June 17, 1991

Attachment

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment): Department of Veterans Affairs (VA)
2. MAJOR SUBDIVISION: Veterans Health Administration
3. MINOR SUBDIVISION: VA Central Office
4. NAME OF PERSON WITH WHOM TO CONFER: Marjorie M. Leandri
5. TELEPHONE: 233-5450

LEAVE BLANK (NARA use only)

JOB NUMBER: N1-15-92-2

DATE RECEIVED: 3-9-92

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE: 1/25/93

ARCHIVIST OF THE UNITED STATES: [signature]

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
2/27/92	[signature] B. Michael Berger	Director, Records Management Service (723)

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Department of Veterans Affairs Veterans Health Administration History Files/Administrative Issuance History Files consisting of circulars, memoranda, interim issues, procedural and operating manuals, information bulletins, pamphlets, regulations, background and supporting papers, and other directives documenting significant changes in the Agency's policies and procedures. Files provide historical insight into the organization, functions, policies, procedures, decisions, and other vital transactions of the Agency. They also provide the foundation for implementing various Public Laws. Files were retired using administrative approvals. Records Control Schedule OI-1, items 4 and 7 of Appendix A were used to transfer the records to the Washington National Records Center (WNRC). The WNRC will no longer accept records which utilize administrative approvals as the authority for the retirement of records.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	JOB NUMBER	PAGE OF

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	All records must be appraised pursuant to the National Archives and Records Administration records management procedures. Disposition: Permanent. Retire to the Washington National Records Center in 5 year blocks when latest record is 10 years old, e.g., 1970-75 in 1985. Transfer to the National Archives in 5 year blocks when 20 years old, e.g., 1970-75 in ~~2010~~. 1995.	all changes approved by Sherwood Lynch 9/28/92 SLL	