

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 59 78 2
DATE RECEIVED	14 DEC 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of State

2. MAJOR SUBDIVISION

Information Systems Offices

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Louis Day

5. TEL EXT

28806

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 23 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12/8/77	<i>William F. Powell</i>	Chief, Records Management Staff

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Systems Documentation</p> <p>Documents containing definitions of the system including functional requirements, data requirements, system/subsystem specifications, requests for the system, and authorizing directives.</p> <p>a. For an approved system for which all related magnetic data files are authorized for disposal.</p> <p>DISPOSE OF ONE YEAR AFTER DISCONTINUANCE OF THE SYSTEM</p> <p>b. For an approved system for which any related magnetic data file is not authorized for disposal.</p> <p>RETAIN WITH RELATED DATA FILE</p>		WITHDRAWN

384 items

2. Program Specifications

Definitions of the logical and physical characteristics of each record, element or item of data in the file, including names and tags or labels: format and size of data elements: specifications of all codes used.

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a. For a system for which all related magnetic data files are authorized for disposal.

RETAIN WITH RELATED DATA FILE.

b. For a system for which any related magnetic data file is not authorized for disposal.

RETAIN WITH RELATED DATA FILE.

3. Technical Library

Information which sufficiently describes the functions of the system in terminology so that users can determine its applicability and when and how to use it; serves for the preparation of input data and the interpretation of its results.

a. Handbooks, manufacturers manuals, guides to data availability, and procedures for querying files.

RETAIN WITH PROGRAM SYSTEM SPECIFICATIONS.

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4. Work files

Temporary machine-readable media used by console operators or tape handlers to facilitate general computer runs such as sorts and merges.

a. New media, or media not included in a library control system, or files whose retention dates have expired.

AVAILABLE FOR IMMEDIATE USE OR REUSE.

5. Test Data

Machine-readable media used in testing a system.

a. Routine or benchmark data sets constructed or used for the purpose of testing.

DISPOSE OF WHEN NO LONGER NEEDED.

6. Initial Data

Machine-readable media containing data abstracted from source documents or other media and entered into the system for the first time per update cycle.

a. Used for updating and required to support reconstruction of master file.

DISPOSE OF AFTER THIRD CYCLE-0003C

b. Not required to support reconstruction of master file and/or used as input for a one-time survey, study or experiment.

DISPOSE OF AFTER RAW DATA IS SATISFACTORILY PROCESSED INTO FINAL OR REDUCED DATA.

c. Officially designated to replace or serve as the basic source data in lieu of the hard copy or other input source document.

DISPOSE OF IN ACCORDANCE WITH INSTRUCTIONS APPLICABLE TO THE HARD COPY OR OTHER FILES DOCUMENTING THE SAME PROCESS, TRANSACTION, OR CASE.

WITHDRAWN

7. Machine-readable media files created by another agency.

a. Not a record of the receiving agency.

DISPOSE OF AS REFERENCE MATERIAL.

WITHDRAWN

8. Punched cards or paper tape containing data abstracted from source documents and used for conversion to magnetic media.

a. Converted to magnetic media.

DISPOSE OF AFTER VERIFICATION OF DATA ON RELATED MAGNETIC MEDIA

9. Intermediate data input/output.

Machine-readable media containing output within or from one run to a subsequent run that manipulates, sorts, and/or moves data through the system; includes checkpoint, edit, correction, reject list, unmatched data eliminating error, rerun files, etc.

a. Used in an updated system.

DISPOSE OF AFTER SUBSEQUENT DATA FILES THAT CONTAIN DETAIL DATA HAVE BEEN CREATED AND PROVEN SATISFACTORY.

b. Used in a one-time survey.

DISPOSE OF AFTER MASTER FILE HAS BEEN PROVEN SATISFACTORY.

10. Valid transaction.

Machine-readable media containing items used with an input master file for creation of an output master file.

a. Updates of items liquidated from current status files.

DISPOSE OF AFTER THIRD UPDATE CYCLE.

b. Valid transaction after cumulative final master file is prepared and determined to be successful, and there is no necessity for statistical analysis.

DISPOSE OF AFTER THIRD UPDATE CYCLE.

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11. Security Backup.

Machine-readable media that is identical in format to master file and retained as security in case master file is damaged or inadvertently erased.

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a. Updated file.

DISPOSE OF AFTER THIRD UPDATE CYCLE.

b. A one-time study or survey.

DISPOSE OF AS PROVIDED FOR RELATED MASTER FILE.

12. (CR) Current Economic Report

Provides the posts with lists of Economic Reports that they are to submit and their due dates with reports on delinquent items. It includes cost information on publications obtained by the Department and delivered to other agencies.

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DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Begin YR File Convert	(CR.A.C003.BOY)	003C
b. Compliance Card Image	(CR.A.C003.COMPCDS)	003C
c. New Master	(CR.A.C003.CRAPDR)	003C
d. Duplicate CR A.BOY	(CR.A.C004.BOYDUP)	004C
e. CR Print Program Tape	(CR.D.C005.SPOOL.PRTPROG)	005C
f. CR Combined Econ Rpt	(CR.D.C005.SPOOL.RPTLIST)	005C
g. CERP Backup File	(CR.D.C014.CRBKUP2)	014C
h. Temp Master	(CR.M.C003.CRDUMMY)	003C
i. CR Dummy Master	(CR.M.C003.URDUM)	003C
j. CR Unscheduled Report	(CR.M.C003.URMST)	003C
k. CERP Backup File	(CR.W.C004.CRBKUP1)	004C

13. (CI) Crypto Inventory

Provides an inventory on crypto material stored in the Department of State vault and at the posts. It has eliminated manually prepared semi-annual inventories from posts (required quarterly by NSA).

