

Rec'd NCD 17 Jul 78 HH

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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JOB NO

NC 1 15 78 5

DATE RECEIVED **JUL 19 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-21-78 *James B. [Signature]*
Date 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. Maureen DiNunzio

5. TEL EXT

389-3662

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 3 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

7-12-78

D. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

E. TITLE

Assistant Administrator

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

System Title: **DRUG DEPENDENCE CLINICAL SUPPORT SYSTEM (DDCSS)**

1. Master Patient Record File

Destroy tapes data after 3 successive weekly updatings.

2. HCF Information Table File

Destroy tapes data after 3 successive weekly updatings.

3. ARS Tape

Destroy tapes data 14 days after successful transmission.

4. Input Transaction Tape created weekly containing data which are introduced into the system to create new or update existing patient records.

Destroy tapes data after 3 successive weekly updatings.

5. HCF Information Table accepted and rejected transaction

17 items

8-24-78 sent to NCR, NARM, NNR Agency

Request for Records Disposition Authority - Continuation

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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 |
|---------------|---|---------------------------|---------------------|
| | file containing transaction type 08 Destroy tapes data after 14 days. | | |
| 6. | Accepted Transaction File containing transaction types 01-05 Destroy tapes data after 14 days. | | |
| 7. | Transaction Edit File containing rejected transactions for transaction types 01-05 Destroy tapes data after 14 days. | | |
| 8. | Sorted HCF Information Transaction File used to update the HCF table file Destroy tapes data after 14 days. | | |
| 9. | Sorted Accepted Transaction File input to the update program Destroy tapes data after 14 days. | | |
| 10. | Update Edit File Destroy tapes data after 14 days. | | |
| 11. | Sorted Edit File producing edit listings Destroy tapes data after 14 days. | | |
| 12. | Weekly Reports Processing generates reports for all records contained in the report file, creates the monthly patient discharge cumulative file and updates it during each weekly processing run; & generates medication label report file Destroy tapes data after 14 days. | | |
| 13. | Medication Label Report File Destroy tapes data after 14 days. | | |
| 14. | Sorted Medication Label Report File producing the medication labels Destroy tapes data after 14 days. | | |

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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 |
|---------------|---|---------------------------|---------------------|
| 15. | Monthly Patient Discharge Cumulative File containing patient discharge data accumulated from weekly/monthly patient discharge reports Destroy tapes data after 7 months. | | |
| 16. | Semi-annual Patient Discharge Cumulative File containing patient discharge data accumulated from monthly patient discharge reports. Used to generate semi-annual report. Destroy tapes data 1 year after creation. | | |
| 17. | DDCSS Field Station Copies of Input Cards Destroy after 14 days. | | |