

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC1-15-85-18

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

DATE RECEIVED

7-10-85

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Veterans Administration

2. MAJOR SUBDIVISION

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

Department of Veterans Benefits

3. MINOR SUBDIVISION

Field Stations

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Mrs. Marjorie M. Leandri

389-3632

4-29-86

J. Frank S. Burke

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 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, 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 MAR 12 1985	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>David N. Stone</i> DAVID N. STONE	D. TITLE Director, Paperwork Management and Regulations Service
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>Property Management Folders. Temporary folders created containing records documenting acquisition, maintenance and disposition of property securing loans under VA loan guaranty program. Includes assignment of property acquired, property analysis, inspection reports, invitations for bids, rental agreements, purchase offers, sales agreements, related correspondence and similar material.</p> <p>a. Retired folders created before July 1955 under separate property folder numbering system on property withdrawn from property management custody or redeemed by owners before expenditure of VA funds for property expenses.</p> <p><u>Disposition:</u> Destroy immediately.</p> <p>b. Folders created before July 1955 under separate property folder numbering system on property withdrawn from property management custody or redeemed by owners before expenditure of VA funds for property expenses and not merged with related loan folders.</p> <p><u>Disposition:</u> Destroy immediately.</p>	<p>NC1 15-76-20</p> <p>NC1 15-76-20</p>	

Copies to Agency, & GACF, 5-2-86, emh

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>c. Folders created before July 1955 under separate property folder numbering system on property disposed of by VA sale, sale by holders on VA account, redemption by owners, or withdrawn from property management custody after VA fund expenditure for property expenses and not merged with related loan or vendee folders.</p> <p><u>Disposition:</u> Destroy upon verification that all outstanding debts have been liquidated.</p>	NN 165-140	