# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-015-78-05

All items in this schedule are inactive.  Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Schedule is for magnetic tapes from an e-system 40+ years ago.  System is assumed to be no longer active and magnetic tapes' retention (14 days to 1 year) long since met.

Date Reported: 04/28/2021

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

TO. **GENERAL SERVICES ADMINISTRATION,**
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

| LEAVE BLANK |
|---|
| JOB NO |
| NC 1 15 78 5 |

DATE RECEIVED **JUL 19 1978**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-21-78 _James B Rhoads_
_Date_     _Archivist of the United States_

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

Veterans Administration

**2. MAJOR SUBDIVISION**

Department of Data Management

**3. MINOR SUBDIVISION**

Data Processing Center

**4. NAME OF PERSON WITH WHOM TO CONFER**

Mrs. Maureen DiNunzio

**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 __3__ 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 |
|---|---|---|
| 7-14-78 | _A. H. Corlen_ | Assistant Administrator for Data Management |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|---|---|---|---|
| | System Title:  DRUG DEPENDENCE CLINICAL SUPPORT SYSTEM (DDCSS) | | |
| 1. | Master Patient Record File

Destroy tapes data after 3 successive weekly updatings. | | |
| 2. | HCF Information Table File

Destroy tapes data after 3 successive weekly updatings. | | |
| 3. | ARS Tape

Destroy tapes data 14 days after successful transmission. | | |
| 4. | Input Transaction Tape created weekly containing data which are introduced into the system to create new or update existing patient records.

Destroy tapes data after 3 successive weekly updatings. | | |
| 5. | HCF Information Table accepted and rejected transaction | | |

17 items

115-107

MM 8-24-78 sent to NCW, NNM, NNR
agency

| 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 |
|---|---|---|---|
| | file containing transaction type 08<br><br>Destroy tapes data after 14 days. | | |
| 6. | Accepted Transaction File containing transaction types 01-05<br><br>Destroy tapes data after 14 days. | | |
| 7. | Transaction Edit File containing rejected transactions for transaction types 01-05<br><br>Destroy tapes data after 14 days. | | |
| 8. | Sorted HCF Information Transaction File used to update the HCF table file<br><br>Destroy tapes data after 14 days. | | |
| 9. | Sorted Accepted Transaction File input to the update program<br><br>Destroy tapes data after 14 days. | | |
| 10. | Update Edit File<br><br>Destroy tapes data after 14 days. | | |
| 11. | Sorted Edit File producing edit listings<br><br>Destroy tapes data after 14 days. | | |
| 12. | Weekly Reports Processing generates reports for all records contained in the report file, creates the monthly patient discharge cumulative file and updates it during each weekly processing run; & generates medication label report file<br><br>Destroy tapes data after 14 days. | | |
| 13. | Medication Label Report File<br><br>Destroy tapes data after 14 days. | | |
| 14. | Sorted Medication Label Report File producing the medication labels<br><br>Destroy tapes data after 14 days. | | |

GPO 1975 O - 579-387

| 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 |
| --- | --- | --- | --- |
| 15. | Monthly Patient Discharge Cumulative File containing patient discharge data accumulated from weekly/monthly patient discharge reports<br><br>Destroy tapes data after 7 months. | | |
| 16. | Semi-annual Patient Discharge Cumulative File containing patient discharge data accumulated from monthly patient discharge reports.  Used to generate semi-annual report.<br><br>Destroy tapes data 1 year after creation. | | |
| 17. | DDCSS Field Station Copies of Input Cards<br><br>Destroy after 14 days. | | |

115-203

Four copies, including original, to be submitted to the National Archives

GPO 1975 O - 579-387

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11 4