

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

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  
 Philadelphia - DPC

4. NAME OF PERSON WITH WHOM TO CONFER  
 Marjorie Leandri

5. TEL. EXT.  
 389-3632

LEAVE BLANK
JOB NO  <i>NCI-15-82-12</i>
DATE RECEIVED <i>JUNE 17, 1982</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
<i>July 9, 82</i> <i>R. B. May</i> <small>Director</small> <small>Archivist of the United States</small>

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 <i>3-16-82</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen di Nunzio</i> (MRS.) MAUREEN diNUNZIO	E. TITLE Director, Information and Regulations Staff
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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
	<p>Veterans Appeals Records Management System (VARMS)</p> <p>The VARMS System was appraised by ODM&amp;T and approved by NARS July 24, 1978 under Job No. NCI 15784 (attached). Now, certain program conversion and output documents have been submitted for appraisal/approval by the Department of Veterans Benefits (DVB).</p> <p>DVB in its appraisal has proposed a onemonth retention for the computer printout "Monthly Master Listing" of appeals case activity. The retention period for the related computer tapes is one year. GAO, in its audit role, has stated they have no objection to the one month retention for the printouts provided the magnetic tapes are retained for three complete fiscal years.</p> <p>The BIRLS/VADS System Support Division (328), as the Systems Manager, has stated the request can be complied with, however, for the purpose of audit this action does not seem to be warranted. It is recommended that in addition to retaining the quarterly tapes for one</p>	<i>NCI-15-78-4</i>	<i>3 items</i>

*No Mass Data Change Required.  
 Closed out: 7-14-82: cm*

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF <u>2</u> <u>2</u>
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>year, the tapes that are created during the last quarterly run of a fiscal year be retained for a period of three years. It is felt that this would suffice for the purpose of audit.</p> <p>Record description and recommended disposition of the tapes are as follows.</p> <p>Magnetic tape files identified as VARMM04, created during the fourth weekly processing cycle each month of VARMS Run PVAR00. Contains the VARMS Master File updated with week four transactions.</p> <p>1. If processing cycle falls at end-of-quarter (3rd month). Destroy tape data after 1 year.</p> <p>2. When processing cycle falls during last quarterly run of a fiscal year. Destroy tape data after 3 years.</p> <p>3. All other times. Destroy tape data after 90 days.</p>	NC1 15784	