

**PROCEDURES FOR SHIPMENT OF RECORDS TO THE DEPARTMENT OF
VETERANS AFFAIRS (VA) RECORDS CENTER & VAULT IN
NEOSHO, MISSOURI**

1. REASON FOR ISSUE: This handbook establishes Department of Veterans Affairs (VA) procedures for shipment of records to the Records Center and Vault (RC&V) in Neosho, Missouri.

2. SUMMARY OF CONTENT/MAJOR CHANGES: This handbook provides new procedures for shipping records to the RC&V for storage. In 1996, the RC&V expanded its services to include storage and servicing for all records. Prior to 1996, the RC&V accepted only vital records for storage. The shipping procedures for vital records, formerly contained in MP-1, part II, chapter 8, have been modified and are also a part of this handbook. The following specific changes were made:

a. VA Form 3787, Notice of Shipment, VA Vital Records, has been rescinded. A new VA Form 0244, Records Transmittal and Receipt, and VA Form 0244a, Records Transmittal and Receipt, Continuation, will be used to document the transfer of all records to the RC&V.

b. A new VA Form 0245, VA Records Center and Vault (RC&V) Reference Request, will be used to request files or information from records stored at the RC&V.

3. RESPONSIBLE OFFICE: The Information Management Service (045A4), Office of the Deputy Assistant Secretary for Information Resources Management (045) is responsible for the material contained in this handbook. Comments, questions, or suggestions may be addressed to that office at 810 Vermont Avenue, NW., Washington, DC 20420.

4. RELATED DIRECTIVE: VA Directive 6300, Records and Information Management.

5. RESCISSION: None

CERTIFIED BY:

/s/

Nada D. Harris
Deputy Assistant Secretary for
Information Resources Management
Distribution: RPC:0728

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/

D. Mark Catlett
Acting Assistant Secretary for Management

**PROCEDURES FOR SHIPMENT OF RECORDS TO THE DEPARTMENT OF
VETERANS AFFAIRS (VA) RECORDS CENTER & VAULT IN
NEOSHO, MISSOURI**

PARAGRAPH	CONTENTS	PAGE
1.	Purpose	5
2.	General	5
3.	Points of Contact.....	6
4.	Preparation and Submission of VA Form 0244, (Test) Records Transmittal and Receipt and VA Form 0244a, (Test), Continuation	6
5.	Packing the Records for Shipment.....	7
6.	Labeling the Boxes for Shipment.....	8
7.	Shipment of Records	9
8.	Recall of Records from the RC&V.....	10
9.	Disposition of Records at RC&V.....	11
10.	Specific Procedures for Shipment of Records that Require Special Handling.....	11
11.	References.....	12

APPENDIX

A - Standard Supply Items for Packing and Shipping Records	A-1
--	-----

ILLUSTRATIONS

A - VA Form 0244, (Test), Records Transmittal and Receipt.....	IL-A-1
B - VA Form 0244a, (Test), Records Transmittal and Receipt, Continuation	IL-B-1
C - VA Form 0245, VA Records Center and Vault (RC&V) Reference Request.....	IL-C-1

**PROCEDURES FOR SHIPMENT OF RECORDS TO THE DEPARTMENT OF
VETERANS AFFAIRS (VA) RECORDS CENTER & VAULT IN
NEOSHO, MISSOURI**

1. PURPOSE. This handbook contains mandatory Department of Veterans Affairs (VA) procedures for the shipment of records to the Records Center and Vault (RC&V) in Neosho, Missouri. The provisions of this handbook are applicable to all elements of the Department and will be used by non-VA offices that transfer records to the RC&V for storage.