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Crypto Change Input	(CI.A.C008.CIGCI)	008C
b. Crypto Mst File Post	(CI.A.C008.CIQMFPS)	008C
c. Crypto Acum Changes	(CI.G.AC)	008C
d. Crypto Acum Changes	(CI.G.C008.CIGAC)	008C
e. Crypto Change Input	(CI.G.C008.CIGCI)	008C
f. Change Record Update	(CI.G.C008.CIGECRSU)	008C
g. Crypto Master File	(CI.G.C008.CIGMF)	008C
h. Crypto Mst File Post	(CI.G.C008.CIQMFPS)	008C
i. Crypto Acum Changes	(CI.Q.C008.CIGAC)	008C
j. Crypto Change Input	(CI.Q.C008.CIGCI)	008C
k. Change Record Update	(CI.Q.C008.CIGECRSU)	008C
l. Crypto Master File	(CI.Q.C008.CIGMF)	008C
m. Crypto Mst File Post	(CI.Q.C008.CIQMFPS)	008C

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14. (CP) Centralized Payments of Storage

The basic purpose of the system is to combine storage costs of all Department personnel storing belongings with a storage company into one single voucher per company. ~~WITHDRAWN~~

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Annual Storage Master	(CP.Q.C004.CPACPSM)	004C
b. Qtly Storage Master	(CP.Q.C004.CPQCPSM)	004C
c. Storage Company Master	(CP.Q.C004.CPQSCOM)	004C

15. (AC) Accrual Accounting

The basic purpose of the system is to compile data needed for the required BA-6727 Treasury Reports for State, Commerce, and USIA and to prepare various accrued expenditure reports to be sent to the posts and used by the offices and bureaus throughout State Department.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Annual Begin Balances	(AC.A.Y002.BEGIN)	002Y
b. JR31 OBL.ADJ. For X	(AC.A.Y002.OBLADJ)	002Y
c. Qtrly Open Balances	(AC.A.Y002.OPEN)	002Y
d. Annual 31A Open Bal.	(AC.A.Y002.OPEN31A)	002Y
e. Advances from FM	(AC.Q.D200.ADV)	200D
f. Correction Input	(AC.Q.D200.CORR)	200D
g. Selected Input FM	(AC.Q.D200.INF)	200D
h. Domestic Payables	(AC.Q.D200.PAY)	200D
i. Qtrly Selected Sched	(AC.Q.D200.SELECT)	200D
j. Qtrly Tele Master	(AC.Q.D200.TELE)	200D
k. Tele State Jf-31	(AC.Q.D200.TS31)	200D
l. Tele State Jf-31-A	(AC.Q.D200.TS31A)	200D
m. Accrual Master Jf-31	(AC.Q.D400.AM)	400D

16. (AV) Automated Vocabulary Control System

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The AVOCON system generates, maintains and prints an information retrieval vocabulary. The AVOCON programs are used to compile, edit, and refine the Document System vocabularies (thesaurus of subject terms, name list and organization lists).

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Av Mil Affairs-KWOC	(AV.R.C003.KWOC)	003C
b. Av Master Thesaurus	(AV.R.C003.MSTR)	003C
c. Av Organizations Mstr	(AV.R.C003.ORGs)	003C
d. Av Personalities Mstr	(AV.R.C003.PERS)	003C
e. Thes. TAGS Records	(AV.R.C003.TAGS)	003C
f. Av Thesaurus Mstr	(AV.R.C003.THES)	003C
g. Fast	(AV.R.01)	006C
h. Fast Mil Affairs-KWOC	(AV.R.05)	003C
i. Fast...	(AV.R.09)	003C
j. Fast...	(AV.R.12)	003C
k. Fast...	(AV.R.23)	003C
l. Fast...	(AV.R.26)	003C
m. Commodities & Produc	(AV.R.35)	003C
n. Fast...	(AV.R.38)	003C
o. Fast...	(AV.R.41)	006C

17. (DT) Automated Document System

The automated document system will convert the Department's central foreign policy files and reference services from a manual to a computer supported mode of operation. The immediate objective is two-fold: to improve the ability of the Foreign Affairs Document and Reference Center (FADRC), the custodian of the central files, to furnish information and documents to support research and operations and to make document texts and finding aids (indexes) available directly to end users by giving them access to the computer through remote terminals.

The system has two basic files: a file containing the texts of documents received in machine-readable form and an index file of information useful in locating documents. Retrieval queries entered at the terminals search the identifying information stored in the index file.

