

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Rec 10/23/79

**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 and Telecommunications

3 MINOR SUBDIVISION
Data Processing Center - Philadelphia, Pa.

4 NAME OF PERSON WITH WHOM TO CONFER
Mariorie M. Lamoreux

5 TEL EXT
389-3662
Ex. 3632

LEAVE BLANK

JOB NO
NC1-15-80-7

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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 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 <u>9/27/79</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen S. Di Nunzio</i> <u>MAUREEN S. DINUNZIO</u>	E TITLE <u>Director, Planning and Control</u>
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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
	INSURANCE SUBSYSTEM - USGLI/NSLI DIVIDEND RATES MAGNETIC TAPE FILES		
1.	Magnetic tape file created Annually, containing data records required to print the Actuarial ADP Dividend Report No. AK-12-14 DR. (Identified as VAI 690205, "ACTUARIAL ADP DIVIDEND REPORT NO. AK-38 (AK-12-14 DR) FILE"). Destroy tape data 3 years after creation.		
2.	Magnetic tape file created Annually, containing an unsorted file of data records required to produce the USGLI dividend rate manuals. (Identified as VAI 690225, "UNSORTED USGLI DIVIDEND RATE MANUAL FILE"). Destroy tape data 3 years after creation.		
3.	Magnetic tape file created Annually, containing a sorted file of data records required to produce the USGLI dividend rate manual. (Identified as VAI 690225S "SORTED USGLI DIVIDEND RATE MANUAL FILE"). Destroy tape data 3 years after creation.		

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Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 4

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
4.	<p>Magnetic tape file containing USGLI actuarial factor file, dividend factors, past earnings and maximum dividend records. Information on file is based on actuarial studies and determinations which will apply in each year that dividend rates are established for policies. (Identified as VAI 691015, "USGLI FACTOR FILE").</p> <p>Destroy tape data 3 years after creation and after return of tape from the VA Records Depository.</p>		
5.	<p>Magnetic tape file created Annually, consisting of sorted data records of USGLI dividend rates for use in producing the USGLI dividend rate listing. (Identified as VAI 92001-5, "SORTED USGLI DIVIDEND RATE TABLE").</p> <p>Destroy tape data 3 years after creation and after return of tape from the VA Records Depository.</p>		
6.	<p>Magnetic tape file created Annually, consisting of an unsorted file of data records of USGLI dividend rates for use in producing the USGLI dividend rate listing and for use in actuarial report processing in December, June and September. (Identified as 92001S5, "USGLI DIVIDEND RATE FILE").</p> <p>Destroy tape data 3 years after creation.</p>		
7.	<p>Magnetic tape file created Annually, consisting of a file of unsorted table data of USGLI dividend rates for eventual use in regular insurance system processing. (Identified as KDISKFILE, "USGLI DISK RATES FILE").</p> <p>Destroy tape data 3 years after creation.</p>		
8.	<p>Magnetic tape file created Annually, containing a file of sorted data records of USGLI dividends for eventual use in regular insurance system processing. (Identified as SKDISKFILE, "SORTED USGLI DISK RATES FILE").</p> <p>Destroy tape data 3 years after creation.</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF
3 of 4

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
9.	<p>Magnetic tape file created Annually, containing a file of unsorted data records of NSLI dividend rates for use in producing the NSLI dividend rate manual. (Identified as VAI 69022, "UNSORTED DIVIDEND RATE FILE").</p> <p>Destroy tape data 3 years after creation.</p>		
10.	<p>Magnetic tape file created Annually, consisting of a file of sorted data records of NSLI dividend rates for use in producing the NSLI dividend rate manual. (Identified as VAI 69022S, "SORTED DIVIDEND RATE FILE").</p> <p>Destroy tape data 3 years after creation.</p>		
11.	<p>Magnetic tape file created Annually, containing data records for use in printing "In Force Actuarial NSLI Dividend Scale and Estimate for Dividend" report. (Identified as VAI 69023, "ACTUARIAL IN FORCE LIST FILE").</p> <p>Destroy tape data 3 years after creation.</p>		
12.	<p>Magnetic tape file created Annually, containing data records for use in printing the "Actuarial NSLI Dividend Scale and Estimate - Paid-up and Extended Insurance" report. (Identified as VAI 69024, "ACTUARIAL PAID-UP AND EXTENDED INSURANCE LIST FILE").</p> <p>Destroy tape data 3 years after creation.</p>		
13.	<p>Magnetic tape file created Annually, containing data records for use in printing the NSLI dividend rate listings for the Philadelphia and St. Paul VA Centers. (Identified as VAI 69025, "VA CENTER RATE LIST FILE").</p> <p>Destroy tape data 3 years after creations.</p>		
14.	<p>Magnetic tape file created Annually, containing data records for dividend rates provided by the Actuary for use in the annual preparation of NSLI dividend rates. (Identified as VAI 69026, "PAID-UP AND 5LPT DIVIDEND RATES FILE").</p> <p>Destroy tape data 3 years after creation.</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF
4 of 4

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15.	<p>Magnetic tape file created Annually, containing data records of NSLI dividend rates for use in producing the NSLI dividend rate listing for eventual use in regular insurance system processing and for use in preparing actuarial reports in December, June and September. (Identified as VAI 69027, "DISK RATE LIST FILE").</p> <p>Destroy tape data 3 years after creation.</p>		