS 13 Item 1b
5.	Safety Instruction Files		
	Documents relating to preparation, coordination and instructional matter pertaining to safety programs and procedures.	Temporary. Destroy when superseded, obsolete, or no longer needed for reference. NOTE: (GRS 18, Item 9, generally would apply; however; some of the material would remain current beyond the 2 year period and would not be disposable when 2 years old).	(GRS 18 Item 9)

ITEM NO.	DESCRIPTION OF IT	DISPOSITION	AUTHORITY
6.	Survey and Inspection Files (Government-owned facilities)	Temporary. Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.	GRS 18 Item 10
	<p>Reports of surveys and inspections of Government-owned facilities conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.</p> <p>The following VA Forms are included in these files: 40-4978; 40-4979 and 40-4980.</p>		
7.	Motor Vehicle Accident Files	Temporary. Destroy 6 years after case is closed.	GRS 10 Item 5
8.	Accident Investigative Files	Temporary. Destroy when 2 years old.	GRS 18 Item 12
	<p>Investigative files accumulating from investigations of fires, explosions, and accidents, consisting 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.</p>		

<u>ITEM NO</u>	<u>TITLE AND/OR DESCRIPTION</u>	<u>DISPOSITION</u>	<u>AUTHORITY</u>
9.	Record of Interment Files		
	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.		
	a. VA Form 40-4956 (Original and Copy No. 3)	Covered under Item 20i, VACO, Records Control Schedule.	
	b. VA Form 40-4956 (Copy No. 2)	Retain at National Cemetery until no longer needed. Destroy. Do not retire to an FARC.	
	c. Corrected record.	Permanent. ^{Forward to VACO.} Destroy initial record.	
	d. Communications pertaining to corrected record.	Destroy after record has been corrected.	

*per telecon.
with John McManis
6-15-87*

10. Gravesite Reservation Files

Documents reflecting reservation of gravesites for individuals. Included are Record of Gravesite Reservation, DA Forms 2121; letters of cancellation; and similar or related documents.

a. Cancellation of gravesite reservation.

Temporary. Destroy DA Form 2121 and all documents pertaining to the reservation *ON* cancellation.

per agreement w/ Dr. McManis 6-15-87

b. Utilization of gravesite.

Temporary. Forward DA Form 2121 (along with appropriate copies of VA Form 40-4956) to DMA, VACO, Cemetery Service.

Destroy documents pertaining to the reservation unless another interment is pending, i.e., burial of adult dependent or known expected dependent interment. In such cases, pertinent correspondence would be retained until interment was completed.

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

a. Records relating to and copies of government or commercial bills of lading, and all supporting documents.

Temporary. Destroy when 1 year old.

GRS 9
Item 1b

b. Copies of records relating to the shipment of household goods. (Originals are on file at the servicing station.)

Temporary. Destroy when 1 year old.

GRS 9
Item 1b

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

Copies of all vouchers affecting the CMR account (turn-in and issue slips); copy of consolidated CMR and, when appropriate; copies of Report of Survey, Statement of Charges, or documents relating to overages or shortages.

a. Inventory lists

Temporary. Destroy
2 years from date
of list.

GRS 3
Item 10a

b. Inventory cards

Temporary. Destroy
2 years after dis-
continuance of item or
2 years after stock
balance is transferred
to new card or recorded
under a new classifica-
tion, or 2 years after
equipment is removed
from agency control.

GRS 3
Item 10b

c. 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

13. Non-Accounting Property Files
(Inventory Requisition Files)

Documents relating to the receipt and issue of property which is not recorded on a CMR account of the cemetery, such as stock cards, property issue and turn-in slips, copies of purchase orders, and shipping documents. (Includes requisitions and related papers on materials, such as fertilizers, grass seed, cement, lumber, repair parts and components, office supplies and materials which are consumed in construction, maintenance, operations, and upkeep and thereby lose their identity).

Temporary. Destroy
2 years after
completion or can-
cellation of
requisition.

GRS 3
Item 9a

14. Cemetery Instruction Files

Documents received from VACO relating to the review, preparation, issuance, and interpretation of directives or regulatory instructions concerning the management, administration, and operation of the cemetery.

Temporary. Destroy
when superseded,
obsolete, or no
longer needed for
reference.

ITEM NO.	DESCRIPTION OF ITEM	DISPOSITION	AUTHORITY
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15. General Administrative Files

Records that relate to the overall or general routine administration of the office.

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

GRS 23
Item 1

16. Cemetery Administration Files

Documents consisting of retained copies of statistical reports made to State or local vital statistical offices; correspondence relating to authorization for interment; cost and method of operation of burial installations; maintenance of the installations and similar operating matter; correspondence with the next of kin, VACO, veterans' organizations, and others pertaining to remains buried or to be buried in a national cemetery; burial locations and burial space; funeral arrangements; headstones and markers; military honors and donations; comparable reports; correspondence; and related papers created in connection with the general administration, operation and maintenance of cemeteries and other burial installations. The following VA forms are also included in these files: 40-4961; 40-4962; 40-4964; and copies of Department of Defense Forms, DD 214.

