

RG-15  
. 1 item

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

|   |  |  |
|---|--|--|
| DATE RECEIVED<br><b>15 JUN 1973</b>   |  | JOB NO.<br><b>73-336</b>                                 |
| 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 "with-drawn" in column 10. |  |  |
| 6-29-73<br>Date   |  | <i>James B. Rhoads</i><br>Archivist of the United States |

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Veterans Administration

2. MAJOR SUBDIVISION

Department of Veterans Benefits

3. MINOR SUBDIVISION

Guardianship

4. NAME OF PERSON WITH WHOM TO CONFER

H. D. Thombs

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

JUN 14 1973

Acting Assistant Administrator for  
Management and Evaluation

(Date)

(Signature of Agency Representative)

(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)                       | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| 1.          | Committee on Waivers and Compromises Report<br>(VA Form 27-8424)<br><br>Destroy immediately |                      |                  |

DEPARTMENT OF VETERANS BENEFITS

PROPOSED DISPOSITION OF RECORDS

ACTION CONTROL NO. 73-2

A. TITLE OF RECORD

1. Committee on Waivers and Compromises

a. Committee on Waivers and Compromises Report (VA Form 27-8424).

b. Committee on Waivers and Compromises Docket Card (VA Form 27-8424b).

c. Committee on Waivers and Compromises Control Card (VA Form 27-8424a).

d. Committee on Waivers and Compromises - Chairman's Committee Assignment Sheet (VA Form 27-8424c).

B. RECOMMENDED DISPOSITION

1a. Destroy immediately.

1b. Destroy July 1, 1973.

1c. Destroy 1 year after completion of case.

1d. Destroy 1 year after completion of all cases on the sheet.

APPROVED

\_\_\_\_\_  
DVB Records Officer      Date

C. CONCURRENCE

\_\_\_\_\_ Concur in disposition recommended in paragraph B.

\_\_\_\_\_ Do not concur for reason stated in paragraph D.

\_\_\_\_\_  
(27)      Date

D. REASON (S) FOR NONCURRENCE

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ANALYSIS OF RECORD

The purpose of this appraisal is to establish disposition instructions for records associated with the Committee on Waivers and Compromises.

Previous VA waiver authority was derived from Title 38 U.S.C., section 1322 and 3102 and was administered by Loan Guaranty and Compensation and Pension Services. This authority was expanded by Public Law 89-508, Federal Claims Collection Act of 1966 (31 U.S.C. 951) to include the authority to compromise non-loan debts and to suspend or terminate collection action on debts of \$20,000 or less. In order to implement this authority, all DVB field station committees dealing with pre-Public Law 89-508 authority were replaced by a single Committee on Waivers and Compromises at each field station. Authority not delegated to the field station Committee is reserved in a single Central Office Board on Waivers and Compromises. Administration of the Committee on Waivers and Compromises is the responsibility of the Director, Guardianship Service through the Office of the Chief Attorney.

The Central Office Board has the authority to assume jurisdiction in certain instances and has decisionmaking authority in cases which exceed the monetary jurisdiction of the field station Committee. The Central Office Board also has authority in school liability matters when review has been requested. Normally, the Board acts on the recommendations of the Committee. The Board establishes policy and procedure for the Committee and provides specific advice on individual cases at the request of the Committee.

The Committee on Waivers and Compromises is a decisionmaking body on waivers and compromises of certain debts owed to the Veterans Administration. Each field station has a Committee appointed by the Director. A chairman and five members (four at stations without Loan Guaranty activities) are appointed. One member must be from the Office of the Chief Attorney. Members of the Committee are on loan from their normal duties for service on the Committee.

The Committee on Waivers and Compromises has authority in the following matters:

1. Waivers - approve or deny waiver of certain debts of any amount.

2. Compromises:

a. Loan Program Debts.

(1) accept compromise of debt when debt is \$2500 or less.

(2) reject compromise irrespective of amount of debt.

b. Other than Loan Program Debt:

(1) accept a compromise on a debt which exceeds \$1000 but does not exceed \$2500.

(2) reject a compromise on a debt which exceeds \$1000 but does not exceed \$20,000.

(3) accept or reject a compromise on a debt of less than \$1000 where there has not been a prior rejection.