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DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. DT Komfiche Tape	(DT.D.C001.CHANEL.KOMFICHE)	001C
b. DT Kom Tape	(DT.D.C001.KOM.SPOOL)	001C
c. BKUP of Index-Main FI	(DT.D.C005.BKINDEX)	005C
d. BKUP of Main Text FIL	(DT.D.C005.BKMAIN)	005C
e. Focus Generated Msgs	(DT.D.C005.CIT300)	005C
f. BKUP of Index-Main FI	(DT.D.C005.INDEX02)	005C
g. Missing MCN TRLE	(DT.D.C007.ACCMON)	007C
h. Accum Reject Ssorted	(DT.D.C007.DREJSOT)	007C
i. Missing Reject MRNS	(DT.D.C007.DREJSRT)	007C
j. DT Txt Index Backup	(DT.D.C007.TXINDEX)	007C
k. Telegrams/CIT Created	(DT.D.D007.CITTELS)	007D
l. BKUP Perm CIT CTL FIL	(DT.D.D014.BKCCTL)	014D
m. BKUP Perm CIT HEADIFI	(DT.D.D014.BKCHIND)	014D
n. BKUP Perm CIT INDX FI	(DT.D.D014.BKCINDX)	014D
o. BKUP Perm CIT FILE	(DT.D.D014.BKCITS)	014D
p. BKUP Perm CIT MRV FIL	(DT.D.D014.BKCMRN)	014D
q. BKUP Perm CIT POST FI	(DT.D.D014.BKCPST)	014D
r. BKUP of Temp CITAT FI	(DT.D.D014.BKDTCIT1)	014D
s. BKUP of Temp CITAT FI	(DT.D.D014.BKDTCIT3)	014D
t. Index File	(DT.D.D014.INDXFIL)	014D
u. Postings File	(DT.D.D014.POSTFIL)	014D
v. NODIS MRN/AN Index	(DT.S.0003.NDANDLY)	003C
w. NODIS KOM ANMNTH TAPE	(DT.S.0003.NDANMNTH)	003C
x. NODIS KOM INDEX TAPE	(DT.S.0003.NDCOM16)	003C
y. NODIS INKODAK TAPE	(DT.S.0003.NDINKDAK)	003C
z. MRN's of Telegrams	(DT.S.0007.SSTAPE)	007C
aa. Daily AN Index	(DT.S.D015.ANDLY)	015D
bb. Monthly AN Index	(DT.S.D015.ANMNTH)	015D
cc. Kom-Ready Tape	(DT.S.D015.COMFICHE)	015D
dd. Print Image Tape	(DT.S.D015.COMINDEX)	015D
ee. Com Compatible Tape	(DT.S.D015.COM16)	015D
ff. Com Generator Output	(DT.S.D015.INKODAK)	015D
gg. NODIS Kom Fiche Tape	(DT.S.D015.NDCMFCHE)	015D
hh. NODIS Kom Index Tape	(DT.S.D015.NDCOMIDX)	015D

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18. (MV) Automated Vehicle Inventory

Provides a complete history of all official motor vehicles in the world-wide fleet from initiation of purchase action to final disposition.

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DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Accum Trans File	(MV.W.C004.ACCUM)	004C
b. Master File	(MV.W.C004.MASTER)	004C
c. Converted MC/ST Tape	(MV.W.C004.MCSTIN)	004C
d. Converted MC/ST Tape	(MV.W.C004.MCSTRAN)	004C
e. Sorted Transactions	(MV.W.C004.SRTTRN)	004C

19. (OC) Communications Parts Inventory

Aids OC in managing their inventory of equipment and spare parts. The system automatically reorders and/or back orders merchandise for warehouse and automatically back orders merchandise to the field if necessary.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. 204 Table BKUP	(OC.M.C002.OCTAB204)	002C
b. 204 Radio BKUP	(OC.M.C006.RADIO204)	006C
c. OC Cup File Backup	(OC.W.C006.CUPOC)	006C
d. Radio File Backup	(OC.W.M003.RADIO204)	003M

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20. (FM) Financial Management

The basic purpose of the system is to assist in management of the Department's financial records involving 450,000 transactions per year and to generate reports required by law and by Department regulations.

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DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Current Year Som	(FM.A.CSOM)	001C
b. Status of Oblig	(FM.A.SOM)	001C
c. By Appn Status	(FM.A.Y002.AS)	002Y
d. Annual 1490 Master	(FM.A.Y002.A1490)	002Y
e. Currant Yr Travel	(FM.A.Y002.CTAM)	002Y
f. Annual FSI Payables	(FM.A.Y002.FSI)	002Y
g. Prior Yr Travel	(FM.A.Y002.PTAM)	002Y
h. Prior Yr Reconcile	(FM.A.Y002.RC21)	002Y
i. Annual Yr-end Backup	(FM.A.Y005.Backup)	005Y
j. Curr Yr Som Master	(FM.A.Y005.CSOM)	005Y
k. Prior Yr Som Master	(FM.A.Y005.PSOM)	005Y
l. Prior Yr ASI	(FM.B.D090.ASI2)	090D
m. AM Salaries Master	(FM.B.D090.ASM)	090D
n. Mgt Report Master	(FM.B.D090.MRM)	090D
o. Organization Master	(FM.B.D090.ORG)	090D
p. Subsiquent MO ORG3I	(FM.B.D090.ORGIS)	090D
q. FM System Backup	(FM.D.D030.Backup)	030D
r. Disbursement Master	(FM.D.D030.DM)	030D
s. Daily 1221 Master	(FM.D.D030.D1221)	030D
t. FM-Input	(FM.D.D030.IN)	030D
u. Register Master	(FM.D.D030.RM)	030D
v. Schedule Register INP	(FM.D.D030.SR)	030D
w. Schedule Reg Master	(FM.D.D030.SRM)	030D
x. Travel Adv Master	(FM.D.D030.TAM)	030D
y. AM Salaries Input	(FM.M.D090.ASI2)	090D
z. Foreign Curr Master	(FM.M.D090.FOM)	090D
aa. Intransit	(FM.M.D090.INT)	090D
bb. IOR Master	(FM.M.D090.IORM)	090D
cc. Monthly 1221 Master	(FM.M.D090.M1221)	090D
dd. Monthly Schedule Reg	(FM.M.D090.SR)	090D
ee. Monthly 224 Master	(FM.M.D090.S224)	090D
ff. Trv Adv Closed Mstr	(FM.M.D090.TACM)	090D
gg. Quarterly 1490 Master	(FM.Q.Y002.A1490)	002Y
hh. Non Washington GTR	(FM.W.D090.NWGTR)	090D
ii. Wkly Register Master	(FM.W.D090.RM)	090D
jj. Status Oblig Master	(FM.W.D090.SOM)	090D

