

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

8 items
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 CENTER
4. NAME OF PERSON WITH WHOM TO CONFER
MR. H. D. THOMBS
5. TEL. EXT.
148-3662
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAY 20 1974	JOB NO NC 174-242
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.	
5-24-74 Date	<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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

5/16/74 (Date) *[Signature]* (Signature of Agency Representative) **Acting 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
	CENTRAL OFFICE FINANCE DATA RECORDS (COF) MAGNETIC TAPE FILES		
1.	COF Sorted Transaction Tape. Tape of sorted detail transactions. 3 days after creation.		
2.	COF General Ledger Tape. Tape of detail transactions and previous run summaries. 10 days after creation.		
3.	COF Balance Brought Forward Tape. Tape of update summaries. 40 days after creation.		
4.	COF Opening Balance Tape. Tape of summaries and transactions for the month. 180 days after creation. <i>All change in accordance with attached letter - 3/13/75</i>		
5.	COF Reconciliation Tape. Tape of detail reconciliations. 30 days after creation.		
6.	COF Consolidated Reconciliation Tape. Tape of summaries and detail reconciliations for the month. 90 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
7.	<p>COF P&R Charges Tape. Tape of print and reproduction charges detail transactions.</p> <p>5 days after creation.</p>		
8.	<p>COF Accrued Payable Tape. Tape of Accrued payables detail transactions.</p> <p>5 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>		

Record Description

Disposition

B. Magnetic Tape Files:

- | | |
|--|---|
| 1. COF Sorted Transaction Tape of detail transactions. | 1. Destroy tape data 3 days after creation. |
| 2. COF General Ledger Tape of detail transactions and previous run summaries. | 2. Destroy tape data 10 days after creation. |
| 3. COF Balance Brought Forward Tape of update summaries. | 3. Destroy tape data 40 days after creation. |
| 4. COF Opening Balance Tape of summaries and transactions for the month. | 4. Destroy tape data 180 days after creation. |
| 5. COF Reconciliation Tape of detail reconciliations. | 5. Destroy tape data 30 days after creation. |
| 6. COF Consolidated Reconciliation Tape of summaries and detail reconciliations for the month. | 6. Destroy tape data 90 days after creation. |
| 7. COF P&R Charges Tape of print and Reproduction Charges detail transactions. | 7. Destroy tape data 5 days after creation. |
| 8. COF Accrued Payable Tape of accrued payables detail transactions. | 8. Destroy tape data 5 days after creation. |

C. Auxiliary Records and Controls:

- | | |
|-----------------------------------|---|
| 1. DPC copy of COF batch listing. | 1. Destroy after the creation of the next succeeding listing. |
|-----------------------------------|---|

C. J. Collins
Analyst

W. F. Harrison
Records Officer

[Signature]
Deputy Chief Data Management Director

5-11-78
Date

ATTACHMENT

CENTRAL OFFICE FINANCE DATA RECORDS SYSTEM

Record Description

Disposition

A. Punched Cards:

COF Input Cards.

Destroy cards 3 days after successful processing to tape.

B. Magnetic Tape Files:

1. COF Sorted Transaction Tape (#1) of detail transactions.

1. Destroy tape data 3 days after creation.

2. COF General Ledger Tape (#2) of detail transactions and previous run summaries.

2. Destroy tape data 10 days after creation.

3. COF Balance Brought Forward Tape (#3) of update summaries.

3. Destroy tape data 40 days after creation.

4. COF Opening Balance Tape (#4) of summaries and transactions for the month.

4.

a. Opening Balance Tapes (July).

a. Destroy tape data after being replaced by the following fiscal year's July Opening Balance Tape.

b. All other Opening Balance Tapes.

b. Destroy tape data 180 days after creation.

5. COF Reconciliation Tape (#5) of detail reconciliations.

5. Destroy tape data 30 days after creation.

6. COF Consolidated Reconciliation Tape (#7) of summaries and detail reconciliations for the month.

6. Destroy tape data 90 days after creation.

7. COF PIR Charges Tape (#6) of print and Reproduction Charges detail transactions.

7. Destroy tape data 3 days after creation.

Record Description

Disposition

- | | |
|--|---|
| <p>B. COF Accused Psychic Tape (#8)
of accused psychic detail
transactions.</p> <p>C. Auxiliary Records and Controls:</p> <p>1. DPC copy of COF batch listing.</p> | <p>B. Destroy tape data 5 days
after creation.</p> <p>1. Destroy after the creation
of the next succeeding
listing.</p> |
|--|---|