

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of Veterans Affairs

2. MAJOR SUBDIVISION  
Office of Information and Technology

3. MINOR SUBDIVISION  
VA Central Office

4. NAME OF PERSON WITH WHOM TO CONFER  
Cynthia Miller

5. TELEPHONE  
(202) 273-8025

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
N1-15-99-1

DATE RECEIVED  
11-6-98

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
6-8-99

ARCHIVIST OF THE UNITED STATES  
John W. Paul

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE  
11/3/98

SIGNATURE OF AGENCY REPRESENTATIVE  
Donald L. Neilson

TITLE  
Director, Information Management Service

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>VA <del>Government Information Locator Service</del> (GILS) System</p> <p>1. <b>System documentation.</b> Record copies of files that document the conception, planning and development and improvements to the application or database. a. Recordkeeping copy (paper) <b>Disposition:</b> Destroy or delete when superseded or obsolete or upon authorized destruction of related master data file. b. Electronic copies. Delete after recordkeeping copy has been produced.</p> <p>2. <b>Project history file.</b> Record copies of concept of operations, project charter, approvals, official project plans, briefing and issue papers, and other project history information of continuing value. Includes training guides issued on how to use the application. a. Recordkeeping copy (paper) <b>Disposition:</b> Cutoff file at end of calendar year in which application was created and installed. Transfer to inactive storage in 5-year increments. Destroy 2 years after authorization to discontinue the application. b. Electronic copies. Delete after recordkeeping copy has been produced.</p> <p>3. <b>Software application/master data file.</b> This application manages the records placed in GILS and is the master data file. <b>Disposition:</b> Delete when superseded or obsolete or upon authorized destruction of related database.</p>	<p>(GILS)</p>	<p>System</p> <p>VA concurred 3/17/99 (Telephone Message - Cynthia Miller)</p> <p>VA concurred 3/17/99 (Telephone Message - Cynthia Miller)</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>4. <b><u>Electronic backup file.</u></b> Contains all VA GILS records including records that have been modified and those that have been deleted from the master data file.</p> <p><b>Disposition:</b> Destroy 2 years from the date of the last update to the master data file.</p> <p>5. <b><u>Input/source documents.</u></b> GILS prescribed formats or equivalent, used solely to input data into the master data file.</p> <p><b>Disposition:</b> Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of the information.</p> <p>6. <b><u>Hardcopy printouts generated from the master data file.</u></b></p> <p><b>Disposition:</b> Destroy when no longer needed for administrative or other operational purposes.</p>		