

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*6 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 Centers**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. W. Harrison**

5. TEL. EXT.  
**3662-3632**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>NOV 4 1976</b>	JOB NO. <b>NC 1-15-77-2</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.	
<i>12-8-76</i> Date	<i>James B. Arnold</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.

✓ *11/21/76*  
(Date)

*Edwin L. Arnold*  
**EDWIN L. ARNOLD**  
(Signature of Agency Representative)

**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
1.	<b>INSURANCE ADP SYSTEM MAGNETIC TAPE FILES</b>		
	<b>ACTUARIAL MAGNETIC TAPE FILES</b>		
1.	<b>Unit In-Force Tape Files</b>		
1.a.	<b>712 Waiver Record Tape Files created semiannually and containing units extracted from the policy and total disability income provision segments of all insurance policies under disability premium waiver as of June 30 and December 31.</b>		
	<b>20 years unless otherwise advised that further retention of data is no longer required for actuarial purposes.</b>		
2.	<b>Unit In-And-Out Tape Files</b>		
2.a.	<b>Waiver In-and-Out Unit Record Tape Files prepared annually and containing, in random sequence, records which affected a policy in force under disability premium waiver, including new awards.</b>		
	<b>20 years unless otherwise advised that further retention of data is no longer required for actuarial purposes.</b>		
3.	<b>Print Tape Files</b>		
3.a.	<b>Magnetic tape files prepared in accordance with the system design and containing data abstracted or accumulated from other tape files for the sole purpose of printing a</b>		

*NN169-69*

*Copy to Agency 12-10-76 CO*

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
	report on listing.		
3.a.(1)	Premium Waiver Disability Tape Files prepared semiannually and containing 712 Waiver records sorted by fund.		
	20 years unless otherwise advised that further retention of data is no longer required for actuarial purposes.		
3.a.(2)	All other print tapes		
	15 days after verification and/or release of report on listing.		
	INSURANCE AWARDS (AWDS)	NN/69-98	
4.	<u>CLOSED</u> Actuarial Tape Files		
4.a.	Magnetic tape files containing the Policy Death and Permanent and Total actuarial unit records removed from the actuarial tape files.		
4.a.(1)	Magnetic tape files containing the unit records as initially extracted by the Insurance Award ADP System operations.		
	After the successful completion of all required processing operations.		
4.a.(2)	Magnetic tape files containing certified cases only, cut from 55 to 45 characters, and sorted by fund and policy number.		
	20 years unless otherwise advised that further retention of data is no longer required for actuarial purposes.		