

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCD 15 Jul 78 4/

LEAVE BLANK	
JOB NO	NC1 15 78 4
DATE RECEIVED	JUL 11 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	7-24-78 James E. O'Neil Acting 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 Center

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. M. Dinunzio

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 2 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 6/30/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Martin D. Carlin</i> MARTIN D. CARLIN	E. TITLE Assistant Administrator for Planning and Program 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.	VETERANS APPEALS RECORDS MANAGEMENT SYSTEM MAGNETIC TAPE FILES DATA <u>Magnetic Tape Files</u> Magnetic Tape Files identified as TURN RCD, created in weekly cycle VARMS run PVAROO containing card images of turnaround Veterans Appeal Action Cards for Regional Offices. Tape is input to 360/20 run VARMS 360/20 for punching and interpreting the Veterans Appeal Action cards. Destroy tape data 30 days after successful processing of cycle in which created.		
2.	Magnetic tape files identified as VARMMST, created during conversion processing of VARMS run PVAROO containing pending appeals for each Regional Office. Input to the recurring processing cycle of run PVAROO VARMS master file. Destroy tape data six months after successful conversion.		
3.	Magnetic tape files identified as VARMM01, created during the first weekly processing cycle each month of VARMS		

Copies to NND, NINM & Agency
7-26-78 MD

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Request for Records Disposition Authority - Continuation

JOB NO

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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
4.	Run PVAROO. Contains the VARMS Master File updated with week one transaction. Destroy tape data after 90 days.		
4.0	Magnetic tape files identified as VARMMO2, created during the second weekly processing cycle each month of VARMS Run PVAROO. Contains the VARMS Master File updated with week two transactions. Destroy tape data after 90 days.		
5.	Magnetic tape files identified as VARMMO3, created during the third weekly processing cycle each month of VARMS Run PVAROO. Contains the VARMS Master file updated with week three transactions. Destroy tape data after 90 days.		
6.	Magnetic tape files identified as VARMMO4, created during the fourth weekly processing cycle each month of VARMS Run PVAROO. Contains the VARMS Master File updated with week four transactions.		
a.	If processing cycle falls at End-of-Quarter (3rd Month). Destroy tape data after 1 year.		
b.	All other times Destroy tape data after 90 days.		