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21. (FI) Foreign Service Institute

The basic purpose of the system is to maintain inventory of persons throughout the government who have been or are presently enrolled in courses at FSI, and to assist FSI in determining reimbursements to be received from other agencies. A magnetic tape with training courses taken and language scores attained by State Department employees is produced for input to the Personnel System.

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DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. FSI Master Tape	(FI.M.C004.FIMSM)	004C
b. Current Fiscal Year	(FI.Q.C004.FIQFY)	004C

22. (IT) International Travel

The basic purpose of the system is to provide accurate statistics and cost for control and budgeting of travel funds and to provide backup travel and language training data frequently needed for Congressional hearings.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Annual IT Report	(IT.A.C010.ANNLMF)	010C
b. Annual IT Report	(IT.A.C010.ANNTOMM)	010C
c. LIQ Consolidated MSTR	(IT.Q.C010.LCMF)	010C
d. Liquidation Master	(IT.Q.C010.LMF)	010C
e. Non S and E Master	(IT.Q.C010.NSEM)	010C
f. Master for Rooney Rpt	(IT.Q.C010.TOMM)	010C
g. Weekly Travel Master	(IT.W.C010.TA)	010C
h. Travel Order Master	(IT.W.C010.TOM)	010C

23. (MC) Munitions Control

This is a collection from State and DOD of Munitions Control list items being sent to foreign countries. It is used to assist in maintaining arms, ammunitions, implements of war and related classified and unclassified technical data.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Appl & Commodity Tab	(MC.S.C003.Tables)	003C
b. Master File	(MC.W.C003.MASTER)	003C
c. Master File Blk. 16	(MC.W.C003.MASTNEW)	003C

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24. (VS) Visa Statistics

This system uses input supplied by the Visa Office to produce monthly and annual reports of Visa activity. These reports show for each Visa Category the number of immigrant and non-immigrant visas issued and refused for each country and post. The reports are included in the annual report of the Visa Office which is published yearly. They allow analysis of the changing character of immigration and give a picture of the nature and extent of the changes.

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DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Visa Monthly RPT SPL	(VS.M.D007.REFUSMO)	007D
b. Visa Monthly RPT SPL	(VS.M.D007.REFYTD)	007D
c. Visa Monthly RPT SPL	(VS.M.D007.TABLMD)	007D
d. Visa Monthly RPT SPL	(VS.M.D007.TABLYTD)	007D
e. Visa Trans	(VS.M.Y001.CARDIN)	001Y
f. Visa Stat YTD File	(VS.M.Y001.COMFILE)	001Y

25. (VL) Visa Lookout Book

Provides visa sections in posts around the world a consolidated list of persons who may be ineligible to receive visas. This book is used by those posts that do not have a terminal to the on-line system. There are approximately 250,000 names in the VLOB.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. VL Annual Printout	(VL.A.Y001.SORTEDQ1)	001Y
b. Reorg Index	(VL.M.M010.RSINDX)	010M
c. Visa Lookout Microfch	(VL.N.C001.VLOBFCH)	001C
d. Sorted IQ Selects R1	(VL.M.D007.IQSRT01)	007D
e. Sorted IQ Selects R2	(VL.N.D007.IQSRT02)	007D
f. Sorted IQ selects R3	(VL.N.D030.RFJFTL)	030D
g. Merged Deleted RCDS	(VL.N.D030.REJFIL)	030D
h. Visa Lookout Book	(VL.N.D030.VLOB)	030D
i. VLOB Errors	(VL.N.D030.VLOBERR)	030D
j. KOM Tape Run1	(VL.N.D060.NATMFCH1)	060D
k. KOM Tape Run2	(VL.N.D060.NATMFCH2)	060D
l. KOM Tape Run3	(VL.N.D060.NATMFCH3)	060D
m. Deleted RCDS Unsrtd	(VL.N.D060.REJ)	060D
n. Deleted RCDS Sorted	(VL.N.D060.REJOK)	060D
o. FCH of Arg Visa Bklst	(VL.N.D090.Argent.FCH)	060D
p. Canada Online Bkuplst	(VL.N.D090.Canada.FCH)	090D
q. FCH of Col Visa Bklst	(VL.N.D090.Columb.FCH)	090D
r. France Online Bkuplst	(VL.N.D090.France.FCH)	090D

