

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*297 id...*  
TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408** *RE-15*

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.  
**148-3662**
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>MAY 20 1974</b>	JOB NO. <b>NC 174-238</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 <b>5-28-74</b>	<i>James B. Rhoads</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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

*5/15/74* (Date) *Steph D. Garrison* (Signature of Agency Representative) **Acting 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>BENEFICIARY IDENTIFICATION AND RECORDS LOCATOR SUBSYSTEM MAGNETIC TAPE FILES</b>		
1.	Magnetic Tape Files (by computer run number).	NN172-108	
1.a.	Tape files created in IDX301 Card-to-Tape Run, identified as: (IDX. IDX. 300 INPUT), containing special project transactions; input to IDX300 Alpha Run.  30 days after creation.		
1.b.	Tape files created in IDX300 Card-to-Tape Run, identified as:		
1.b.(1)	(IDX. IDX300. INPUT), Containing numeric transactions; input to IDX300 Numeric Run.  15 days after creation.		
1.b.(2)	(REJTINPT), containing incorrectly created numeric transactions.  3 days after creation.		
1.c.	Tape files created in IDX300 Alpha Update Run, identified as:		
1.c.(1)	(IDX. IDX 300.CON.S), containing the consolidated output of IDX300 update processing to be dispersed by IDX310 Alpha Dispersal Run.		

