

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

LEAVE BLANK	
JOB NO <b>NCI-15-81-10</b>	
DATE RECEIVED <b>January 15, 1981</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>2-5-81</b> Date	<i>Rebecca Wae</i> 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 - Austin, TX

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 <b>1-12-81</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen di Nunzio</i> (MRS.) MAUREEN di NUNZIO	E. TITLE 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.	SOCIAL WORK SERVICE WORKLOAD REPORTING SYSTEM (SWS) Extension of the SWS as originally appraised for the Washington and Philadelphia Data Processing Centers.	NCI-15-78-3	5 items
1.a.	Magnetic Tape Files - Austin DPC Social Work Service Monthly Master Tape. Destroy tape data after 120 days.		
1.b.	Social Work Service year-to-date closing data tape. Destroy tape data after 120 days.		
1.c.	Social Work Service back-up monthly master tape. Destroy tape data after 60 days.		
1.d.	Social Work Service year-to-date closing back-up tape. Destroy tape data after 60 days.		

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

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF  
**2**

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p><b>Punched Card Files - Austin DPC</b></p> <p><b>Input cards for Social Work Service processing for VAMC Houston, VAMC Waco and VAMC Little Rock.</b></p> <p><b>Destroy cards after 120 days.</b></p>		