

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*4 items* *RG 75*

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 Data Management**
- 3 MINOR SUBDIVISION  
**Data Processing Centers**
- 4 NAME OF PERSON WITH WHOM TO CONFER  
**Mr. H. D. Thombs**
- 5 TEL EXT  
**3662-3632**
- 6 CERTIFICATE OF AGENCY REPRESENTATIVE

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DATE RECEIVED <b>AUG 8 1974</b>	JOB NO <b>NC - 15 - 75 - 1</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <b>8-26-74</b>	<i>James B. Roeder</i> Archivist of the United States

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

*7/29/74* *Robert E. Haney*  
(Date) (Signature of Agency Representative)

Asst. Administrator for  
Planning and Evaluation  
(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<b>AUTOMATED CLINICAL LABORATORY SYSTEM COMPUTERIZED AND MAGNETIC TAPE FILES DATA</b>		
1.a.	Computerized Files (Disk Packs)  Disk packs containing all systems' programs, patient master records and miscellaneous files data (approximately 12:30 a.m.)  After all data on the packs have been successfully transferred to magnetic tape and after completion of the following day's processing cycle.		
1.b.	Duplicate copies of (12:30 a.m.) disk packs and disk packs prepared at other times during the day.  After all required processing is completed and after the data have been successfully transferred to new disk packs.		
2.	Magnetic Tape Files		
2.a.	Magnetic tape files created daily (approximately 12:30 a.m.) at system "shutdown" containing all of the systems' programs, patient master records and miscellaneous files data which have been copied from the disk packs for system's security.  After creation of three succeeding 12:30 a.m. tapes and after return of the tapes from the off-site security.		

*Copy to Agency 9/4/74 DR*

