

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

Rec-11/15/79 ✓

LEAVE BLANK

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

JOB NO  
NC1-15-80-8

1 FROM (AGENCY OR ESTABLISHMENT)  
Veterans Administration

DATE RECEIVED  
11-15-79

2 MAJOR SUBDIVISION  
Office of Data Mgmt. & 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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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  
Mrs. M. DiNunzio

5 TEL EXT  
389-  
3662-3632

2-28-80 *James E. O'Keefe*  
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 1 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: 12-1-78  
D SIGNATURE OF AGENCY REPRESENTATIVE: *A.H. Corley, Jr.*  
E TITLE: Director, Management Services

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 (V PREMIUM WAIVER STUDY) MAGNETIC TAPE FILES</p> <p>Magnetic tape file, a sequential extract file containing all Premium Waiver Unit Records having a fund code "V". File provides Actuarial with an extracted tape composed of information pertinent to them exclusively. (Identified as "V" Premium Waiver Study).</p> <p>Destroy tape data after Actuarial has notified that the reports were acceptable, or 120 days, whichever comes first.</p>		<i>10/1/80</i>

*Copies to NARA Agency*

*Closed Out SE  
3-5-80*

	File function/ designation	Consisting of	Which are	Then
1	Work	temporary machine-readable media used by console operators or tape handlers to facilitate general computer runs such as sorts and merges	new media, or media not included in a library control system, or files whose retention dates have expired	available for immediate use or reuse.
2	Test data	machine-readable media used in testing a system	routine or benchmark data sets constructed or used for the purpose of testing	dispose of when no longer needed.
3	<u>Initial data</u>	machine-readable media containing data abstracted from source documents or other media and entered into the system for the first time per update	used for updating and required to support reconstruction of master file	dispose of after third cycle. 1
4		cycle	not required to support reconstruction of master file and/or used as input for a one-time study, survey or experiment	dispose of after raw data is satisfactorily processed into final or reduced data.
5			officially designated to replace or serve as the basic source data in lieu of the hard copy or other input source document	dispose of in accordance with instructions applicable to the

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PART II PROCESSING FILES