

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

*Rev. 10/23/79* ✓

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

1 FROM (AGENCY OR ESTABLISHMENT)

Veterans Administration

2 MAJOR SUBDIVISION

Office of Data Management & Telecommunications

3 MINOR SUBDIVISION

Data Processing Center - Philadelphia, PA

4 NAME OF PERSON WITH WHOM TO CONFER

MARJORIE M. LAMOREUX

5 TEL EXT

3663 - 3632

DATE RECEIVED  
10-23-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-19-79 *James E. O'Neil*  
Date *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 \_\_\_\_\_ 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 <u>8-7-79</u>	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.	<p>INSURANCE SUBSYSTEM - 700VJK MONTHLY RECONCILIATION MAGNETIC TAPE FILES</p> <p>Magnetic tape file created monthly; accumulates and reconciles balance from master records at the end of each file segment and a grand total is prepared after last file segment is processed. (811 Monthly Report 81001 1 or 2).</p> <p>Destroy tape data after one month or after reconciliation is validated, whichever is later.</p>		
2.	<p>Magnetic tape file created monthly to provide User with a Record Printout of the Policyholder. (Record Printouts 81003 1 or 2).</p> <p>Destroy tape data after one month or after reconciliation is validated, whichever is later.</p>		

115-107  
*copy to agency with NWM 11-21-79 JR*

## 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
3.	<p>Magnetic tape file created quarterly to supply a quarterly statistic Report of the Master Record Files. (Statistical Report 70001 1 or 2).</p> <p>Destroy tape data after one month or after reconciliation is validated, whichever is later.</p>		
4.	<p>Magnetic tape file created quarterly as 80 character Turnabout Transactions for billing dividend rates and lien; provides punch card images to be introduced into next processing DN. (TT-033/TT-084/TT-086 81004 1 or 2).</p> <p>Destroy tape data after one month or after reconciliation is validated, whichever is later.</p>		
5.	<p>Magnetic tape file created quarterly containing 125 character deduction records for the purpose of providing a deduction reconciliation that is made to build a Deduction Master Record Tape for input to run 730. (Deduction Records 700201).</p> <p>Destroy tape data after one month or after reconciliation is validated, whichever is later.</p>		
6.	<p>Magnetic tape file created monthly; tape file for Lien Records are created in February, May, August and November, tape file for the RPC requests are created in January, March, April, June, July, September, October and December. The tape file consists of 80 characters and provides for punch card images input to run 700 Sort for Lien Record Cards and MTC Sort for RPO requests or Utility punch. (ALPHCD 81ORP 1 or 2).</p> <p>Destroy tape data after one month or after reconciliation is validated, whichever is later.</p>		

**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
7.	<p>Magnetic tape file created monthly; described as 120 character records for an Error List to list each control record in the out-of-balance category where differences occur in the control amounts. (Lists 81002 1 or 2).</p> <p>Destroy tape data after one month or after reconciliation is validated, whichever is later.</p>		