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26. (VL) Continued

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
s. German Online Bkuplist	(VL.N.D090.German.FCH)	090D WITHDRAWN
t. Greece Online Bkup	(VL.N.D090.Greece.FCH)	090D
u. HongKong Online Bkup	(VL.N.D090.Hongko.FCH)	090D
v. Ireland Online Bkplst	(VL.N.D090.Irelan.FCH)	090D
w. Kingston Online Bklst	(VL.N.D090.Kingst.FCH)	090D
x. Regfil into KMO Prog.	(VL.N.D090.Kminreg)	090D
y. Mexico Online Bkuplist	(VL.N.D090.Mexico.FCH)	090D
z. Netherlds Online Blst	(VL.N.D090.Philip.FCH)	090D
aa. Philip Online Bkuplist	(VL.N.D090.Philip.FCH)	090D
bb. Portaprin Online Bkup	(VL.N.D090.Portau.FCH)	090D
cc. Reorganized File	(VL.N.D090.Regfil)	090D
dd. Santo Dom Online Bkup	(VL.N.D090.Santod.FCH)	090D
ee. UK Online Bkup List	(VL.N.D090.UK.FCH)	090D
ff. VL Online Bkup List	(VL.N.D090.VBKfch)	090D
gg. FCH of Ven Visa Bklst	(VL.N.D090.Venez.FCH)	090D
hh. Regfil into Camera	(VL.N.D090.VisaFCH)	090D
ii. Vis Lkout Book	(VL.N.VLOB)	030D
jj. Srted Selected Rcds	(VL.S.M001.Sortedql)	001M
kk. Reorganized Index	(VL.S.Reindx)	001C
ll. Purge Rcds Merged	(PL.M.M001.PSRC)	001M
mm. Reorg Index	(PL.N.M010.Sortedql)	010M
nn. Srted Selected Rcds	(PL.N.M001.Sortedql)	001M
oo. Reorganized Index	(PL.S.Reindx)	001C

27. (NC) Name Check System

This system handles on-line inquiries and updates the visa and passport name check files. It enables passport and Visa offices located in the U.S., Canada, Mexico and Europe to clear passport and visa applicants.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Passport Index	(NC.D.D014.PPTFILE)	014D
b. TCAM Log Tape	(NC.D.D014.TCAMLOG)	014D
c. Visa Index	(NC.D.D014.VISFILE)	014D

28 (PT) Passport Statistics

This system provides the Passport Office with reports of statistical data to be used in alerting the travel industry to expected volumes of travelers. These reports show countries to be visited, states issued from, mode of travel and other pertinent data about the travelers.

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DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Monthly Passport Tran	(PT.M.C002.CDTAPE)	002C
b. Monthly Validated	(PT.M.C004.PTMA)	004C
c. Card to Tape	(PT.M.C004.PTMC)	004C

29. (PE) Personnel System

The basic purpose of the system is to assist PER in managing the Department's personnel in the areas of recruitment, assignments, promotions and training. The update is On-Line with tailored formats. Cathode Ray Tube (CRT) input and retrieval either on CRT and/or remote printers using the Generalized Update System FOCUS, as the basic structure. Input data is subjected to stringent validations. By-products of the On-Line Update is the computer prepared DS-1032 and PSI transactions that feed directly into payroll.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Transactions	(PE.B.D060.TRAN)	060D
b. Peath Backup Tape	(PE.D.C004.PEATHBK)	004C
c. TM Batch Input	(PE.D.C007.TMBATCH)	007C
d. Civil Svc Pre-tape	(PE.G.D060.CSCPRE)	060D
e. CSC Input Tape	(PE.G.D180.CSCUPD)	180D
f. Alpha List Print Tape	(PE.M.C002.SPALF)	002C
g. Staffing Pattern Tape	(PE.M.C002.SPFUL)	002C
h. Output Fac1 Master TP	(PE.M.C003.FACL)	003C
i. Employee Hit - INR	(PE.M.D030.BHIT)	030D
j. Staff Pat Hit	(PE.M.D030.SPHIT)	030D
k. Employee Nohit	(PE.M.D180.ENOHIT)	180D
l. Staff Pat Nohit	(PE.M.D180.SPNOHIT)	180D
m. Alpha Com Tape	(PE.M.M001.COMALFAL)	001M
n. Staff Pat Com Tape	(PE.M.M001.COMSTAFF)	001M
o. Staff Pat Index	(PE.M.M001.FINDX)	001M
p. Current Month Actions	(PE.M.Y001.CMA)	001Y
q. Requirement Skills	(PE.Q.Y001.REQ)	002Y
r. OS Staff Pattern	(PE.S.C003.OSPESTP)	003C
s. Position/Employee	(PE.S.D030.POEM)	030D
t. Spec Staffing Pattern	(PE.S.D180.SSPAT)	018D
u. Pepol File Backup	(PE.W.D030.PEPBK)	030D
v. Pepol File	(PE.W.D030.PEPOL)	030D

~~WITHDRAWN~~

30. (PA) Personnel Annuitants

Assists the Retirement Branch in maintaining data necessary to service all retired Foreign Service employees.

