#### Department of Veterans Affairs M21-1, Part III, Subpart ii

**Veterans Benefits Administration July 11, 2015**

**Washington, DC 20420**

#### Transmittal Sheet

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| Changes Included in This Revision | The table below describes the changes included in this revision of Veterans Benefits Manual M21-1, Part III, “General Claims Process,” Subpart ii, “Initial Screening and Determining Veteran Status.”  ***Notes***:   * The term “regional office” (RO) also includes pension management center (PMC), where appropriate. * Unless otherwise noted, the term “claims folder” refers to the official, numbered, Department of Veterans Affairs (VA) repository – whether paper or electronic – for all documentation relating to claims that Veterans and/or survivors file with VA. * Minor editorial changes have also been made to * update incorrect or obsolete hyperlink references * update obsolete terminology, where appropriate * renumber each topic based on the standard that the first topic in each section is Topic 1, and * bring the documents into conformance with M21-1 standards. |

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| Reason(s) for the Change | Citation |
| * To clarify that conversion of claims folders for deceased Veterans would be specific to paper claims folders. * To update the Regional Processing Center (RPC) to the Records Management Center (RMC). | Part III, Subpart ii, Chapter 4, Section F, Topic 2, Block a  (III.ii.4.F.2.a) |
| * To clarify that duplicate and unnecessary claims folder material should be disposed of according to instructions in the Records Control Schedule. * To remove outdated instructions to file the Notice of Death (NOD) print in the claims folder. | III.ii.4.F.2.b |
| To remove blocks entitled “Criteria for Separation of Active and Inactive Claims Folders,” and “Procedure for Separation of Active and Inactive Folders,” and consolidate content into a more logical location. | III.ii.4.F.2.c |

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| Rescissions | None |

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| Authority | By Direction of the Under Secretary for Benefits |

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| Signatures | Thomas J. Murphy, Director  Compensation Service  David McLenachen, Director  Pension and Fiduciary Service |

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