2. GENERAL

a. As a remote subterranean storage and processing center, the RC&V has a totally controlled and stable environment which is unaffected by weather, and has a low risk of natural and other disasters. Previously operated by the National Archives and Records Administration (NARA) under the General Services Administration, the RC&V has been under the control and operation of VA since April 1975. Mandated by VA policy as a vital records depository, the RC&V has expanded its operation to provide secure, off-site storage and records management for VA and other Federal agencies on a cost-reimbursable basis. The facility is a cave site located in the Ozark Mountains. It is equipped with power, fire protection systems, environmental controls, security, parking and office areas.

b. The RC&V can store vital, inactive records, and classified material. Permanent records as approved by NARA, can be stored at the RC&V until they are ready to be offered to the National Archives. Unscheduled records may be stored at the RC&V pending approval of the disposition authority by NARA.

c. The RC&V can also accept items other than records for storage. For information on the types of items acceptable and to establish an account with the RC&V, interested offices should contact one of the points of contact referenced in paragraph 3.

d. All records, except those categorized as “vital,” must have their final disposition established by a NARA records disposition authority. Each series of records must be transferred to the RC&V as a separate accession. A series is defined as a “block of records having the same disposition authority and same disposition date.” Each item or subordinate item in a Records Control Schedule (RCS) represents a series. Records must be identified and sorted into series by RCS item number and cut-off date. Records whose disposal date has passed must not be sent to the RC&V, unless specific arrangements are made through the Director, Information Management Service (see paragraph 3, Points of Contact).

e. Vital records determined to be essential to maintaining the continuity of Government activities during and following a national security emergency or a natural disaster may be transferred to the RC&V. Vital records selected for transfer must be listed in an appropriate Vital Records Schedule.

f. The procedures contained herein are applicable to the shipment of all records to the RC&V by account holders. Refer to paragraph 10 for specific procedures for shipment of records that require special handling.

g. VA forms shown in Illustrations A through C are available on the Internet at address <http://www.va.gov/forms/internal.htm>.

3. POINTS OF CONTACT. Director, Information Management Service (045A4), VA Central Office, 810 Vermont Avenue, NW, Washington, DC 20420 or call (202) 273-8135. The RC&V staff can be reached at:

Department of Veterans Affairs
Records Center and Vault
P. O. Box 141
Business Highway 60, North
11923 Lime Kiln Drive
Neosho, Missouri 64850

Telephone Number: (417) 451-2744
Fax Number: (417) 451-7317

4. PREPARATION AND SUBMISSION OF VA FORM 0244, RECORDS TRANSMITTAL AND RECEIPT AND VA FORM 0244a, CONTINUATION

a. VA Form 0244, Records Transmittal and Receipt, will be completed for all records transferred to the RC&V (see Illustration A for a sample of the form and the instructions for completion). This form will be used to document the physical transfer of all records to the RC&V and provides information that may be needed later if recalls are necessary. VA Form 0244a, Records Transmittal and Receipt, Continuation, will be used if more space is required (see Illustration B for sample). The following procedures will be used to initiate a shipment of records to the RC&V:

(1) Facilities shipping more than one cubic foot of records will prepare VA Form 0244 and forward it via fax to the RC&V prior to shipment of the records. Upon receipt by the RC&V, an accession number will be assigned and the form will be faxed back to the transferring office. The transferring facility will ensure that a copy of the form, with the assigned accession number, accompanies each shipment of records to the RC&V. If there is more than one box of records in the shipment, a copy of the form will be placed

in the first box. Upon receipt of the records at the RC&V, the boxes will be matched against the copy of VA Form 0244 submitted with the shipment. That copy will be date stamped, signed by an RC&V official, and returned to the transferring office. The transferring facility should retain this copy as proof of receipt and for use if future reference service is required.

(2) Facilities that transfer less than one cubic foot of records or that transfer the same record series to the RC&V on a daily, weekly or monthly basis will prepare VA Form 0244 and enclose it with the first shipment transferred in the current fiscal year. A blanket accession number will be assigned by the RC&V to these types of record shipments. The transferring facility will be notified of the accession number and will ensure the assigned accession number is written on all packages forwarded to the RC&V during the fiscal year in which the accession number was assigned. For example, if a facility sends the same record series to the RC&V on a weekly basis, one accession number will be assigned upon receipt of the first shipment received in the current fiscal year. That accession number will be effective for like shipments forwarded to the RC&V during the same fiscal year.

b. The Records Officer or his/her designee who has jurisdiction over the records will prepare VA Form 0244 if records are being transferred to the RC&V from a VA facility. Non-VA offices will determine the responsible official to prepare the form.

c. Disposition of VA Form 0244 will be in accordance with NARA's General Records Schedule 16, Item Number 2a.

