

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JAN 31 1975	JOB NO NC - 15-75-2
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 2-21-75	<i>James B. Rhoads</i> 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 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>GRAVESITE RESERVATION SYSTEM COMPUTERIZED AND MAGNETIC TAPE FILES DATA</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.	Magnetic Tape Files		
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 [Signature]

16 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
2.c.(1)	2-year file, created monthly in even year.		
2.c.(1)(a)	Original After 380 days.		
2.c.(1)(b)	Duplicate 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 After 380 days.		
2.c.(2)(b)	Duplicate 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 After 380 days		
2.c.(3)(b)	Duplicate 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. 35 days after creation.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. 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>		