

**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

**389-3662**

LEAVE BLANK

JOB NO

**NCI-15-85-4**

DATE RECEIVED

**11-14-84**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**11-27-85**

Date

*Frank H. Bunker*  
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

**7/25/84**

D. SIGNATURE OF AGENCY REPRESENTATIVE

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

E. TITLE

**Director, Paperwork Management and Regulations Service**

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO                               | 10. ACTION TAKEN                    |
|-------------|--|---|-------------------------------------|
| 1.          | <p><b>Contract Files (In Residence). Copies of contracts for education and training of veterans under laws administered by the VA, and the related correspondence and supporting documents, including catalogs, statement of changes, and letters of authorization.</b></p> <p><b>Disposition: Destroy 3 years after termination of contract and after completion of all action.</b></p> | <p><b>NAJ II<br/>NN 3449,<br/>(7-661.030)</b></p> | <p>item 3a</p> <p><i>1 item</i></p> |

*copy sent to agency + NCF  
12-3-85  
NGM*