5. PACKING THE RECORDS FOR SHIPMENT

a. Offices that transfer records to the RC&V will use the standard-size special purpose boxes and supply items shown in Appendix A when packing records for shipment. Facilities having special requirements to ship records in other type boxes must contact the RC&V (see paragraph 3) to make prior arrangements.

b. When packing records in cartons, the existing arrangement of the files should be preserved. Folders should be packed upright, with letter-size folders facing the front of the container and legal-size folders facing the left side of the box. Leave approximately one inch of space in each box for working the files. This prevents separation of file papers and reduces the amount of vacant space in boxes. Leave all guides and tabs in the records if they will help the RC&V personnel service the records. The records will remain in their boxes while stored at the RC&V.

c. Do not over pack the boxes. Never add additional files on the bottom, side or top of the paper records in the box. If the last box of the shipment is not completely full, add packing material to strengthen the box during shipping.

d. Use half-size boxes for microfilm, index cards, CD-ROMS, diskettes, tapes or other odd-size material. All boxes or packages containing computer tapes or other magnetic media mailed through the U.S. Postal Service will be marked as follows: "FRAGILE - MAGNETIC MEDIA - KEEP AWAY FROM ELECTRONIC MOTORS, SCANNING DEVICES AND MAGNETS."

6. LABELING THE BOXES FOR SHIPMENT

a. Follow the instructions printed on the standard-size and special purpose boxes for labeling the boxes for shipment to the RC&V.

b. Do not use glued-on labels to supply additional identifying information. No standard method of affixing labels is effective in long-term storage. The assigned accession number and box number must be **written** directly onto the box with a felt-tip marker. Numbering will be approximately 1-1/2" high. Provide any additional identifying information in the same manner.

c. Multiple containers/packages transferred to the RC&V in any one shipment will be sequentially numbered; e.g., box 1 of 12, envelope 1 of 12, etc.

d. The following procedures will be used to transfer long-term records with no known reference activity to the RC&V for storage:

(1) Boxes will be placed on standard Grocery Manufacturer's Association pallets. The boxes will be stacked on a pallet no more than five (5) boxes high; maximum height cannot exceed 57 inches. There will be nine (9) boxes on a layer with three (3) boxes per row. Pallets will be shrink-wrapped for shipping.

(2) The boxes will be arranged in sequential order, except box 1 of the shipment which will contain the documentation (VA Form 0244), will be placed on the top layer on the outside perimeter when the boxes are stacked. The first pallet will contain boxes 1 through 36. If additional pallets are used, the second pallet will contain boxes 37 through 72, etc. If more than one pallet is used, each pallet must also be labeled in sequential order; e.g., 1 of 3, 2 of 3, 3 of 3. For additional information contact the RC&V staff (see paragraph 3).

7. SHIPMENT OF RECORDS

a. Shipments to the RC&V normally are made by mail, truck, or rail freight at the expense of the transferring office. Regardless of the method of shipment used, transferring offices should attempt to keep costs as low as possible. To get the lowest freight rate for “old” office records when shipping by common carrier, cite the following statement on bills of lading or other shipping documents: “The agreed or declared value of this property is hereby specifically stated by the shipper to not exceed 3-1/2 cents per pound.” The following commodity description should also be shown on the bill of lading to obtain the lowest rate: “Records, office, old, in boxes, securely protected against opening in transit.”

b. Filament or other strong sealing tape will be used to seal all boxes prior to shipment. Masking tape is not acceptable. Do not tape over the accession number or the box numbers.

c. For shipments of 20 cartons or more, make all arrangements necessary to ensure that the boxes arrive at the RC&V in numerical order. Shipments that are out of order, improperly taped, or improperly marked upon arrival at the RC&V may be returned. Any return shipping charges will be the responsibility of the transferring office.

