

*RS 15*      *13 items*

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>MAR 8 - 1973</b>	JOB NO. <b>MM-173-173</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 "with-drawn" in column 10.	
<i>3-16-73</i> Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**VETERANS ADMINISTRATION**

2. MAJOR SUBDIVISION  
**DEPARTMENT OF DATA MANAGEMENT**

3. MINOR SUBDIVISION  
**DATA PROCESSING CENTERS**

4. NAME OF PERSON WITH WHOM TO CONFER  
**MR. H. D. THOMBS**

5. TEL. EXT.  
**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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

**MAR 5 1973**

Acting *Michael C. Sousa*  
Asst. Administrator for  
Management & Evaluation

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<b>AUTOMATED PHARMACY INFORMATION SYSTEM MAGNETIC TAPE FILES.</b>  Main Master Record File. Tape containing a record for each drug item in the pharmacy inventory.  1 month after end of quarter in which prepared.		
2.	Supply Conversion Factor Master Record File. Tape containing a record which converts transactions containing supply identification number and quantity to pharmacy specification.  1 month after end of month <sup>for</sup> <del>in</del> which prepared.		
3.	Use Area Name Record File. Tape containing for each hospital a record of the area use code assigned to specific organizational elements.  After creation and validation of the next two succeeding use area name tape files.		
4.	Weekly Edit File. Tape containing in random sequence, valid and complete transaction data.  1 month after end of month <sup>for</sup> <del>in</del> which prepared.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	Weekly Transaction File. Tape containing edited transaction data sorted into order by date within use area, within transaction code, within item number, within station number.  1 month after end of month <sup>for</sup> <del>in</del> which prepared.		
6.	Weekly Reject File. Tape containing rejected transactions.  1 month after end of month <sup>for</sup> <del>in</del> which prepared.		
7.	Weekly Narcotics File. Tape containing a record of all narcotic transactions.  1 month after end of month <sup>for</sup> <del>in</del> which prepared.		
8.	Monthly Transaction File. Tape containing sorted transaction data merged and used as input to update the main master record.  1 month after end of quarter in which prepared.		
9.	Monthly Controlled Drug Transaction File. Tape containing the record of all controlled drug transactions for the month.  1 month after end of month <sup>for</sup> <del>in</del> which prepared.		
10.	Monthly Narcotic Transaction File. Tape containing the narcotic transactions for the month.  1 month after preparation and release of report.		
11.	Monthly Issue Summary File. Tape containing all issues summarized by use area within item code.  1 month after end of quarter in which prepared.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.	Quarterly Merged File. Tape containing the merged data for the three monthly summaries of issues.  1 month after creation.		
13.	Report/Print File. Tapes created solely for the preparation of reports, listings, etc.  1 month after creation of the next succeeding report period data or after discontinuance of report.		

DEPARTMENT OF DATA MANAGEMENT  
Recommended Disposition  
for  
AUTOMATED PHARMACY INFORMATION SYSTEM (APIS)  
RECORDS

Action Control #72-9

TITLE AND DESCRIPTION OF RECORDS

DISPOSITION

A. Punched Card Files:

- |  |  |
|--|--|
| 1. Conversion punched card files, including Conversion Drug Master Records Cards, Conversion Use Area Master Record Cards, Miscellaneous Master Record Cards and all other punched cards used in the conversion of a station to the automated pharmacy information system. | Destroy cards 45 days after the station which submitted the cards has been successfully converted to ADP operations. |
| 2. Transaction punched card files (Ongoing System), including Pharmacy Header Cards, Pharmacy Receipt and Adjustment Cards, Pharmacy Issue Cards, or equivalents.  | Destroy 1 month after end of the month for which the cards were processed.   |

B. Magnetic Tape Files:

- |  |   |
|--|---|
| 1. Master Record Tape Files:   |   |
| a. Main Master Record magnetic tape files created monthly and containing a record for each drug item in the pharmacy inventory (Created by MAIN UPDATING RUN 544).   | Destroy tapes data 1 month after end of the QUARTER in which the tapes were prepared. |
| b. Supply conversion Factor Master Record Tape files created weekly and end of month and containing a record which converts transactions containing supply identification number and quantity to pharmacy specification (created by MAIN UPDATING RUN 544A). | Destroy tape data 1 month after end of month for which the tapes were prepared.       |

- c. Use Area Name magnetic tape files containing for each hospital a record of the area use code assigned to specific organizational elements (Created by USE Area UPDATING RUN 544U).

Destroy tapes data after two succeeding use area name tape files have been created and validated.

## 2. Transactions Tape Files:

- a. Weekly Edit Tapes - magnetic tape files created weekly and end of month and containing in random sequence, valid and complete transactions cards data (Created by EDIT RUN 544A).
- b. Weekly Transactions Tapes - magnetic tape files containing EDITED transaction tapes data (output from run 544A) SORTED into order by date within use area, within transaction code, within item number, within station number (Created by TRANSACTION SORT RUN 544B).
- c. Weekly Reject Tapes - magnetic tape files created weekly and end of month and containing rejected transactions (Created by MAIN UPDATING RUN 544A).
- d. Weekly Narcotics Tapes - magnetic tape files created weekly and end of month and containing a record of all narcotic transactions (Created by MAIN UPDATING RUN 544).
- e. Monthly Transaction Tapes - Magnetic tape files created monthly, containing the weekly and end of month sorted transaction tapes data MERGED and used as input for the main master record updating operations (Created by TRANSACTION TAPES MERGE RUN 544C).

Destroy tapes data 1 month after end of the month for which the tapes were prepared.

Destroy tapes data 1 month after end of the month for which the tapes were prepared.

Destroy tape data 1 month after end of month for which the tapes were prepared.

Destroy tape data 1 month after end of month for which the tapes were prepared.

Destroy tapes data 1 month after end of the Quarter in which the tapes were prepared.

- f. Monthly Controlled Drug Transaction Tapes - Magnetic tape files created monthly and containing the record of all controlled drug transactions for the month (Created by COMPARISON AND REPORT PREPARATION RUN 544D). Destroy tapes data 1 month after end of the month for which prepared.
- g. Monthly Narcotic Transaction Tape-magnetic tape files created monthly and containing the narcotic, transactions for the month (Created by MERGE DRUG RUN 544K). Destroy tapes data 1 month after preparation and release of related report.
- h. Transaction Summary Tapes:
- (1) Monthly Issue Summary Tapes - Magnetic tape files created monthly and containing, summarized, all issues by use area within item code (Created by MAIN UPDATING RUN 544). Destroy tapes data 1 month after the end of the Quarter in which the tapes were prepared.
- (2) Magnetic tapes files created Quarterly and containing the MERGED three monthly summary of issues tapes data (Created by ISSUES TAPE MERGE RUN 544Q). Destroy tapes data 1 month after creation.
3. Report/PRINT Tapes Files:
- a. All magnetic tape files created solely for the preparation of reports, listings, etc. Destroy tapes data 1 month after creation of the next succeeding report period data or discontinuance of report.
- C. Copies of reports, listings, etc., retained by the DPC for reference and inquiry purposes. Destroy when no longer required in the performance of operating and/or administrative responsibilities.

C. J. Collins  
Analyst

[Signature]  
Records Officer

APPROVED: [Signature]  
Deputy Chief Data Management Director

July 2 1973  
Date

CONCURRENCE: [Signature]  
(10) [Signature]