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
1.c.(2)	45 days after creation.  (IDX.IDX300. CONS), Records Security Depository Copy.  Upon return of the tapes from the Depository.		
1.c.(3)	(IDX.TAP.SYSMSG), a security tape of the disk file, printed daily, containing error messages defining erroneous processing.  15 days after creation.		
1.c.(4)	(IDX.TAP.OFLO), Containing master records which have over- flowed one track but could not be added to the next track.  45 days after creation.		
1.d.	Tape files created in IDX300 Numeric Update Run, identi- fied as:		
1.d.(1)	(IDX.NUM.CONC), containing a security trace of processing; input to IDX310 Numeric Run.  45 days after creation.		
1.d.(2)	(IDX.NUM.CONC), Records Security Depository Copy.  Upon return of the tapes from the Depository.		
1.d.(3)	(IDX.TPE.OFLO); a security tape of the Master Record Over- flow File, containing master records that have overflowed a full block but could not be added to the block.  45 days after creation.		
1.d.(4)	(IDX.TAP.SYSMSG); a security tape of the System Error Message disk file containing error messages indicating erroneous processing.  15 days after creation.		
1.e.	Tape files created in IDX310 ALPHA Dispersal Run, identi- fied as:		
1.e.(1)	(IDX.IDX310.ARSOUT), containing unsorted messages in re- sponse to input transactions; input to IDX320/30 Runs.  5 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
1.e.(2)	(IDX.IDX310NDXCRD), containing Index Card images in random sequence; input to IDX340/141 Run.  5 days after creation.		
1.e.(3)	(IDX.IDX310CREG), Containing the unsorted claim registers; input to IDX311 Run.  5 days after creation.		
1.e.(4)	(IDX.IDX310.CPEOUT), containing transitional transactions to update the Financial Benefits Subsystem Files.  5 days after creation.		
1.e.(5)	(IDX.IDX300.INPUT), containing unprocessed Hold File Transactions; input to the next IDX300 Alpha Update Run.  15 days after creation.		
1.e.(6)	(IDX.IDX300.INPUT), containing Numeric file maintenance transactions; input to IDX360 Sort Run.  5 days after creation.		
1.e.(7)	(IDX.IDX310.SECTR), containing security records of actions (transactions) which are processed to update a register record; input to IDX540S or IDX500.  45 days after creation.		
1.e.(8)	(RIDXPIL.LOO.E11.R001), containing update transactions for Philadelphia (Insurance Subsystem), transmitted via DIGITRONICS.  15 days after creation.		
1.e.(9)	(RIDXSTPL.LOO.E11.R001), containing update transactions for St. Paul (Insurance Subsystem), transmitted via DIGITRONICS.  15 days after creation.		
1.e.(10)	(RIDXCPET.LOO.E11.R001), containing update transactions for Hines (Financial Benefits Subsystem), input to IDX310X Run.  15 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
1.e.(11)	(IDX.IDX310.HOLD), containing records identifying im- paired tracks encountered in processing.  15 days after creation.		
1.e.(12)	(RIDZAWDS.LOO.E11.R001), containing insurance awards transactions for Philadelphia (Insurance Subsystem), transmitted via DIGITRONICS.  15 days after creation.		
1.e.(13)	(IDX.IDX310.SPEC), containing special projects output message lines; input to IDX314 Run.  15 days after creation.		
1.f.	Tape files created in IDX310 Numeric Run, identified as:		
1.f.(1)	(IDX.IDX300.INPUT), containing unprocessed hold file transactions; input to the next IDX300 Numeric Run.  15 days after creation.		
1.f.(2)	(IDX.IDX310.SECTR), containing a security trace of up- date actions taken during processing.  45 days after creation.		
1.g.	Tape files created in IDX 314 Sort Run, identified as: (IDX.IDX310.SPEC), containing sorted Special Projects output messages; input to IDX312 Run.  5 days after creation.		
1.h.	Tape files created in IDX310EX Extract Run, identified as: (RIDXCPET.LOO.E11.R001), containing extracted transactions for the CP&E Subsystem at Hines DPC, trans- mitted via DIGITRONICS.  15 days after creation.		
1.i.	Tape files created in IDX330 Block Run, identified as: (IDX.OUTPUT.MSG), Containing blocked messages; input to IDX335 Dispersal Run and IDX141 Print Run.  15 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
1.j.	Tape files created in IDX335 Dispersal Run, identified as: (IDX.IDX335.OUT), containing randomly dispersed ARS messages for transmittal via DIGITRONICS.  5 days after creation.		
1.k.	Tape files created in IDX360 Sort Run, identified as: (IDX.IDX300.INPUT), containing sorted Numeric turnaround transactions; input to IDX300N Run.  15 days after creation.		
1.l.	Tape files created in IDX340/41 Print Run, identified as: (IDX.IDX341), containing index cards in print format for printing.  15 days after creation.		
1.m.	Tape files created in IDX350 Stat Run, identified as: (IDX.IDX350.MESSAGES), containing statistical reports for previous months processing.  45 days after creation.		
1.n.	Tape files created in IDX500 W Sort Run, identified as: (IDX.IDX500.SRTSEC), containing sorted security transactions from previous update processing; input to bi-weekly IDX560 Security Run.  60 days after creation.		
1.o.	Tape files created in IDX540 Pre-Downdate Sort Run, identified as:		
1.o.(1)	(IDX.IDX540.SRTSEC), containing sorted security records; input to IDX 540 Downdate Run.  15 days after creation.		
1.o.(2)	(IDX.IDX540.ASEC), containing security transactions not involved in Alpha downdate.  15 days after creation.		
1.o.(3)	(IDX.IDX540.NSEC), containing security transactions not involved in Numeric downdate.  15 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
1.o.(4)	<p>(IDX.IDX300.INPUT), containing all teleprocessing file maintenance transactions and ARS transactions causing new "C" Number assignments; input to special IDX300 Alpha Reprocessing Run.</p> <p>15 days after creation.</p>		
1.o.(5)	<p>(IDX.IDX540.HOLD), containing Alpha or Numeric hold transactions for impaired tracks encountered during downdating; input to IDX524 Run.</p> <p>15 days after creation.</p>		
1.p.	<p>Tape files created in IDX560I Index, Daily Security Run, identified as: (IDX.IDX560I.SECURITY), containing the daily security of IDX.PRD.INDEX.</p> <p>15 days after creation.</p>		
1.q.	<p>Tape files created in IDX560I Index, Bi-Weekly Security Run, identified as: (IDX.IDX560I.SECURITY), containing images of each Index master record; input to IDX560 Index Run.</p> <p>60 days after creation and after return from the records security depository, except those tapes created last cycle of January, April, July and October which will be retained for 365 days from date of creation.</p>		
1.r.	<p>Tape files created in IDX560N Numeric, Bi-weekly Security Run, identified as: (IDX.IDX560N.SECURITY), containing images of each Numeric master record; input to IDX560 Numeric Run.</p> <p>60 days after creation and after return from the records security depository, except those tapes created last cycle of January, April, July and October which will be retained for 365 days from date of creation.</p>		
1.s.	<p>Tape files created in IDX560A Alpha, Bi-weekly Security Run, identified as: (IDX.IDX560A.SECURITY), containing images of each Alpha master record; input to IDX560 Alpha Run.</p> <p>60 days after creation and after return from the records security depository, except those tapes created last cycle of January, April, July and October which will be retained for 365 days from date of creation.</p>		