WITHDRAWN

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Annual Per Reports	(PA.A.C001.KOMFICHE)	001C
b. W-2 Data Thru Sept	(PA.A.Y002.W2DATA)	002Y
c. Paann File Backup	(PA.D.C007.ANNBKP)	007C
d. Paadr File Backup	(PA.D.C007.PAADRBKP)	007C
e. Patrn File Backup	(PA.D.C007.PATRNBKP)	007C
f. Semi-monthly Backup	(PA.G.M014.ANN)	014M
g. Address of Check	(PA.M.C001.ADRFICHE)	001C
h. Annual Per Reports	(PA.M.C001.KOMFICHE)	001C
i. Annuitant Totals Tape	(PA.M.C012.ANNTOT)	012C
j. Check Issue Tape Copy	(PA.M.M001.CHECKCPY)	001M
k. Annuitant Pay Card	(PA.M.M014.PAYCARD)	014M
l. Annuitant Komfiche	(PA.S.C001.COLFS.KOMFICHE)	001C
m. Annuitant Komfiche	(PA.S.C001.COLPE.KOMFICHE)	001C
n. Annuitant Hierchy	(PA.S.C002.HIANN)	002C
o. IRS Tape Copy	(PA.Y.Y001.IRS)	001Y

31. (PP) Personnel Payroll

This system is used for paying 7,500 Americans stationed in the Continental United States, 1,600 Americans Overseas and 3,200 local employees overseas. It produces on a bi-weekly basis the outputs necessary for paying employees and for BF/FS to control the payroll. The system allows for standard deductions such as retirement (CSR, FSR, FICA), Federal taxes, 15 different state taxes, health deductions, insurance deductions. The system accounts for annual, sick and home leave. On an annual basis, the system produces reports of Federal taxes withheld, state taxes withheld and retirement deductions, for use by BF/FS in annual reconciliation. The system produces hard copy W-2's for each local employee and a magnetic tape copy of the W-2's for input to IRS. For local employees the system will also compute the annual bonus for those countries which include it in their pay plans.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Purged Personnel Records	(PP.A.C999.PESEPS)	010Y
b. Adjustment Records	(PP.B.C003.ADJDIT)	003C
c. Calculation Error Adjustments	(PP.B.C003.ERRADJT)	003C
d. Calculation Error Master Record	(PP.B.C003.ERRMAST)	003C
e. Time and Attend. Calculation Errors	(PP.B.C003.ERRTNAT)	003C
f. Calculation Error Totals	(PP.B.C003.ERRTOT)	003C
g. Master Payroll Record Copy	(PP.B.C003.PEMDIT)	003C
h. Pay History Microfiche	(PP.B.C003.PHFICHE)	003C
i. Time and Attend. Proof List	(PP.B.C003.PROOF)	003C

WITHDRAWN

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
j. Domestic Payroll Pay History File	(PP.B.D014.DPFILE)	014C WITHDRAWN
k. Primary Reader T&A Cards	(PP.B.D014.IMR1)	014C
l. Secondary Reader T&A Cards	(PP.B.D014.IMR2)	014C
m. Pay History File (Locals)	(PP.B.F014.LOCALFL)	014C
n. Combined Personnel/Payroll Transactions	(PP.B.D014.TRANS)	014C
o. Pay History File (Americans)	(PP.B.D014.WFCFILE)	014C
p. Domestic Payroll Check Tape	(PP.B.D028.DPISUH)	028D
q. Local Payroll Check Tape	(PP.B.D028.LPISUH)	028D
r. American Payroll Bond Tape	(PP.B.D028.WPBISUH)	028D
s. American Payroll Check Tape	(PP.B.D028.WPISUH)	028D
t. Payroll Library Backup Tape	(PP.B.D030.PAYBKUP)	030D
u. Domestic Payroll Bond Tape	(PP.B.D056.DPBISUH)	056D
v. Domestic Payroll Salary Tape	(PP.B.D060.DPBAD)	060D
w. American Payroll Salary Tape	(PP.B.D060.DPBASI)	060D
x. 478 Report Input Tape	(PP.B.D060.TP478)	060D
y. Washington Payroll Salary Tape	(PP.B.D060.WPBAD)	060D
z. Accounting String Transactions	(PP.B.M006.ACCTST)	006M
aa. Pay History File	(PP.B.M006.PHKPTP)	006M
bb. Calculation Adjustment File	(PP.B.Y001.ADJ)	001Y
cc. Calculation Address File	(PP.B.Y001.ADR)	001Y
dd. Master Payroll Backup File	(PP.B.Y001.PEM)	001Y
ee. Master Payroll Backup File Copy	(PP.B.Y001.PEMDIT)	001Y
ff. Table File Backup File	(PP.B.Y001.TAB)	001Y
gg. Calculation Totals File	(PP.B.Y999.TOTAL)	010Y
hh. Address Backup File	(PP.D.C001.ADRBKP)	001C
ii. Personnel Backup File Copy	(PP.D.C001.PEMBKP)	001C
jj. Position Backup File	(PP.D.C001.POSBKP)	001C
kk. Adjustments Backup File	(PP.D.C007.ADJBKP)	007C
ll. Personnel Address Backup File	(PP.D.C007.ADRBKP)	007C
mm. Image File Backup File	(PP.D.C007.IMTAPE)	007C
nn. Personnel Backup File	(PP.D.C007.PEMBKP)	007C
oo. Position Backup File Copy	(PP.D.C007.POSBKP)	007C
pp. Personnel Transactions Backup	(PP.D.C007.TNSBKP)	007C
qq. Aims Telegraphic Traffic	(PP.D.C007.TMPAY)	030D
rr. Payroll Final T&A File	(PP.D.Y001.EXPTABK)	001Y
ss. Sorted Totals File	(PP.D.M006.OLDTOT)	001Y
tt. Payroll Calculation Adjustment	(PP.D.Y001.ADJ)	001Y
uu. Master Personnel File Backup	(PP.S.Y001.PEM)	001Y
vv. Payroll Calculation Totals	(Y999.TOTAL)	010Y

