

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

4/1/81

LEAVE BLANK	
JOB NO NCI-15-81-19	
DATE RECEIVED April 1, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-6-81 Date	<i>[Signature]</i> Archivist of the United States

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
Administrative Service

4. NAME OF PERSON WITH WHOM TO CONFER
Marjorie M. Leandri

5. TEL EXT
3662

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 _____ 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 3-23-81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Mrs. Maureen DiMunzio	E. TITLE Director, Management Services
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Title papers documenting transfer to Administrator of property rights which are superseded or extinguished after property disposition. Includes quitclaims, sheriffs and other deeds to Administrator; estoppel affidavits; surveys; title abstracts; equivalent evidence of clear title required in the particular state according to case circumstance but which are not transferable to purchasers. (VAROIC Philadelphia) Retire to FARC* Destroy January 1, 2005. NOTE: These records are dated 1950-1970. They are scheduled and should have been filed in the loan folders for the required 35 years. Most of the records cannot be identified with a loan folder and the cost of interfiling would be tremendous. We are requesting a one-time disposition to allow the station to retire the records to the local FARC. They will be retained 35 years from the date of the latest record. The retention period is derived from the average life of a loan folder.	NCI-15-79-13	

Office and Insurance Center Philadelphia.

Title papers documenting transfer of property rights to the Administrator. This file consists of various instruments evidencing transfer of property rights from holders and portfolio obligors to VA. These instruments are kept apart from case folders in fireproof equipment and referenced in case folders on VA Form 4-6801 or successor series of custodial receipt. Contents vary from office to office and case to case because of difference in instruments used in various States and differences in property acquisition methods. General examples are: various types of deeds, owner's affidavits, warranties, estoppels, torrens, title abstracts and title insurance policies.

In 1975, Miss Elizabeth Hardinge surveyed the VAROIC Philadelphia. She noted 7 filing cabinets of title papers in the inactive storage area. She questioned this and was told that these records, dated 1950 - 1970, were not filed in the loan folders in accordance with RCS VB-1 partly because most of the records were transferred from the VAO Wilkes-Barre. It is felt by the station as well as Loan Guaranty Service in Central Office that the task of matching these documents to their loan folders is almost impossible. It has, therefore, been determined that the station will retire the records to the FARC, located in the same building, until January 1, 2005 when they can be destroyed.

F. SOURCE OF INFORMATION

Records Series Analysis Sheet No. 26-000.001 from VAROIC Philadelphia. RCS VB-1, Part I, Item 12-171.

VA History File, Records Appraisal No. 65-10, Property Management Operating Records.

Mrs. Judith Eagan, Administrative Officer, Loan Guaranty Service (26A5).

G. CONCLUSION

Since these title papers dated 1950 - 1970 should have been filed in the loan folders when the property was sold or otherwise disposed of, the records should be kept the life of an average loan folder, which is 35 years. This would make the disposal date 35 years from the date of the latest record. It is, therefore, recommended that the records be retired to the FARC and destroyed January 1, 2005.


GERALDINE JOHNSON
Management Analyst

January 21, 1981