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
1.t.	<p>Tape files created in IDX 528 Record Recovery Run, identified as: (IDX.IDX528.ALFMR), containing un-updated images of selected Alpha master records being recovered as a result of defective tracks.</p> <p>Only after successful reloading of impaired tracks.</p>		
1.u.	<p>Tape files created in IDX528 Record Recovery Run, identified as: (IDX.IDX528NUMMR), containing un-updated images of selected Numeric master records being recovered as a result of defective tracks.</p> <p>Only after successful reloading of impaired tracks.</p>		
1.v.	<p>INSURANCE SUBSYSTEM DATA TAPE FILES</p> <p>Magnetic tape files containing data created by the Insurance Subsystem and transmitted for input to the BIRLS Subsystem, identified as: (IDX.IDX300.INPUT); including Insurance Awards transaction input tapes, Insurance In-Force transaction input tapes, and Insurance Liability transaction input tapes. (Philadelphia and St. Paul DPCs)</p> <p>15 days after creation.</p>		
1.w.	<p>FINANCIAL BENEFITS SUBSYSTEM DATA TAPE FILES.</p> <p>Magnetic tape files containing data created by the Financial Benefits Subsystem and transmitted for input to the BIRLS Subsystem identified as: (IDX.IDX300.INPUT); includes Compensation, Pension and Education (CP&amp;E) transaction input tapes, and tapes created and used by the Hines DPC to transmit the data to BIRLS. (Hines DPC)</p> <p>15 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>		

ATTACHMENT

BENEFICIARY IDENTIFICATION AND RECORDS LOCATOR SUBSYSTEM

Action Control 73-5

RECOMMENDED RECORDS DISPOSITIONS

<u>RECORD TITLE AND/OR DESCRIPTION</u>	<u>DISPOSITION</u>
I. On-Going Subsystem Files:	I.
Project	
A. Punched Card Files. Special/Transaction Input Cards. (Input to IDX 301 Run)	A. Destroy after 14 days. (Nonrecord)
B. Direct Access Files:	B.
1. Data Sets on Direct Access Storage Devices (DASD). (Note: DASD files are identified and described here for information and documentation purposes only. Data on these files are under system control and removed from the files in accordance with the system's design.	1. Destroy files data in accordance with the system's design. (Nonrecord)
a. Alphabetic Master Record File. (Ident: IDX. PRD. ALPHA) The primary master record index file; containing the variable length, in ascending sequence by phonetic name, code, and keynumber, master records for veterans and beneficiary payees.	a.
b. Numeric Master Record File. (Ident: IDX. PRD. NUMERIC) A file of numeric master records containing every number (except "A") in a veteran's master record. The records are fixed length, in ascending sequence, by number (service, claim, insurance, or social security).	b.
c. Track Index File. (Ident: IDX. PRD. INDEX) A file containing fixed length records of the name code and keynumber for alpha records and the keynumber for numeric records and their relative locations on the DASD MR Files.	c.
d. Microfilm Diary File. (Ident: IDX. ALFA. DIARY) A file containing the identification and information on items (transactions) for which records may or may not be the master record files and have been referred to the Microfilm Unit (back-up microfilm index file).	d.



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| <p>e. Statistical File.<br/>(Ident: IDX. ALFA STATS), a file containing, by station number, cumulative statistical data required for the preparation of the month's Central Office and Regional Offices reports.</p>   | <p>e.</p>  |
| <p>f. Master Record Overflow File.<br/>(Ident: IDX. PRD. OFLO for IDX 300 ALPHA Run and IDX. NUM. OFLO for IDX 300 NUMERIC Run); a temporary file containing alphabetic and numeric master records that, during processing, overflowed on a track and could not be inserted into the succeeding track.</p> | <p>f.</p>  |
| <p>g. System Error Message File.<br/>(Ident: IDX. PRD. SYS MSG for IDX 300 ALPHA Run and IDX. NUMERIC, SYSMSG for IDX 300 NUMERIC); a file containing error messages produced during the respective processing of IDX300A and IDX300N Runs.</p>  | <p>g.</p>  |
| <p>h. Alpha Master Record Security File.<br/>(Ident: IDX. PRD. ALF); a generation data set maintained in three generations. Contains secured Alpha masters in a grandfather - father - son relationship.</p>   | <p>h.</p>  |
| <p>i. Numeric Master Record Security File.<br/>(Ident: IDX. PRD. NUM); a generation data set maintained in three generations. Contains secured Numeric masters in a grandfather - father - son relationship.</p>   | <p>i.</p>  |
| <p>C. Magnetic Tape Files (by computer run number).</p>  | <p>C.</p>  |
| <p>1. Tape files created in IDX301 Card-to-Tape Run, identified as: (IDX. IDX. 300 INPUT), containing special project transactions; input to IDX300 Alpha Run.</p>   | <p>1. Destroy tapes data 30 days after creation.</p> |
| <p>2. Tape files created in IDX300 Card-to-Tape Run, identified as:</p>  | <p>2.</p>  |
| <p>a. (IDX. IDX300. INPUT), containing numeric</p>   | <p>a. Destroy tapes data 15 days after creation.</p> |

