# "REQUEST FOR RECORDS DISPOSITION AUTHORITY
## (See Instructions on reverse)

JOB NO

**NCI- 15-81-9**

DATE RECEIVED

**January 8, 1981**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

2-5-81    *R.M.W. Warner*
Date        Archivist of the United States

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

**4. NAME OF PERSON WITH WHOM TO CONFER**
Marjorie M. Leandri

**5. TEL EXT.**
389-3632

**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 | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE |
|---|---|---|
| 12-17-80 | *Maureen di Nunzio* (MRS.) MAUREEN diNUNZIO | Director, Management Services |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|---|---|---|---|
| | Books and Periodicals Subsystem | | |
| 1. | Master Files (Disk Packs) | NC1-15-78-9 | |
| 1a. | Title Master File | | |
| | Destroy files data in accordance with the system's design. | | |
| 1b. | Subscription Master File | | |
| | Destroy files data in accordance with the system's design. | | |
| 1c. | Name & Address Master File | | |
| | Destroy files data in accordance with the system's design. | | |
| 2. | Processing Tape Files | NC1-15-78-9 | |
| 2a. | Catalog List | | |
| | Destroy tape data after 30 days. | | |

*11 items*

115-107

*Closed Out: 2-9-81: K.T.)*
*Copy Sent to Agency; NNR*

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods) | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|---|---|---|---|
| 2b. | Renewal List | | |
| | Destroy tape data after 30 days. | | |
| 2c. | Bid List | | |
| | Destroy tape data after 30 days. | | |
| 2d. | Dealer Distribution List (2) | | |
| | Destroy tape data after 30 days. | | |
| 2e. | Billing 1 List and summary | | |
| | Destroy tape data after 30 days. | | |
| 2f. | Billing 1 proof list | | |
| | Destroy tape data after 365 days. | | |
| 2g. | Billing 2 edit and proof list | | |
| | Destroy tape data after 365 days. | | |
| 2h. | Billing 2 list and summary | | |
| | Destroy tape data after 365 days. | | |

GPO 1975 O - 579-387