Temporary. Destroy ~~superseded or obsolete material at the end of each calendar year or when 5 years old, whichever is sooner.~~

*when 5 years old. However, superseded or obsolete material may be destroyed at the end of each calendar year. **

**Change per agreement with John McMenamin 6-15-87.*

NOTE: Return all original Department of Defense Forms, DD 214, to the veteran or to the next of kin.

17. Reference Files

These files contain:

a. copies of documents which duplicate the record and copies of documents which are filed in VACO, at the servicing station, or at the NCAO;

Non-record. Destroy when no longer needed for reference or at the end of the calendar year, whichever is sooner.

b. documents which require no action: (same at 17a.)

ITEM NO.	DESCRIPTION OF ITEM	DISPOSITION	AUTHORITY
17. (con't)	c. rough drafts, notes, feeder reports, (same as 17a.) and similar working papers accumulated in preparation of a communication, study, or other documents;		
	d. cards, listings, indexes, and other (same as 17a.) papers used for controlling work.		
18.	Burial Register Files		
	Registers of interments (VA Form 40-4982) on which are recorded the section, plot, grave numbers, decedent's name, grade or rating, and date of interment or date reservation was made.	Permanent. ^{Original} Burial registers begun before 1900, transfer to the National Archives immediately. Burial registers begun after 1900, offer to the National Archives when recopied.	
19.	Installation, Gravesite Layout, and Landscape Planting Plan Files		
	Layout maps maintained at cemeteries which show 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.	Temporary. Retain at National Cemetery. Destroy when no longer needed.	

ITEM NO.	DESCRIPTION OF INFORMATION	DISPOSITION	AUTHORITY
20.	Cemetery Historical Files		
	All data of an historical nature accumulated by a field installation pertaining to the establishment and development of burial installations, such as land metes and bounds, deeds and related correspondence, and newspaper and magazine articles pertaining to an installation.	Permanent. Transfer to the National Archives when 30 years old, in 5 year blocks, i.e., 1956-1960 in 1990, provided materials do not duplicate documents already in the National Archives.	
21.	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.	Temporary. Destroy when 5 years old.	GRS 1 Item 32 (Disposal suspended per GSA Bulletin B-136, 3-21-84)
22.	Accident Case Files involving individuals visiting VA National Cemeteries		
	Documents relating to reports of accidents and investigations thereof, including fires, damage to VA property, and other accidents which occur on VA property. NOTE: Motor Vehicle Accidents involving Government vehicles are covered under Item No. 7.	Temporary. Destroy 6 years after case is closed.	
23.	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
24.	Service Record Cards (VA Form 5-4644-2)		
		Temporary. Destroy 3 years after separation or transfer of employee.	GRS 1 Item 2b

ITEM NO.	DESCRIPTION OF ITEM	DISPOSITION	AUTHORITY
25.	Position Classification Files		
	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 at the servicing station.	Temporary. Destroy Cemetery copy when position is abolished or description superseded.	GRS 1 Item 7b(2)
26.	Leave Application Files		
	Standard Form 71, Application for Leave, and supporting papers relating to requests for and approval of taking leave.		
	a. If timecard has been initialed by the employee.	Temporary. Destroy at the end of the applicable pay period.	GRS 2 Item 8a
	b. 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
27.	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
28.	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
29.	Personnel Allocation Letters		
	Letters authorizing the personnel ceiling (General Schedule and Wage Grade) for each National Cemetery for the current fiscal year.	Temporary. Destroy after the close of the fiscal year involved.	
30.	Operating Budget Plan		
	Monthly funding program for each control point.	Temporary. Destroy 1 year after the close of the fiscal year involved.	

ITEM NO.	DESCRIPTION OF INFORMATION	DISPOSITION	AUTHORITY
31.	Annual Budget Request Files		
	Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including appropriation language sheets, narrative statements, and related schedules and data.	Temporary. Destroy 1 year after the close of the fiscal year covered by the budget.	GRS 5 Item 4
32.	Internal Control Files		
	Record of vulnerability assessment reviews that are performed quarterly.	Temporary. Destroy when 3 years old.	
33.	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
34.	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
35.	Motor Vehicle Release Files		
	Records relating to transfer, sale, donation or exchange of vehicles.	Temporary. Destroy 4 years after vehicle leaves agency custody.	GRS 10 Item 6
36.	Temporary Grave Marker Files (VA Form 40-4960)	Temporary. Destroy after the headstone/ marker is erected.	
37.	Request for Replacement of Headstone Files (VA Form 40-4963)		
	VA Forms 40-4963 are used to request a replacement headstone.		
	a. National Cemetery copy	Temporary. Destroy 2 years after headstone has been erected.	
	b. Original	Covered under Item 21g, VACO, Records Control Schedule.	