- transactions; input to IDX300 Numeric Run.
- b. (REJTINPT), containing incorrectly created numeric transactions.      b. Destroy tapes data 3 days after creation.
  3. Tape files created in IDX300 Alpha Update Run, identified as:      3.
  - a. (IDX.IDX 300.CONS), containing the consolidated output of IDX300 update processing to be dispersed by IDX310 Alpha Dispersal Run.      a. Destroy tapes data 45 days after creation.
  - b. (IDX.IDX300. CONS), Records Security Depository Copy.      b. Destroy tapes data upon return of the tapes from the Depository.
  - c. (IDX.TAP.SYSMSG), a security tape of the disk file, printed daily, containing error messages defining erroneous processing.      c. Destroy tapes data 15 days after creation.
  - d. (IDX.TAP.OFLO), Containing master records which have overflowed one track but could not be added to the next track.      d. Destroy tapes data 45 days after creation.
  4. Tape files created in IDX300 Numeric Update Run, identified as:      4.
  - a. (IDX.NUM.CONS), containing a security trace of processing; input to IDX310 Numeric Run.      a. Destroy tapes data 45 days after creation.
  - b. (IDX.NUM.CONS), Records Security Depository Copy.      b. Destroy tapes data upon return of the tapes from the Depository.
  - c. (IDX.TPE.OFLO); a security tape of the Master Record Overflow File, containing master records that have overflowed a full block but could not be added to the block.      c. Destroy tapes data 45 days after creation.
  - d. (IDX.TAP.SYSMSG); a security tape of the System Error Message disk file containing error messages indicating erroneous processing.      d. Destroy tapes data 15 days after creation.
  5. Tape files created in IDX310 ALPHA Dispersal Run, identified as:      5.

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| a. (IDX.IDX310.ARSOUT), containing unsorted messages in response to input transactions; input to IDX320/30 Runs.  | a. Destroy tapes data 5 days after creation.  |
| b. (IDX.IDX310.NDXCRD), containing Index Card images in random sequence; input to IDX 340/141 Run.  | b. Destroy tapes data 5 days after creation.  |
| c. (IDX.IDX310.CREG), Containing the unsorted claim registers; input to IDX311 Run.   | c. Destroy tapes data 5 days after creation.  |
| d. (IDX.IDX310.CPEOUT), containing transitional transactions to update the Financial Benefits Subsystem Files.  | d. Destroy tapes data 5 days after creation.  |
| e. (IDX.IDX300.INPUT), containing unprocessed Hold File Transactions; input to the next IDX300 Alpha Update Run.  | e. Destroy tapes data 15 days after creation. |
| f. (IDX.IDX300.INPUT), containing Numeric file maintenance transactions; input to IDX360 Sort Run.  | f. Destroy tapes data 5 days after creation.  |
| g. (IDX.IDX310.SECTR), containing security records of actions (transactions) which are processed to update a register record; input to IDX540S or IDX500. | g. Destroy tapes data 45 days after creation. |
| h. (RIDXPIL.LOO.Ell.R001), containing update transactions for Philadelphia (Insurance Subsystem), transmitted via DIGITRONICS.                            | h. Destroy tapes data 15 days after creation. |
| i. (RIDXSTPL.LOO.Ell.R001), containing update transactions for St. Paul (Insurance Subsystem), transmitted via DIGITRONICS.                               | i. Destroy tapes data 15 days after creation. |
| j. (RIDXCPET.LOO.Ell.R001), containing update transactions for Hines (Financial Benefits Subsystem), input to IDX310X Run.                                | j. Destroy tapes data 15 days after creation. |
| k. (IDX.IDX310.HOLD), containing records identifying impaired tracks encountered in processing.   | k. Destroy tapes data 15 days after creation. |
| l. (RIDZAWDS.LOO.Ell.R001), containing insurance awards transactions for Philadelphia (Insurance Subsystem), transmitted via DIGITRONICS.                 | l. Destroy tapes data 15 days after creation. |