3. School Liability - decision may be rendered when debt or overpayment is \$2500 or less.

In cases in which the Committee does not have authority, a tentative decision is prepared for approval by the Central Office Board.

Overall quality control over waiver and compromise activities is the responsibility of the Director, Guardianship Service, while administrative and quality control over the Committee on Waivers and Compromises is placed under the Chief Attorney. The Chief Attorney has developed four forms in order to maintain administrative and quality control over cases of waiver or compromise of debts. These forms are: VA Form 27-8424, Committee on Waivers and Compromises Report, now obsolete; VA Form 27-8424a, Committee on Waivers and Compromises Control Card; VA Form 27-8424b, Committee on Waivers and Compromises Docket Card, now obsolete; and VA Form 27-8424c, Committee on Waivers and Compromises Chairman's Assignment Sheet.

VA Form 27-8424, Committee on Waivers and Compromises Report was discontinued May 5, 1972. The Report was a statistical report submitted to Central Office quarterly on the number of cases submitted to, and action taken by the Committee. This statistical report is now accomplished through AMIS and the required data for AMIS input is compiled from information contained in the Committee Control Card. The obsolete report is, therefore, no longer required for reference.

VA Form 27-8424a, Committee on Waivers and Compromises Control Card, provides administrative control over actions taken by the Committee. A card is prepared for each case when it is submitted for a Committee decision, including cases which were previously considered, but resubmitted. The cards are filed, either alphabetically, or numerically at the option of the Chairman. The card contains the following information on each case: identification number, date received, date to Chairman, type of case and nature of action, disposition, date action taken, and the name of the debtor. The completed cards also provide statistical data for input to AMIS.

VA Form 27-8424b, Committee on Waivers and Compromises Docket Card, was discontinued September 12, 1972, and the requirement for use of the card was eliminated by II 27-72-1, June 6, 1972. The card was used to provide a running account of all actions taken on the case. This card was eliminated because information concerning the decision or recommendation of the Committee is obtainable from the following sources: VA Form 27-1837, Decision on Waiver of Indebtedness; VA Form 27-1838, Decision - Compromise Case; or, in School Liability Cases, from the decision itself. The above documents are filed in the Loan Guaranty Folder, Claims folder, or the school liability decision file, whichever is appropriate.

The Committee on Waivers and Compromises - Chairman's Committee Assignment Sheet is used by the Committee Chairman to insure equal distribution of casework among committee members and the timely completion of assigned cases. The Assignment Sheet is also used to evaluate the output of individual committee members. The sheet lists each case, the committee members assigned, and the date assigned and completed.

#### SOURCE OF INFORMATION

M27-1

M27-3

VA Regulations 5200-5217

II 27-72-1, June 6, 1972

Appraisal, No. 65-8, Loan Guaranty - Claims and Security Liquidation Records.

Miss Elizabeth C. Nahadil, Management Analyst, Policy and Planning Division, Guardianship Service (27)

Miss Karen S. Lee, Attorney - Advisor, Policy and Planning Division, Guardianship Service (27)

#### CONCLUSIONS

Committee on Waivers and Compromises Report (VA Form 27-8424).

This form has been discontinued and all statistical reporting is accomplished through AMIS. The report has no further value and should be destroyed immediately as record material.

Committee on Waivers and Compromises Control Card This card file provides administrative control over cases submitted to the Committee and data for input to AMIS. A retention period of one year is considered sufficient time to fulfill these objectives. After one year from the date of completion of the case, the data has no reference value and the cards should be destroyed as nonrecord material.

Committee on Waivers and Compromises Docket Cards (VA Form 27-9424b). The use of the Docket Card was discontinued June 6, 1972. The cards created prior to that time should be retained for one year for convenience of reference. The revised procedure provides for obtaining the same data from the other sources identified in the analysis of record above. Continued retention of the docket card beyond July 1, 1973, therefore, serves no reference purpose and should be destroyed as of July 1, 1973 as nonrecord material.

Committee on Waivers and Compromises - Chairman's Committee Assignment Sheet. This sheet is used by the Chairman to adjust workload and for subsequent evaluation of committee members' output. A retention period of one year from the completion of action on all cases listed on the sheet is sufficient reference period for evaluation of output. The Assignment Sheet should, therefore, be destroyed as nonrecord material one year after the completion of all cases listed on the sheet.

H. R. Wilburn, Jr.  
Management Analyst