32. (RB) Reimbursements

The basic purpose of the system is to assist in the control and maintenance of reimbursable funds between the Department and other agencies.

WITHDRAWN

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Reimbursement Master	(RB.W.C010.RAM)	010C

33. (TM) Tariff and Trade Model

The basic purpose of this system is to provide a comprehensive data base and mathematical models which will allow the E Bureau to simulate the world trading system.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. T.M: Data by Yr/entry		10Y

34. (AR) SALT Reports

The SALT system is a classified file of references to SALT documents. These documents include telegrams, memcons, White House memoranda and other-agency memoranda that describe SALT discussions or deal with SALT issues.

ACDA has expanded coverage of their documents to include a so-called non-SALT file which contains references to documents dealing with the Conference of the Committee on Disarmament (CCD), nuclear test ban discussions, conventional arms limitation, force reduction in Europe, defense budgets and expenditures, and arms transfers.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Non-SALT Rpt Master	(AR.W.C002.ARO2MST)	002C
b. ACDA Rpt Master File	(AR.W.MST)	002C

WITHDRAWN

35. (SA) Secretarial Automated Data Index - SADI

SADI is an on-line system that allows creation and update of document indexes (citations) on-line through CRTs and provides on-line index retrieval based on data elements in the index. The system enables the Secretariat to monitor the flow of documents as they are processed through the Department and to procure the microfilm accession number of documents stored on microfilm in the Secretariat index records may be retrieved by entering any of 30 known data elements in the index record, including document date, originator or addressee (by name, organization, or country), subject, action office, due date, etc.

WITHDRAWN

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Ditto SADIX Bkup Typ	(SA.D.D004.BKSADIX)	004D
b. SADIX Backup	(SA.D.D007.BKSADIX)	007D
c. SA Purge Record	(SA.S.C003.PURGE)	003C
d. SA Purge C1/02/03 73	(SA.S.999.MERGE69/70)	099C

36. (VM) Visa Work Measurement

This option provides a description of the workload and staffing for the Visa Office and regional bureaus. These reports enable the Visa Office to project the staffing needs for Visa Sections in posts around the world.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Annual Sorted Records	(VM.A.C999.SORTREC)	0420D
b. Quarterly Sorted Rcds	(VM.Q.C999.SORTREC)	0420D

37. (UN) UN Voting

Provides an annual report detailing the complete voting record of how each member nation voted on (yea, nea, obtain, absent, non-member at the time) on each roll call vote brought before the UN General Assembly - committees and/or plenary sessions.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. UN Voting Data	(UN.A.CARDS)	010Y
b. UN Voting Data	(UN.A.GAS(004))	010Y

WITHDRAWN

38. (SN) Security Namecheck

Security Namecheck file (State employees, applicants, etc.)

~~WITHDRAWN~~

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Security Name Data	(SN.S.Y005.NAMES)	005Y
b. SN Names Master File	(SN.S.Y005.NAMESM)	005Y
c. Num Seq Check	(SN.S.Y005.SNUMCK)	005Y

39. (PU) Public Affairs

Inventory of department speakers on various topics, maintenance of an accounting of speaking engagement, sponsoring institutions and speakers.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Copy of Dyndata's Tpe	(PU.S.C003.PUMALIN)	003C
b. Merged Pumal Tape	(PU.S.C003.PUMALMRG)	003C
c. Disk-tape Pumal Data	(PU.S.C003.PUMALTAP)	003C
d. Rec 5 CYC PU Backup	(PU.W.C005.PUBKUP)	005C

40. (BF) Ingersol Reports

The purpose of this system is to produce reports which will assist the Deputy Secretary in managing the Department. These reports show funds authorization, allocation, and obligations at each level within the Department.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Auth File for Ing Rpt	(BF.M.C002.AUTH)	002C
b. Auth File for Ing Rpt	(BF.M.C002.AUTHF)	002C
c. Authorization Prelim	(BF.M.C002.AUTHP)	002C
d. Resource Alloc Rpt#1	(BF.M.C002.BFM0501)	002C
e. Resource Alloc Rpt#2	(BF.M.C002.BFM0502)	002C
f. Resource Alloc Rpt#3	(BF.M.C002.BFM0503)	002C
g. Resource Alloc Title	(BF.M.C002.BFM0504)	002C
h. Resource Alloc Instr	(BF.M.C002.BFM0505)	002C
i. PE-File for Ing Rpt	(BF.M.C002.SP)	002C
j. Select FM for Ingesol	(BF.M.D090.BFRPTS)	090D

~~WITHDRAWN~~

41 (PA) Personnel Annuitants

Files consist of the annual Foreign Service annuitant reports on microfiche format.

