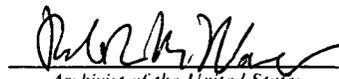


**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

|   |   |
|---|---|
| LEAVE BLANK   |   |
| JOB NO<br><br><b>NCI-15-81-23</b>   |   |
| DATE RECEIVED<br><b>June 4, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |   |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>7-15-81</b><br>Date  | <br>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 Centers**

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

5. TEL. EXT.  
**389-3662**

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<br><b>6-2-81</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><br>(MRS.) MAUREEN diNUNZIO | E. TITLE<br><b>Director, Management Services</b> |
|--------------------------|---|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|------------|---|----------------------|------------------|
|            | System Workload Statistics Magnetic Tape and Auxiliary Records  |                      |                  |
| 1.         | Magnetic Tape Files   |                      |                  |
| 1.a.       | Output tape created daily at the Hines RDPC by job D660 for microfiche of reports and listings. File Name D660RDPFICHE.<br><br>Destroy tape data after 2 weeks or upon successful generation of microfiche from the tape, whichever occurs later. |                      |                  |
| 1.b.       | Output tape created daily at the Hines TCS by job D660T for microfiche of reports and listings. File Name D660TCSFICHE.<br><br>Destroy tape data after 2 weeks or upon successful generation of microfiche from the tape, whichever occurs later. |                      |                  |

*Closed Out: 7-17-81: K.T.I.  
Copy to Agency, NNR & NNM*

*1981 memo*

| Request for Records Disposition Authority – Continuation |   | JOB NO.                   | PAGE OF<br>2 OF 4   |
|--|---|---------------------------|---------------------|
| 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 |
| 1.c.   | <p>Output tape created daily at the Philadelphia RDPC by job D660 for microfiche of reports and listings. File Name D66ORDPFICHE.</p> <p>Destroy tape data after 2 weeks or upon successful generation of microfiche from the tape, whichever occurs later.</p>   |                           |                     |
| 1.d.   | <p>Output tape created daily at the Los Angeles RDPC by job D660 for microfiche of reports and listings. Tape mailed weekly to the Philadelphia RDPC COM unit to be microfiched. File Name D66ORDPFICHE.</p> <p>Tape to be retained in Operations Division, Philadelphia RDPC for 2 weeks or upon successful generation of microfiche from the tape, whichever occurs later then returned to the Los Angeles RDPC for immediate destruction of the tape data.</p> |                           |                     |
| 2.   | Auxiliary Records (Microfiche and Paper)  |                           |                     |
| 2.a.   | Microfiche copies produced by jobs D660/D660T containing reports and listings of Target on-line system usage from the RDPCs and TCS.  |                           |                     |
| 2.a.1.   | Copies of microfiche produced by job D660 (D66ORDPFICHE) at the Hines RDPC.   |                           |                     |
| 2.a.1.a.   | <p>Original copy of microfiche retained by Operations Division, Hines RDPC (201/33).</p> <p>Destroy after 30 days.</p>  |                           |                     |
| 2.a.1.b.   | <p>One copy of microfiche mailed to System Techniques Division, VACO (325).</p> <p>Destroy after 2 years.</p>   |                           |                     |
| 2.a.1.c.   | <p>One copy of microfiche retained by Systems Techniques Division, Hines RDPC (201/33).</p> <p>Destroy after 1 year.</p>  |                           |                     |
| 2.a.1.d.   | <p>One copy of microfiche retained by Analysis &amp; Control Division, Hines RDPC (201/36).</p> <p>Destroy after 2 years.</p>   |                           |                     |

| Request for Records Disposition Authority – Continuation |  | JOB NO.                   | PAGE OF<br>3 OF 4   |
|--|--|---------------------------|---------------------|
| 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 |
| 2.a.2  | Copies of microfiche produced by job D660T (D660TCSFICHE) at the Hines TCS.  |                           |                     |
| 2.a.2.a.   | Original copy of microfiche retained by Operations Division, Hines (201/33).<br><br>Destroy after 30 days.                             |                           |                     |
| 2.a.2.b.   | One copy of microfiche mailed to Systems Techniques Division, VACO (325).<br><br>Destroy after 2 years.                                |                           |                     |
| 2.a.2.c.   | One copy of microfiche retained by Systems Techniques Division, Hines (201/33).<br><br>Destroy after 1 year.                           |                           |                     |
| 2.a.2.d.   | One copy of microfiche retained by Analysis & Control Division, Hines (201/36).<br><br>Destroy after 2 years.                          |                           |                     |
| 2.a.3.   | Copies of microfiche produced by job D660 (D660RDPFICHE) at the Philadelphia RDPC.   |                           |                     |
| 2.a.3.a.   | Original copy of microfiche retained by Operations Division, Philadelphia RDPC (203/22).<br><br>Destroy after 30 days.                 |                           |                     |
| 2.a.3.b.   | One copy of microfiche mailed to Systems Techniques Division, VACO (325).<br><br>Destroy after 2 years.                                |                           |                     |
| 2.a.3.c.   | One copy of microfiche retained by Technical Assistance Staff, Philadelphia RDPC (203/001B).<br><br>Destroy after 1 year.              |                           |                     |
| 2.a.4.   | Copies of microfiche produced by job D660 (D660RDPFICHE) at the Los Angeles RDPC and microfiched by COM unit of the Philadelphia RDPC. |                           |                     |

## Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF  
4 of 4

| 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 |
|---------------|--|----------------------------|---------------------|
| 2.a.4.a.      | Original copy of microfiche retained by Operations Division, Philadelphia RDPC (203/33).<br><br>Destroy after 30 days.   |                            |                     |
| 2.a.4.b.      | One copy of microfiche mailed to Systems Techniques Division, VACO (325).<br><br>Destroy after 2 years.  |                            |                     |
| 2.a.4.c.      | One copy of microfiche mailed to Technical Assistance Staff, Los Angeles RDPC (202/31).<br><br>Destroy after 1 year.   |                            |                     |
| 2.b.          | Daily reports (received prior to microfiche) describing the workload mix, hourly distribution and other performance indicators for all Regional Offices within each RDPC and for all RDPC transactions entering the TCS.<br><br>Destroy after 2 years. |                            |                     |