d. It is not economical to mail large shipments. If shipments of 20 cartons or more must be mailed, they may be sent in a postal container or bulk mail container available from the Postal Service.

e. For shipments of 200 cartons or more, call the RC&V to schedule a shipping date. Instruct commercial carriers to contact the RC&V 24 hours before delivery. This instruction should also be noted on the bill of lading.

f. The boxes should be received by the RC&V within 60 days after receipt of the assigned accession number. If the records are not shipped, the transferring facility must notify RC&V.

g. Commercial overnight couriers and delivery companies handle deliveries to the RC&V and are acceptable alternatives for shipping records to the RC&V.

h. The following shipping procedures are to be used when **shipping microfilm and microfiche to the RC&V for storage**:

(1) All shipments of microfilm and microfiche will be transferred to the RC&V in appropriate shipping cartons. In instances where the volume to be shipped is small and does not warrant the use of a shipping carton, padded envelopes or heavy wrapping paper strong enough to withstand normal handling may be used.

(2) Individual rolls/reels of microfilm will be placed in appropriate microfilm boxes. To allow the RC&V to properly identify information on a roll/reel of microfilm, the first and last document filmed must be shown on each outer box as well as the record title, item number, and inclusive dates of the records. This procedure will also be used to identify microfiche transferred to the RC&V for storage.

(3) Each shipment of microfilm will contain one record series. The following information will be placed on the box that the microfilm reels/rolls are placed in for shipping:

(a) In the space provided on the top flap of the box, place the name and address of the office responsible for the records. In some instances a facility may provide a service for another facility, such as microfilming of vital records. In addition, the servicing facility may also ship the records to the RC&V. In these circumstances, the name and address of the office having responsibility (owner) for the records will be placed on the boxes.

(b) On the side panel of the box, annotate the inclusive dates of the records, the record title, and item number.

(4) If there is more than one box of microform records, each box will be labeled as specified in subparagraph (4) above. The box will be numbered on the side panel in sequential order; e.g., 1 of 3, 2 of 3, etc.

(5) A copy of the VA Form 0244 showing the assigned accession number will be enclosed in the shipment of microforms within the outer package wrapper, if shipping cartons are not used. A copy of the VA Form 0244 showing the assigned accession number will be placed in the first box, if the shipment contains more than one box.

8. RECALL OF RECORDS FROM THE RC&V

a. Boxes or files may be retrieved from the RC&V by completing VA Form 0245, VA Records Center and Vault (RC&V) Reference Request (see Illustration C for a sample of this form). This form may be faxed or mailed to the RC&V. The RC&V will also accept telephone calls on emergency recall requests. All telephone requests must be documented and followed-up by mailing or faxing the form to the RC&V.

b. If necessary, to prevent unauthorized access to records, arrangements can be made with the RC&V to maintain a list of the transferring office staff authorized to request recalls of records. The transferring office will need to contact the RC&V to establish this list. If such a list is established, the transferring office will be responsible for keeping the list updated. Also, all VA Forms 0245s prepared must be signed by the authorized person before the RC&V will honor the request.

c. The standard “turn around time” for response by the RC&V is within one business day. (A routine request for retrieval of records received on a Friday afternoon may not be processed and records shipped until Monday afternoon.) Emergency requests will be processed within 4 workhours of receipt.

d. Records must be clearly identified when they are returned to the RC&V for refile. When an entire box has been withdrawn, do not obscure the original box markings upon its return. When a box is returned to the RC&V, the contents are assumed to be the same as when withdrawn. If records are added or removed, a new box listing must be provided to the RC&V when the box is returned. Any box, individual folder, tape, microfiche or microfilm returned to the RC&V for refiling will be accompanied by a copy of the original VA Form 0245. If it is necessary to replace damaged files or containers before return to the RC&V for refiling, all original markings and writing from the original container must be copied onto the new one.

e. Disposition instructions for VA Form 0245 will be published in a future change to the appropriate records control schedule.