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| m. (IDX.IDX310.SPEC), containing special projects output message lines; input to IDX314 Run.   | m. Destroy tapes data 15 days after creation.  |
| 6. Tape files created in IDX310 Numeric Run, identified as:  | 6.   |
| a. (IDX.IDX300.INPUT), containing unprocessed hold file transactions; input to the next IDX300 Numeric Run.  | a. Destroy tapes data 15 days after creation.  |
| b. (IDX.IDX310.SECTR), containing a security trace of update actions taken during processing.  | b. Destroy tapes data 45 days after creation.  |
| 7. Tape files created in IDX 314 Sort Run, identified as: (IDX.IDX310.SPEC), containing sorted Special Projects output messages; input to IDX312 Run.                                      | 7. Destroy tapes data 5 days after creation.   |
| 8. Tape files created in IDX310EX Extract Run, identified as: (RIDXCPET.LOO.E11.R001), containing extracted transactions for the CP&E Subsystem at Hines DPC, transmitted via DIGITRONICS. | 8. Destroy tapes data 15 days after creation.  |
| 9. Tape files created in IDX330 Block Run, identified as: (IDX.OUTPUT.MSG), containing blocked messages; input to IDX335 Dispersal Run and IDX141 Print Run.                               | 9. Destroy tapes data 15 days after creation.  |
| 10. Tape files created in IDX335 Dispersal Run, identified as: (IDX.IDX335.OUT), containing randomly dispersed ARS messages for transmittal via DIGITRONICS.                               | 10. Destroy tapes data 5 days after creation.  |
| 11. Tape files created in IDX360 Sort Run, identified as: (IDX.IDX300.INPUT), containing sorted Numeric turnaround transactions; input to IDX300N Run.                                     | 11. Destroy tapes data 15 days after creation. |
| 12. Tape files created in IDX340/41 Print Run, identified as: (IDX.IDX341), containing index cards in print format for printing.   | 12. Destroy tapes data 15 days after creation. |

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| <p>13. Tape files created in IDX350 Stat Run, identified as: (IDX.IDX350.MESSAGES), containing statistical reports for previous months processing.</p>   | <p>13. Destroy tapes data 45 days after creation.</p>  |
| <p>14. Tape files created in IDX500 W Sort Run, identified as: (IDX.IDX500.SRTSEC), containing sorted security transactions from previous update processing; input to bi-weekly IDX560 Security Run.</p> | <p>14. Destroy tapes data 60 days after creation.</p>  |
| <p>15. Tape files created in IDX540 Pre-Downdate Sort Run, identified as:</p>  | <p>15.</p>   |
| <p>a. (IDX.IDX540.SRTSEC), containing sorted security records; input to IDX 540 Downdate Run.</p>  | <p>a. Destroy tapes data 15 days after creation.</p>   |
| <p>b. (IDX.IDX540.ASEC), containing security transactions not involved in Alpha downdate.</p>  | <p>b. Destroy tapes data 15 days after creation.</p>   |
| <p>c. (IDX.IDX540.NSEC), containing security transactions not involved in Numeric downdate.</p>  | <p>c. Destroy tapes data 15 days after creation.</p>   |
| <p>d. (IDX.IDX300.INPUT), containing all tele-processing file maintenance transactions and ARS transactions causing new "C" Number assignments; input to special IDX300 Alpha Reprocessing Run.</p>      | <p>d. Destroy tapes data 15 days after creation.</p>   |
| <p>e. (IDX.IDX540.HOLD), containing Alpha or Numeric hold transactions for impaired tracks encountered during downdating; input to IDX524 Run.</p>   | <p>e. Destroy tapes data 15 days after creation.</p>   |
| <p>16. Tape files created in IDX560I Index, Daily Security Run, identified as: (IDX.IDX560I.SECURITY), containing the daily security of IDX.PR.D.INDEX.</p>  | <p>16. Destroy tape data 15 days after creation.</p>   |
| <p>17. Tape files created in IDX560I Index, Bi-Weekly Security Run, identified as:<br/><br/>(IDX.IDX560I.SECURITY), containing images of each Index master record; input to IDX560 Index Run.</p>        | <p>17. Destroy tapes data 60 days after creation and after return from the records security depository, except those tapes created last cycle of January, April, July and October which will be retained for 365 days from date of creation.</p> |