ITEM NO.	DESCRIPTION OF IT	DISPOSITION	AUTHORITY
38.	Vehicle Inspection and Service Record Files (VA Form 40-4967)	Permanent. <i>Temporary.</i> Maintain for the life of the vehicle. Transfer along with equipment when vehicle leaves agency custody.	
39.	Vehicle Operational Record Files (VA Form 40-4968)	<i>per agreement w John McMenamin</i>	<i>2/19/85</i>
	VA Forms 40-4968 are used for keeping record of vehicles that are authorized to leave the grounds of a National Cemetery.	Temporary. Maintain for the life of the vehicle. Destroy after vehicle leaves agency custody.	
40.	Automated Management Information System (AMIS) Code Sheet Files		
	a. These files contain: VA Forms 40-4973b; 40-4973c; 40-4973d; 40-4973e; and 40-4973f.	Temporary. Destroy when 1 year old.	
	b. VA Form 7051g - These files contain:	Temporary. Destroy when 1 year old.	
	(1) Employee Hour Record - Wage Grade (WG)		
	(2) Employee Hour Record - Work-Study Student (WS)		
	(3) Employee Hour Record - General Schedule (GS)		
41.	Record of Obligations by Sub-object Class Files (VA Form 40-4976a)		
	VA Forms 40-4976a are used for the recording of all obligations incurred to account for and control funds that are allotted for the operation and maintenance of a National Cemetery.	Temporary. Destroy when 2 years old.	
42.	National Cemetery Interment Schedule Files (VA Form 40-4981)		
	VA Forms 40-4981 are used to schedule daily interments. When completed, it is reproduced in a sufficient number of copies to provide a copy to the administrative and field personnel assigned interment responsibilities.		
	a. Original	Temporary. Destroy when 2 years old.	
	b. Copies	Non-record. Destroy at the end of the work day.	

ITEM NO.	DESCRIPTION OF IT	DISPOSITION	AUTHORITY
43.	National Cemetery Quarters Appraisal Record and Estimate of Market-Rent by Comparison Files (VA Forms 40-4985 and 40-4985a)	Temporary. Destroy when 6 years old.	
	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 DMA.		
44.	National Cemetery Director Trainee Appraisal Files (VA Form 40-4986)	Temporary. Destroy appraisals (and all copies thereof) when 3 years old.	
	VA Forms 40-4986 are used by National Cemetery Directors when supervising a trainee to evaluate his/her program during training. The training period is monitored on a quarterly basis for one full year.		
45.	Agreement for Burial of Cremated Remains Files (VA Form 40-4987)	Temporary. Destroy upon demise of surviving spouse or dependent.	
	Current practice requires the responsible person effecting interment of cremated remains in a National Cemetery to complete VA Form 40-4987 which stipulates that all future burials must be of cremated remains only. The completion of the form is vital as these gravesites will not accommodate body burials.		
46.	Record of Gravesite Set-Aside Files (VA Form 40-4994)	Temporary. Destroy VA Form 40-4994 and all documents pertaining to the set-aside.	
	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.		
	a. Original		
	(1) Cancellation of gravesite set-aside		

46.(con't)

(2) Utilization of gravesite

Temporary. Forward VA Form 40-4994 (along with appropriate copies of VA Form 40-4956) to DMA, VACO Cemetery Service. Destroy documents pertaining to the set-aside unless another interment is pending, i.e., burial of adult dependent or known expected dependent interment. In such cases, pertinent correspondence would be retained until interment was completed.

b. Copy

Covered under Item 20j, VACO, Records Control Schedule.

47.

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.

a. Original

Temporary. Destroy when 1 year old.

b. Copy

Covered under Item 20k, VACO, Records Control Schedule.

48. Defense and Disaster

Records pertaining to national defense, civil defense, emergency planning, shut down procedures, and energy usage.

a. Material which covers or establishes policy and procedures and documents plans and operations 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
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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.

49. Conferences

Correspondence, memoranda, reports and related material pertaining to DMA conferences and meetings.

Temporary. Destroy when 5 years old.

50. ~~Schedules of Daily Activities~~

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.

a. 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

50.(con't) ~~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.)~~

(1) 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.

GRS 23
Item 2a

(2) If the offer is not accepted, destroy the records when 6 years old.

b. Records of other than high level Federal employees as defined in "a" 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

c. Routine materials containing no substantive information regarding the daily activities of other than high level officials as defined in "a" 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

Records Control Schedule
Veterans Administration
Department of Memorial Affairs
National Cemeteries

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<u>Form Number</u>	<u>Form Title/Description</u>	<u>RCS Item Number</u>
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III. DEFINITIONS/CLARIFICATIONS

GSA - General Services Administration

GRS - General Records Schedules

NARS - National Archives and Records Service (GSA)

GAO - General Accounting Office

VACO - Veterans Administration Central Office

DMA - Department of Memorial Affairs

NCAO - National Cemetery Area Office

NOTE: General Records Schedules are issued by the Administrator, General Services Administration, to provide disposition standards for records common to several or all agencies of the Federal Government. Questions concerning General Records Schedules should be directed to VACO, DMA, Administrative Operations Staff (40F).