

REQUEST FOR RECORDS  
(See Instructions)

SUBMISSION AUTHORITY  
(See reverse)

2nd NCD 8 Sep 78 HA

LEAVE BLANK

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NC 1 15 78 9

1. FROM (AGENCY OR ESTABLISHMENT)  
**Veterans Administration**

DATE RECEIVED  
**SEP 12 1978**

2. MAJOR SUBDIVISION  
**Office of Data Mgmt. & Telecommunications**

NOTIFICATION TO AGENCY

3. MINOR SUBDIVISION  
**Data Processing Center**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4. NAME OF PERSON WITH WHOM TO CONFER  
**M. Di Nunzio**

5. TEL EXT  
**389-3662**

*10-10-78*  
Date **ACTING** *James E. O'Neil*  
Archivist of the United States

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 <b>9-5-78</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>A. H. Corley, Jr.</i>	E. TITLE <b>Director, Management Services</b>
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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
	<p><b>BOOKS AND PERIODICALS ADP SYSTEM</b></p> <p><b><u>MASTER FILES</u></b></p> <p>1. Title Master File</p> <p>2. Subscription Master File</p> <p>3. Name and Address Master File</p> <p><u>Destroy prior year tape data 1 month after successful completion of current year processing.</u></p> <p>(Continued)</p>		

*sent to NNA NNM + send me 10/2/78*

**Request for Records Disposition Authority – Continuation**

JOB NO

PAGE OF

**2 OF 2**

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p> <p>8.</p>	<p><u>PROCESSING FILES</u></p> <p>Bid Summary File</p> <p>Subscription Expiry Year File</p> <p>Subscription Transaction File</p> <p>Periodical File</p> <p>Valid Book Number File</p> <p><u>Destroy prior year data 1 month after successful completion of current year processing.</u></p>		