

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-015-75-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Schedule is for magnetic tapes from an e-system 45+ years ago. System is assumed to be no longer active and magnetic tapes' retention (35 to 380 days) long since met.

Date Reported: 04/28/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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| DATE RECEIVED<br><b>JAN 31 1975</b><br><b>NC-</b>  | JOB NO<br><b>15-75-2</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 "with-drawn" in column 10 |  |
| Date<br><b>2-21-75</b>   | <i>James B. Rhoads</i><br>Archivist of the United States |

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

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

**JAN 27 1975**

*Robert E. [Signature]*  
**Asst. Administrator for  
Planning and Evaluation**

(Date) (Signature of Agency Representative) (Title)

| 7<br>ITEM NO | 8<br>DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|--------------|--|--------------------------|--------------------|
| 1.           | <p><b>GRAVESITE RESERVATION SYSTEM COMPUTERIZED AND MAGNETIC TAPE FILES DATA</b></p> <p>Computerized Files (Disk Packs)</p> <p>Disk packs containing such data as work files, sort records and other extract records.</p> <p>After all data on the packs have been successfully transferred to magnetic tape and after completing cycles for which prepared.</p> |                          |                    |
| 2.           | <b>Magnetic Tape Files</b>   |                          |                    |
| 2.a.         | <p>Magnetic tape files created monthly for the 2-year file and annually for the 5-year file containing corrections made to the Gravesite Roster Listing.</p> <p>35 days after end of month for which tape was prepared.</p>  |                          |                    |
| 2.b.         | <p>Magnetic tape files created monthly for the 2-year file and annually for the 5-year file, containing edited transactions sorted by serial number within card code sequence.</p> <p>35 days after end of month for which tape was prepared.</p>  |                          |                    |
| 2.c.         | <p>Magnetic tape files created as New Updated Master File and consisting of three tapes.</p>   |                          |                    |

*Copy to Agency 2/25/75*

*16 items*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7.<br>ITEM NO. | 8 DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)  | 9<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|----------------|---|--------------------------|---------------------|
| 2.c.(1)        | 2-year file, created monthly in even year.  |                          |                     |
| 2.c.(1)(a)     | Original<br><br>After 380 days.   |                          |                     |
| 2.c.(1)(b)     | Duplicate<br><br>After return of the tape from records security depository.   |                          |                     |
| 2.c.(2)        | 2-year file, created monthly in odd year.   |                          |                     |
| 2.c.(2)(a)     | Original<br><br>After 380 days.   |                          |                     |
| 2.c.(2)(b)     | Duplicate<br><br>After return of the tape from the records security depository.   |                          |                     |
| 2.c.(3)        | 5-year file created annually after the beginning of new fiscal year.  |                          |                     |
| 2.c.(3)(a)     | Original<br><br>After 380 days  |                          |                     |
| 2.c.(3)(b)     | Duplicate<br><br>After return of the tape from the records security depository.   |                          |                     |
| 2.d.           | Magnetic tape files created monthly for the 2-year file and annually for the 5-year file containing names of reservees taken from new updated master file.<br><br>35 days after creation. |                          |                     |

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7.<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|--|---------------------------|---------------------|
| 2.e.          | <p>Magnetic tape files containing reservee names and cemetery locations; tape files used to print Roster Listings for the 2-year and 5-year files, Reservation Survey Cards for the 2-year file and Reservation Cards for the 5-year file.</p> <p>35 days after creation.</p> <p>Simultaneous separate submission to Records Management and Services Branch, GAO.</p> <p>Prior to disposal of these records, consideration will be given to the moratorium on disposal of ADP records, pending outcome of the Federal anti-trust suit against IBM.</p> |                           |                     |