

**REQUEST FOR RECORDS DISPOSAL 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  
**DATA PROCESSING CENTER - AUSTIN, TX**

4. NAME OF PERSON WITH WHOM TO CONFER  
**MARJORIE M. LEANDRI**

5. TEL EXT  
**389-3632**

LEAVE BLANK

JOB NO

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*12-3-80*  
Date

*R. W. Warr*  
Archivist of the United States

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 <i>8-6-80</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen di Nunzio</i> (MRS.) MAUREEN diNUNZIO	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
	<p>SYSTEM TITLE: OUTPATIENT CLINIC SYSTEM (OPC)</p> <p><u>MASTER TAPES</u></p> <p>1. Magnetic tape file containing monthly Outpatient Clinic Master Records performed in run POPC200. (Identified as OPC.MONTH.MASTER(+1)).</p> <p>Destroy tape data after 120 days.</p> <p>2. Magnetic tape file containing Outpatient Clinic quarterly Cumulative Master Records performed in run POPC200. (Identified as OPC.CQ.MASTER(+1)).</p> <p>Destroy tape data after 180 days.</p>		

*24 series*

*Closed Out: 12-5-80: K.T.G.  
Copy to Agency & NNR*

## Request for Records Disposition Authority—Continuation

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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
3.	Magnetic tape file containing annual Outpatient Clinic year-to-date Master Records performed in run POPC260. (Identified as OPC.YTD.MASTER(+1)).  Destroy tape data after 365 days.		
4.	Magnetic tape file containing annual Outpatient Clinic year-to-date Master Records performed in run POPC260. (Identified as OPC.YTD.MASTER(+2)).  Destroy tape data after 365 days.		
5.	Magnetic tape file containing annual Outpatient Clinic Sorted-Master 1 performed in run POPC290. (Identified as OPC.SRTD.MSTR1).  Destroy tape data after 15 days.		
6.	Magnetic tape file containing annual Outpatient Clinic Sorted-Master 2 performed in run POPC290. (Identified as OPC.SRTD.MSTR2).  Destroy tape data after 15 days.		
7.	Magnetic tape file containing annual Outpatient Clinic Sorted-Master Records performed in run POPC290. (Identified as OPC.SRTD.MASTER(+1)).  a. Original Destroy tape data after 20 years.  b. Duplicate sent to the VA Records Depository Destroy tape data after 20 years.		
8.	Magnetic tape file containing monthly Outpatient Clinic File Copy Records performed in run POPC900. (Identified as OPC.FILCOPY).  Destroy tape data after 400 days.		

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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><u>TRANSACTION TAPES</u></p> <p>9. Magnetic tape file containing monthly Outpatient Clinic Transactions performed in run POPC105. (Identified as OPC.TRANS(+1)).</p> <p>Destroy tape data after 45 days.</p> <p>10. Magnetic tape file containing monthly Outpatient Clinic Transactions - Sorted performed in run POPC110. (Identified as OPC.TRANSRTD(+1)).</p> <p>Destroy tape data after 120 days.</p> <p>11. Magnetic tape file containing monthly Outpatient Clinic Wrap Transactions performed in run POPC200. (Identified as OPC.WRAPTRAN(+1)).</p> <p>Destroy tape data after 75 days.</p> <p>12. Magnetic tape file containing monthly Outpatient Clinic Errors performed in run POPC200. (Identified as OPC.ERRORS(+1)).</p> <p>Destroy tape data after 45 days.</p> <p>13. Magnetic tape file containing monthly Outpatient Clinic Errors - Sorted performed in run POPC220. (Identified as OPC.ERRSRTD).</p> <p>Destroy tape data after 15 days.</p> <p><u>MISCELLANEOUS TAPES</u></p> <p>14. Magnetic tape file containing Outpatient Clinic Accumulative Records performed in run POPC220. (Identified as OPC.ACCUM(+1)).</p> <p>Destroy tape data after 75 days.</p> <p>15. Magnetic tape file containing Outpatient Clinic Listout performed in run POPC220. (Identified as OPC.LISTOUT(+1)).</p> <p>Destroy tape data after 15 days.</p>		

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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 data-bbox="227 274 548 304"><u>REPORT EXTRACT TAPES</u></p> <p data-bbox="117 374 1059 532">16. Print tape containing monthly report PRINT 06413PL.0220 performed in run #POPC220. (Identified as PNT.06413PL.0220MTLY(+1)).  Destroy tape data after 15 days.</p> <p data-bbox="117 566 997 727">17. Print tape containing PRINT.P6413PL.POPC Reports performed in run #POPC(01). (Identified as PNT.P6413PL.POPC.RPTS(+1)).  Destroy tape data after 30 days.</p> <p data-bbox="227 798 566 828"><u>HARDCOPY INPUT/OUTPUT</u></p> <p data-bbox="117 893 920 1024">18. Transaction cards received monthly from the Outpatient Clinic.  Destroy data after 45 days.</p> <p data-bbox="117 1058 679 1155">19. Microfiche of reports.  Destroy data after 545 days.</p> <p data-bbox="117 1189 745 1608">20. Listings  a. Monthly Destroy data after 45 days.  b. Annually Destroy data after 180 days.  c. Quarterly Destroy data after 180 days.  d. Edit Analysis Listings Destroy data after 45 days.</p>		