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| <p>18. Tape files created in IDX560N Numeric, Bi-weekly Security Run, identified as:</p> <p>(IDX.IDX560N.SECURITY), containing images of each Numeric master record; input to IDX560 Numeric Run.</p>                   | <p>18. Destroy tapes data 60 days after creation and after return from the records security depository, except those tapes created last cycle of January, April, July and October which will be retained for 365 days from date of creation.</p> |
| <p>19. Tape files created in IDX560A Alpha, Bi-weekly Security Run, identified as:</p> <p>(IDX.IDX560A.SECURITY), containing images of each Alpha master record; input to IDX560 Alpha Run.</p>                         | <p>19. Destroy tapes data 60 days after creation and after return from the records security depository, except those tapes created last cycle of January, April, July and October which will be retained for 365 days from date of creation.</p> |
| <p>20. Tape files created in IDX 528 Record Recovery Run, identified as:</p> <p>(IDX.IDX528.ALFMR), containing un-updated images of selected Alpha master records being recovered as a result of defective tracks.</p>  | <p>20. Destroy tapes data only after successful reloading of impaired tracks.</p>  |
| <p>21. Tape files created in IDX528 Record Recovery Run, identified as:</p> <p>(IDX.IDX528.NUMMR), containing un-updated images of selected Numeric master records being recovered as a result of defective tracks.</p> | <p>21. Destroy tapes data only after successful reloading of impaired tracks.</p>  |
| <p>D. AUXILIARY PAPER RECORDS.</p> <p>Copies of listings, reports, etc. retained by the DPC for reference and security purposes.</p>  | <p>D.</p> <p>Destroy when no longer required for inquiry or reference purposes.<br/>(Nonrecord)</p>  |
| <p>II. OTHER SUBSYSTEM DATA TAPE FILES.</p>   |  |
| <p>A. INSURANCE SUBSYSTEM DATA TAPE FILES</p> <p>Magnetic tape files containing data created by the Insurance Subsystem and transmitted for input to the BIRLS Subsystem, identified as:</p>                            | <p>A.</p> <p>Destroy tapes data 15 days after creation.</p>  |

(IDX.IDX300.INPUT); including Insurance Awards transaction input tapes, Insurance In-Force transaction input tapes, and Insurance Liability transaction input tapes. (Philadelphia and St. Paul DPCs)

B. FINANCIAL BENEFITS SUBSYSTEM DATA TAPE FILES.

Magnetic tape files containing data created by the Financial Benefits Subsystem and transmitted for input to the BIRLS Subsystem identified as: (IDX.IDX300.INPUT); includes Compensation, Pension and Education (CP&E) transaction input tapes, and tapes created and used by the Hines DPC to transmit the data to BIRLS. (Hines DPC)

B.

Destroy tapes data 15 days after creation.

**DATA PROCESSING**  
**PART B. AUTOMATED FILES (MAGNETIC TAPE, DISK PACKS, DATA CELLS)**  
**FINANCIAL BENEFITS SUBSYSTEM (07)**

Item No.	Title and Description of Records	Disposition	Authority
07A	<b>COMPENSATION AND PENSION (CP)</b>		
1	Magnetic Master tapes containing statistical and payment data for converted compensation and pension accounts.	Send to the vital records depository monthly after the successful creation of the next succeeding month's processing.	Administrative Approval (DVB), 10/23/62.
2	Magnetic Transaction Tapes containing data which are introduced into the ADP system for originating a master record or for changing an existing master record.	Send to the vital records depository after the next succeeding processing cycle is successfully completed.	
3	Magnetic Pay Master Tapes containing payment data for producing monthly compensation and pension checks.	Destroy tape data monthly after completing 2 successive months of processing.	
4	Magnetic Pay Changes Tape used as input for updating pay master tape.	Destroy tape data monthly after completing 1 successive month's processing.	
5	Magnetic Irregular and Retroactive Payment Tapes containing payment data for producing irregular and retroactive compensation and pension checks.	Destroy tape data monthly after irregular and retroactive payment tape for one successive processing month has been created.	
6	Magnetic TDN Tape containing terminated, disallowed, and notice of death data.	Send to the vital records depository quarterly after completing two quarters of successive processing.	
7	Magnetic Canceled Check File Tape containing data on all canceled and returned checks.	Destroy tape data after the updated canceled check file tape has been	

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