

77D 628

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1 15 77 15	
DATE RECEIVED 2 AUG 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-9-77 Date	<i>James B. Rhoads</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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. F. Harrison

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 7/21/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Edwin L. Arnold</i> Edwin L. Arnold	E. TITLE Assistant Administrator for Planning and Evaluation
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	Machine Utilization and Cost Report Files - ADP Equipment.		
1a	Operations Logs, Operations Job Tickets or equivalent, punched cards and daily reports.  Retain 2 months after month for which prepared, retire to local storage for one year, then destroy.	NN 164-105	
1b	Unscheduled Maintenance forms showing detailed description of machine trouble and remarks by the Customer Engineer.  Retain at work station for 18 months, retire to local storage for 6 months, then destroy.	NN 164-105	
2	Computer Console Change Documentation Files. (Memoranda, typewriter logs and related paper documenting changes to magnetic tape/disk records by intervention at the computer console).  One year after month created and after audit by DDM Resident System Auditors.  Simultaneous separate submission is being made to Administrative Services, GAO.	NN 174-018	

115-107  
*Sent to agency, all FRC's, NCW - NNB - 8/11/77*