

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-15-98-4
1. FROM (Agency or establishment) Department of Veterans Affairs (VA)		DATE RECEIVED	7-31-98
2. MAJOR SUBDIVISION Veterans Health Administration (VHA)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION VA Central Office (VACO)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Sherwin Lynch	273-8312	8-13-99	<i>John E. Paul</i>

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 2 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,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
7/24/98	<i>Donald L. Neilson</i> Donald L. Neilson	Director, Information Management Service (045A4)

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>This appraisal covers records created in administering the Homeless Providers Grant and Per Diem Program. The Homeless Providers Grant and Per Diem Files are used by program officials to determine whether grant applications are approved for funding. If a grant is awarded, the grant application and supporting documents are filed in the Homeless Providers Grant and Per Diem Files. If a grant application is not approved for funding, the application and other documents are filed in the Unsuccessful Grant Applications Files. Both files are maintained numerically according to program designated codes, state designations, and fiscal years. Approximately 4 cubic feet of Homeless Providers Grant and Per Diem Files and 7 cubic feet of Unsuccessful Grant Applications Files are stored at VHA Headquarters.</p> <p>Homeless Providers Grant and Per Diem Files consist of applications (initial and second), site designation documents, cost estimate records, schematic drawings, data relating to homeless demographics, payment documents to grant recipients, supporting letters, general correspondence, and correspondence relating to inspection drawings.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1a.	Files relating to applicants who were awarded vans. DISPOSITION: Destroy after 5 years.		
1b.	Files relating to applicants who were awarded grants to construct, renovate, or acquire buildings for supportive housing or supportive services. DISPOSITION: Destroy 10 years after the last grant payment is issued.		
1c.	Files relating to applicants who receive per diem payment. DISPOSITION: Destroy 10 years after the last per diem payment has been issued.		
1d.	See below.		
2.	Unsuccessful Grant Application Files consist of applications, correspondence, and other documents pertaining to unsuccessful applications.		
a.	DISPOSITION: Destroy 2 years after the disapproval or withdrawal of the application.		
(1d. and 2b)	Electronic version of records created by electronic mail and word processing applications.		
	Delete when recordkeeping copy is generated.		

*Amended by J. Fultz
per approval of
Martin Hill/NA
11/6/99*