9. DISPOSITION OF RECORDS AT THE RC&V. Records transferred and stored at the RC&V will be disposed of in accordance with the disposition instructions contained in the appropriate RCSs and Vital Records Schedules. If non-vital records are to be maintained longer than scheduled, the transferring facility must notify the RC&V in writing and provide a new disposal date. As a safeguard for those non-vital records that must be retained beyond their retention requirements to comply with a court order, etc., the RC&V will notify the transferring office prior to destruction. No notification of the destruction of vital records will be provided.

10. SPECIFIC PROCEDURES FOR SHIPMENT OF RECORDS THAT REQUIRE SPECIAL HANDLING. Some records require special handling because of the type of medium (tape, fiche, etc.) or because they are scheduled to be shipped on a recurring basis from various offices. Some records are also stored for a period of time and returned to the transferring office; e.g., magnetic tapes that are reused. The following procedures will be used to transfer records to the RC&V that require special handling. Non-VA offices that have similar situations will also follow these procedures, or contact may be made with the RC&V to arrange for shipment of records that may require other handling procedures:

a. The following procedures will be used when shipping **VA Vital Record Item No. 58, Daily Gains and Losses Sheets**, to the RC&V:

(1) VA Vital Record Item No. 58 will be forwarded to the RC&V in standard mailing envelopes. The vital record item number and date of the report(s) will be noted on the mailing envelope(s). The transferring office's return address, to include station number, must be shown in the upper left corner of the envelope(s). If more than one envelope is being sent to the RC&V in any one shipment, the envelopes must be sequentially numbered; e.g., 1 of 5, 2 of 5, 3 of 5, etc.

(2) Although one accession number will be assigned when the first shipment is transferred in the current fiscal year (see paragraph 4), a VA Form 0244 will also be prepared and submitted, under separate cover, to the RC&V within 5 workdays of the end of each month. Information on the form will include inclusive dates of the records forwarded to the RC&V during the month in which the form is prepared. The accession number assigned previously will be shown on each form prepared.

b. The following procedures will be used when shipping **records that are on magnetic media, such as tapes, magnetic cards, disks and diskettes, which are to be stored for a short period of time and returned to the transferring office:**

(1) All records will be placed in appropriate shipping cartons or mailing media.

(2) A copy of VA Form 0244 showing the assigned accession number will be placed in an envelope addressed to the RC&V and taped on the front of the box. If there is more than one box in the shipment, tape the envelope to box 1. Underneath the envelope, affix a return mailing label using wide clear tape. In addition, prepare and affix a return address label for each box and tape envelopes addressed to the RC&V over the return address labels. All boxes in the shipment will be sequentially numbered; e.g., box 1 of 10, box 2 of 10, etc. This procedure will allow the RC&V to return the records to the transferring facility without preparing additional paperwork.

11. REFERENCES

a. VA Handbook 6300.1, Records Management Procedures.

b. VA Handbook 6300.2, Procedures for the Vital Records Program.

STANDARD SUPPLY ITEMS FOR PACKING AND SHIPPING RECORDS

<u>Item</u>	<u>GSA Stock Item No.</u>
Standard Record Storage Box (For Letter- and Legal-size Paper Records) Size: 14-3/4" x 12" x 9-1/2" White exterior, lock bottom	NSN 8115-00-117-8249
Special-purpose boxes: Half-size box Size: 14-3/4" x 9-1/2" x 4-7/8"	NSN 8115-00-117-8338
Magnetic Tape Box Size: 14-3/4" x 11-3/4" x 11-3/4"	NSN 8115-00-117-8347
Microfiche Box Size: 14-3/4" x 6-1/2" x 5"	NSN 8115-01-132-1923
X-ray Box Size: 18" x 15" x 5-1/2"	NSN 8115-00-290-3386
Filament Tape, 1" Wide	NSN 7510-00-582-4772
Clear Packaging Tape, 4" Wide	NSN 7510-00-073-6094
Felt Tip Marker (Black)	NSN 7520-00-973-1059

Note: These items are available from the General Services Administration's Federal Supply Service.