WITHDRAWN

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Annual PER Reports	(PA.A.C001.KOMFICHE)	001C
b. W-2 Data thru Sept	(PA.A.Y002.W2DATA)	002Y
c. Paann File Backup	(PA.D.C007.ANNBKP)	007C
d. Paadr File Backup	(PA.D.C007.PAADDRBKP)	007C
e. Patrnr File Backup	(PA.D.C007.PATRNBKP)	007C
f. Semi-monthly Backup	(PA.G.M014.ANN)	014M
g. Address of Check	(PA.M.C001.ADRFICHE)	001C
h. Annual PER Reports	(PA.M.C001.KOMFICHE)	001C
i. Annuitant Totals Tape	(PA.M.C012.ANNTOT)	012C
j. Annuitant Master	(PA.M.C999.ANN)	999C
k. Check Issue Tape Copy	(PA.M.M001.CHECKCPY)	001M
l. Annuitant Pay Card	(PA.M.M014.PAYCARD)	014M
m. Annuitant Komfiche	(PA.S.C001.COLFS.KOMFICHE)	001C
n. Annuitant Komfiche	(PA.S.C001.COLPE.KOMFICHE)	001C
o. Annuitant Hierchy	(PA.S.C002.HIANN)	002C
p. IRS Tape Copy	(PA.Y.Y001.IRS)	001Y

42. (PC) Atlas

Master file of data sets names in the automated Library accounting system.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Atlas DSN Master File	(PC.D.C006.ATDSNMST)	006C
b. Atlas Vol SN Mst File	(PC.D.C006.ATVSNMST)	006C

43. (RE) Vietnamese (name checks)

Lists Vietnamese refugees with derogatory security information.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. Derogatories from SY	(RE.D.D999.OEROG)	010Y

WITHDRAWN

44. (TL) SY History File

Automated system that follows the movements of principal officers of the Department, tracks the protective security details of the Office of Security for visiting dignitaries and certain US representatives overseas.

WITHDRAWN

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. SY History File	(SY.D.C007.SYTLHIST)	007C
b. SY History File	(SY.D.D007.SYDELHST)	007D
c. 204 Bkup of Trloc Tbl	(SY.W.C003.DUMPTAB)	003C
d. Backup of Tr loc	(SY.W.C003.DUMPTL)	003C
e. Seq Bkup of Trloc Tbl	(SY.W.C003.SYTABSEQ)	006C
f. Seq Backup of Tr loc	(SY.W.C006.SYTLSEQ)	006C

45. (UD) (US) UN World Trade Tapes

International trade data supplied by the UN for the Department.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. UN World Trade Tapes	(UD.K.FTC)	010Y
b. UN World Trade Tapes	(UD.S.?C063)	010Y
c. UN World Trade Tapes	(US.S.62.66)	010Y

46. (CD) Country Data

Is a data file containing briefing material about individual countries. Information included are form of government, economy, trade and biographic information on its national leaders.

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. US Imports-1967Ext	(CD.S.USIMP67E)	010Y
b. US Imports-1968Ext	(CD.S.USIMP68E)	010Y
c. US Exports-1969	(CD.S.USEX69)	010Y
d. US Imports-1967	(CD.S.USIMP67)	010Y

WITHDRAWN

47 (EB) UN World Trade Time Series

Time series of data on international trade developed from the UN trade information.

WITHDRAWN

DATA SET DESCRIPTION	DATA SET NAME	RETENTION CRITERIA
a. UN Coding Sheet Data	(ET.A.C999.M)	010Y
b. Internat Fin Statist	(ET.S.C999.IMF1)	010Y
c. Internat Fin Statist	(ET.S.C999.IMF2)	010Y
d. US Concord-1968 Exat	(ET.S.C999.USCON68E)	010Y
e. US Concord-1968 Impt	(ET.S.C999.USCON68I)	010Y
f. US Concord-1969 Expt	(ET.S.C999.USCON69E)	010Y
g. US Concord-1969 Impt	(ET.S.C999.USCON69I)	010Y
h. Tariff Comm Import TP	(ET.S.C999.USCON71)	010Y
i. US Exports - 1965	(ET.S.C999.USEX65)	010Y
j. US Exports - 1966	(ET.S.C999.USEX66)	010Y
k. US Exports - 1967	(ET.S.C999.USEX67)	010Y
l. US Exports - 1967 Ext	(ET.S.C999.USEX67E)	010Y
m. US Exports - 1968	(ET.S.C999.USEX68)	010Y
n. US Exports - 1968 Ext	(ET.S.C999.USEX68E)	010Y
o. US Exports - 1969	(ET.S.C999.USEX69)	010Y
p. US Imports - 1965	(ET.S.C999.USIM65)	010Y
q. US Imports - 1966	(ET.S.C999.USIM66)	010Y
r. US Imports - 1968	(ET.S.C999.USIM68)	010Y
s. US Imports - 1969	(ET.S.C999.USIM69)	010Y
t. Main ECON Indicators	(ET.S.C999.XUS70)	010Y

WITHDRAWN