

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Rec. 10/22/79 ✓
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TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO.
NC1-15-80-4

1. FROM (AGENCY OR ESTABLISHMENT)
Veterans Administration

DATE RECEIVED
10-22-79

2. MAJOR SUBDIVISION
Office of Data Management & Telecommunications

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION
Data Processing Center

4. NAME OF PERSON WITH WHOM TO CONFER
[REDACTED]

5. TEL. EXT.
3662/3632

11-19-79
Date *James E. O'Neil*
Acting 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 4 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 6-19-79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Otto M. Ireland</i> OTTO M. IRELAND	E. TITLE Acting Director, Management Services
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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. 1.a. 1.b.	<p>ENGINEERING MANAGEMENT INFORMATION SYSTEM</p> <p>Performance Data Dedicated Tapes</p> <p><u>EMIS Tape P.1.</u> Work order file and labor job time detail records for Week 1. Tape contains all new, change and delete work order transactions; station name headers and prior week work order changes and deletions. (File ID: EMIS P1-ALL-WK1 of each month).</p> <p>Destroy tape data 20 days after creation.</p> <p><u>EMIS Tape P.2.</u> Same as Week 1 except updated with week 2 transactions each month. (File ID: EMIS P2-ALL-Wk2).</p> <p>Destroy tape data 20 days after creation.</p>	NN-171-115	17 items

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Copy to Agency NAR NDM JE 11-21-79

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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.c.	<p><u>EMIS Tape P.3.</u> Same as Week 1 and 2 except contains Week 3 LJTD (labor job time detail) transactions of each month. (File ID: EMIS P3-ALL-Wk3).</p> <p>Destroy tape 20 days after creation.</p>		
1.d.	<p><u>EMIS Tape P.4.</u> Monthly work order file, contains the work order summary for Month 1 of each Quarter. (File ID: EMIS P4-Mo1-Wk3).</p> <p>Destroy tape data 80 days after creation.</p>		
1.e.	<p><u>EMIS Tape P.5.</u> Contains the monthly work order file for Month 2 of each Quarter. (File ID: EMIS P5-Mo2-Wk3).</p> <p>Destroy tape data 80 days after creation.</p>		
1.f.	<p><u>EMIS Tape P.6.</u> Contains the monthly work order file for Month 3 of each Quarter. (File ID: EMIS P6-Mo3-Wk3).</p> <p>Destroy tape data 80 days after creation.</p>		
1.g.	<p><u>EMIS Tape P.7.</u> Engineering Performance Data Tape. (File ID: EMIS P7-ALL-Wk3).</p> <p>Destroy tape data after the successful completion of the operation for which created.</p>		
1.h.	<p><u>EMIS Tape P.8.</u> Contains work order file and work order transactions. (File ID: EMIS P8-ALL-ALL).</p> <p>Destroy tape data after the successful completion of the operation for which created.</p>		
1.i.	<p><u>EMIS Tape P.9.</u> Contains the equipment work order transactions. (File ID: EMIS P9-ALL-Wk3).</p> <p>Destroy tape data after the successful completion of the operation for which created.</p>		

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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
2.	EMIS Work Alert and Equipment Cost Dedicated Tapes.		
2.a.	<p><u>EMIS Tape W1.</u> Contains the monthly work alert file for Month 1 of each Quarter. (File ID: EMIS W1-Mo1).</p> <p>Destroy tape data 80 days after creation.</p>		
2.b.	<p><u>EMIS Tape W2.</u> Contains the monthly work alert file for Month 2 of each Quarter. (File ID: EMIS W2-Mo2).</p> <p>Destroy tape data 80 days after creation.</p>		
2.c.	<p><u>EMIS Tape W3.</u> Contains the monthly work alert file for Month 3 of each Quarter. (File ID: EMIS W3-Mo.3).</p> <p>Destroy tape data 80 days after creation.</p>		
2.d	<p>EMIS Tape W4. Contains the work alert file and all transactions. (File ID: EMIS W4-ALL)</p> <p>Destroy tape data after the successful completion of the operation for which created.</p>		
2.e.	<p><u>EMIS Tape E1.</u> Contains the monthly equipment cost file for Month 1 of each Quarter. (File ID: EMIS E1-Mo1).</p> <p>Destroy tape data 80 days after creation.</p>		
2.f.	<p><u>EMIS Tape E2.</u> Contains the monthly equipment cost file for Month 2 of each Quarter. (File ID: EMIS E2-Mo.2).</p> <p>Destroy tape data 80 days after creation.</p>		
2.g.	<p><u>EMIS Tape E3.</u> Contains the monthly equipment cost file for Month 3 of each Quarter. (File ID: EMIS E3-Mo3).</p> <p>Destroy tape data 80 days after creation.</p>		

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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
2.h.	<p><u>EMIS Tape E4</u>. Contains the equipment cost file and all transactions. (File ID: EMIS E4-ALL).</p> <p>Destroy tape data after the successful completion of the operation for which created.</p>		