January 12, 1998

VA Handbook 6300.8
ILLUSTRATION A

Department of Veterans Affairs		RECORDS TRANSMITTAL AND RECEIPT		PAGE 1	OF 1	PAGES	
INSTRUCTIONS: Complete and send original and two copies of this form to the address shown in item 1. "TO". See specific instructions on reverse. 1. "TO" VA Records Center and Vault (RC&V) P.O. Box 141 Business Highway 60 North 11923 Lido Rd Drive Norfolk, MO 64501							
2. TRANSFER AUTHORIZATION TRANSFERRING FACILITY OFFICIAL (Signature and Title) A. B. Jones Adjudication Officer		DATE 1/9/97		Department of Veterans Affairs (308/211) Regional Office 450 Main Street Hartford, CT 06103			
3. POINT OF CONTACT TRANSFERRING FACILITY LIAISON OFFICIAL (Name, office and telephone No.) LAUREA LEE Section Chief (201) 961-7910		DATE					
4. RECORDS CLERK AND VAULT RECEIPT RECORDS RECEIVED BY (Signature and Title)							
8. ACCESSION NUMBER							
7. CATEGORY OF RECORDS TRANSFERRED ☐ VITAL RECORDS ☒ OTHER RECORDS							
9. TYPE AND VOLUME OF RECORDS 9a. MICROFILM VOLUME (No. of reels) 9b. TAPE VOLUME (No. of tapes) 9c. MICROFILM VOLUME (No. of microfiche) 9d. PAPER VOLUME (Cubic feet) 9e. OTHER VOLUME (Specify below) 15 boxes							
10. RECORDS SCHEDULE AND ITEM NO. RCS WB-1, Pt. I, Item 03-140-100		11. RECORD TITLE/SERIES DESCRIPTION (Show inclusive dates of records) Inactive X2-Folders - 1996 NOTE: Records restricted to VA officials authorized use only Box 1-15 3-367-900 - 552-04-4900 2-15 360-501 - 7-463-101 3-15 7-777-201 -20-643-706 4-15 27-244-701 - 8-933-513 5-15 9-934-502 - 5-970-203		12. RESTRICTIONS W		13. DISPOSAL DATE 10/2075	
				14. DATE RECORDS TO BE RETURNED (If applicable) N/A			
VA FORM 0244 DEC 1995							

January 12, 1998

INSTRUCTIONS FOR COMPLETION OF VA FORM 0244

FOR COMPLETION BY THE TRANSFERRING FACILITY

- Item 1.** Self-explanatory.
- Item 2.** Signature and date of the Records Officer is required if the records are being transferred from a VA installation. If a non-VA office is transferring records, an authorized official as designated by the head of the agency must sign and date.
- Item 3.** Show the name and commercial telephone number, including area code, of the person to contact concerning the records.
- Item 4.** To be completed by the RC&V.
- Item 5.** Self-explanatory
- Item 6.** A separate accession number is required for each series of records listed on the form. A series consists of records having the same disposal authority and disposal date that are transferred together to the RC&V. The RC&V will assign this number upon receipt of the completed form.
- Item 7.** Place an "X" in the appropriate box to indicate the category of records to be transferred.
- Item 8.** Show the anticipated date the records will be sent to the RC&V.
- Item 9b (para. 9f).** Show the type of records, in the medium shown, and the total volume of records being sent to the RC&V. (A standard size box of paper records equals 1 cubic foot.)
- Item 10.** Provide the appropriate Records Control Schedule or Vital Records Schedule and Item Number that authorizes the records to be stored and/or maintained at an offsite storage center. For other than vital records, cite the National Archives and Records Administration disposal job number if it has not been incorporated into an updated records control schedule.
- Item 11.** Describe the records as shown in the appropriate Records Control Schedule or Vital Records Schedule. Inclusive dates of the records will be shown. This item may also be used to briefly describe the contents of each box of records in the shipment; e.g., if there are a total of 10 boxes, show box 1 and list the first record in the box and the last record in box 1. This procedure may be used to identify files in all 10 boxes of the shipment.
- Item 12.** Enter one of the following codes to indicate whether the use of the records is restricted. Explain any special restrictions at the bottom of the form:

Code	Restrictions
Q	Security classification
T	Top Secret security classification
S	Secret security classification
C	Confidential security classification
R	Restricted use - witnessed disposal not required.
W	Restricted use - witnessed disposal required.
N	No restrictions

- Item 13.** Complete the disposal date by using the disposition instructions shown in the Records Control Schedule or Vital Records Schedule.
- Item 14.** Complete this item in instances where the records are to be maintained at the RC&V for a period of time and then returned to the retaining facility. For example, vital record tapes.
- Use VA Form 0244a, Records Transmittal and Receipt, Continuation, when additional space is required for listing records information. Instructions for completion of VA Form 0244 apply.

1-10000

January 12, 1998

VA Handbook 6300.8
ILLUSTRATION B

RECORDS TRANSMITTAL AND RECEIPT (CONTINUATION)		TRANSFERRING FACILITY VARD, Hartford, CT (308/211)	PAGE 2	OF 2 PAGES
NOTE: This form is to continue listing of records data when space on VA Form 0244a (Rev. 11-1-96) is not adequate. Instructions for completion of VA Form 0244a (Rev. 11-1-96) apply.				
10. RECORDS SCHEDULE AND ITEM NO.	11. RECORD TITLE/SERIES DESCRIPTION (Show including details of records)	12. RESTRICTIONS	13. DEPOSAL DATE	14. DATE RECORDS TO BE RETURNED (if applicable)
RGS VB-1, Pt. I, item 03-140-100 Box 6-15 7-15 8-15 9-15 10-15 11-15 12-15 13-15 14-15 15-15	Inactive X-C-Folders - 1996 5-411-803 - 4-538-904 5-999-804 - 042-6304 043-16-4301 - 3-238-906 3-590-606 - 25-527-406 26-556-786 - 21-425-108 12-783-704 - 6-504-809 7-772-309 - 6-171-310 6-666-612 - 5-771-211 7-549-022 - 25-524-911 28-567-311 - 18-607-712	W	10/2070	N/A
SAMPLE				
VA - 0840 11-1-1996 0244a		Jef:cm		

January 12, 1998

VA Handbook 6300.8
ILLUSTRATION C

 Department of Veterans Affairs					
VA RECORDS CENTER AND VAULT (RC&V) REFERENCE REQUEST					
NOTE: Use a separate form for each request.					
TO		ACCESSION NO.	BOX NUMBER		
VA Records Center and Vault (RC&V) P.O. Box 141 Business Highway 60 North 11923 Lime Kiln Drive Neosho, MO 64850		V308-97-0001	2 OF 15		
DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED					
Inactive XC-Folder					
JONES, Karl L., XC 7-463-101					
REMARKS					
NATURE OF SERVICE					
☐ FURNISH COPY OF RECORD(S) ONLY ☒ PERMANENT WITHDRAWAL ☐ TEMPORARY LOAN OF RECORD(S) ☐ REVIEW ☐ OTHER (Specify)					
NAME OF REQUESTER		COMMERCIAL TELEPHONE NO. (Include Area Code)	DATE		
Laura Lee		(201) 561-7910	1/9/97		
TRANSFERRING FACILITY OFFICIAL (Signature and title)		DATE			
A. B. Jones Adjudication Officer		1/9/97			
NAME AND ADDRESS OF OFFICE/AGENCY (Include street address, building, room no. and ZIP Code)					
Department of Veterans Affairs (308/211) Regional Office 450 Main Street Hartford, CT 06103					
FOR USE BY RC&V					
☐ RECORDS DESTROYED ☐ RECORDS NOT IN RC&V CUSTODY ☐ WRONG BOX NUMBER - PLEASE RECHECK ☐ ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED ☐ MISSING (Neither record(s) or information found in container(s) specified) ☐ RECORDS PREVIOUSLY CHARGED OUT TO (Name, office/agency and date):		REMARKS			
		DATE	SERVICE PERFORMED	TIME REQUIRED	SEARCHER'S INITIALS