

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*14 items*

*15*

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>AUG 19 1975</b>	JOB NO. <b>NC - 15-76-3</b>
NOTIFICATION TO AGENCY	
<p>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.</p>	
<i>9-17-75</i> Date	<i>James B. Rouse</i> Archivist of the United States

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**

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

*8/14/75*  
(Date)

*John J. Williams*  
(Signature of Agency Representative)

**Assistant 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
	<b>AUTOMATED MANAGEMENT INFORMATION SYSTEM (AMIS) MAGNETIC TAPE AND DISK PACK DATA</b> <b><u>COMPUTERIZED FILES</u></b>	<b>NN-170-87</b>	
1.	Disk Packs containing Automated Management Information Systems records data/		
1. a.	AMIS MASTER REPORT FILE, containing the complete specifications for all reports in the system, including the general format of the report and the information necessary to extract data from the Data Bank to create the reports.  After the data have been secured onto magnetic tape.	Item 1a	
1. b.	AMIS FORMAT AND CONTENT FILE, containing report specifications selected from the Master Report File for those reports selected for processing during any given reporting period.  After completing cycles for which prepared.	Item 1e	
1. c.	AMIS REQUEST FILE, containing information necessary to extract data from the Master Data Bank for any given reporting period.  After completing cycles for which prepared.	Item 1f	
1. d.	AMIS MASTER REPORT INDEX FILE, containing an index to the reports in the Master Report File and used to access the report formats.	Item 2d	

*Copy to Agency 9-19-75 & D*

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
	<p>After the data have been secured onto magnetic tape.</p> <p style="text-align: center;"><u>MAGNETIC TAPE FILES</u></p>		
2.	INPUT TRANSACTION TAPE FILES.		
2. a.	<p>AMS.TRAMSIN, containing correction and/or adjustment transactions which are entered into the system at the end of each month to correct prior report data.</p> <p>90 days after completing cycle in which the data are processed.</p>	Item 3a(1)	
2. b.	<p>AMS.AMSRECON, containing input transaction data for the current report period received from all reporting stations and which have been entered into the system to create new or update existing AMIS master records.</p> <p>90 days after completing the cycle in which the data are processed.</p>	Item 3a(2)	
3.	TRANSACTION ERROR TAPE FILES.		
3. a.	Magnetic tapes containing error messages generated by input transactions which fail to pass edit and/or audit requirements.		
3. a. (1)	<p>Tapes identified as: AMS.DPC.GnnVnn, AMS.A110.PRINT110, P11A2100.MSGSLSTING, AMS PDCSRTD, AMS.A122.PRINT122 and similar tapes.</p> <p>30 days after being processed in the cycle for which prepared.</p>	Item 4a(1)	
3. a. (2)	<p>Tapes identified as: AMS140.AUSTIN, AMS.DPC.A140, A11A8100.ERRLST, AMS.AUDIT.PRINT and similar tapes.</p> <p>15 days after being processed in the cycle for which prepared.</p>	Item 4a(2)	
4.	REPORT MAINTENANCE AND EXTRACT TAPE FILES.		
	<p>Magnetic tapes generated during report maintenance and data extraction processing runs containing error messages, report data, report specifications, reports selected for processing, information necessary to extract data from the Data Bank, indexes to the Request File and data extracted from the Data Bank with which reports are created.</p>	Item 5a(2)	

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
	15 days after being processed in the cycle for which prepared.		
5.	REPORT TAPE FILES		
	Magnetic tapes generated during report creation cycles containing completed report data extracted from the Master Data Bank and/or report formats extracted from the Master Report File.	Item 6a	
	Tapes identified as: AMS.LIST.UNSORTED,AMS.TELECOMM.RPT, AMS. SPECIAL.RPT and similar tapes.		
	30 days after creation.		
6.	TAPE FILES WITH MISCELLANEOUS FUNCTIONS.		
6. a.	Magnetic tapes generated in AMIS processing cycles containing header lines for current versions of each report in the Master File, run 650;----- and selection records which are input to run 710 and similar tapes.	Item 8a	
	15 days after being processed in the cycles for which prepared.		
6. b.	Magnetic tapes identified as: AMIS Report File Security Tape, containing all report data stored on the Master Report Files which have been secured onto magnetic tape.	Item 8d	
	After 400 days.		
6. c.	Tapes identified as: AMS FEE HIST MRGD, created quarterly, semiannually and annually.		
6. c. (1)	Tapes created quarterly and semiannually.	Item 8f(3)	
	240 days after creation.		
6. c. (2)	Tapes created annually (June).	Item 8f	
	When advised by the Office of the Controller that the data are no longer required for research purposes.	(3)(a)	

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6. c. (3)	<p>Magnetic tapes identified as: AMS.FORT.WKAR, containing work records from the multiple regression scientific subroutine.</p> <p>3 days after processing in the cycle for which prepared.</p>		
6. c. (4)	<p>Magnetic tapes containing raw input linkage data from other subsystems to be processed thru AMIS run 130 for entry into AMIS Master Data Bank. Includes such tapes identified as follows, and similar type linkage tapes:</p> <p>AMS.CLM200.OB/DEP, Segments 940-945, (Annual);-----                      AMS LGY204.GILbbb, Segments W40-W87, (monthly).</p> <p>90 days after processing in the cycle for which prepared.</p> <p>APPROVED: _____                      Chief Data Management Director</p> <p>CONCURRENCE: _____                      (075)</p> <p>Simultaneous separate submission is being made 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>		