

MANAGEMENT OF THE VITAL RECORDS PROGRAM

1. REASON FOR ISSUE. To revise the Department of Veterans Affairs Handbook 6300.2, Management of the Vital Records Program dated January 12, 1998, to incorporate the shipping schedules for category B vital records.

2. SUMMARY OF CONTENTS/MAJOR CHANGES

- a. **Page 3.** Added Appendices B through G.
- b. **Page B-1.** Appendix B, Vital Records Schedule, VA Central Office.
- c. **Page C-1.** Appendix C, Vital Records Schedule, Veterans Health Administration (VHA).
- d. **Page D-1.** Appendix D, Vital Records Schedule, Veterans Benefits Administration (VBA).
- e. **Page E-1.** Appendix E, Vital Records Schedule, National Cemetery Administration (NCA).
- f. **Page F-1.** Appendix F, Vital Records Scheduled, Austin Automation Center (AAC).
- g. **Page G-1.** Appendix G, Vital Records Scheduled Shared Service Center (PAYVA).


3. RESPONSIBLE OFFICE. Office of Information and Technology, Information Management Service (045A4).


4. RELATED DIRECTIVE. VA Directive 6300, Records and Information Management, dated January 12, 1998.

5. RESCISSION. None

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**


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MANAGEMENT OF THE VITAL RECORDS PROGRAM

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[VITAL RECORDS SCHEDULE, VA CENTRAL OFFICE
BOARD OF VETERANS' APPEALS (BVA)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
01-1	BVA decisions Mid- 1977 through October 1, 1989 - Microfilm Reels.	BVA (01C).	Fall 1999.	Retain Indefinitely.	N/A
01-2	BVA decision Locator Tables Mid- 1984 through 1994 Microfiche.	BVA (01C).	Fall 1999.	Retain Indefinitely.	N/A
01-3	BVA decisions from October 1, 1989 through 1998. CD-ROMs.	BVA (01C).	Fall 1999.	Retain Indefinitely.	N/A
01-4	BVA decisions from 1999 forward. Quarterly CD-ROMs consolidated annually into annual CD-ROM.	BVA (01C).	Quarterly, beginning Fall 1999.	Quarterly CD-ROMs. a. 1 st Quarter-discard when 2 nd Quarter is received. b. 2 nd Quarter-discard when 3 rd Quarter is received. c. 3 rd Quarter-discard when annual for that year is received. Annual CD-ROMs Retain indefinitely.	N/A

VITAL RECORDS SCHEDULE, VA CENTRAL OFFICE
BOARD OF VETERANS' APPEALS (BVA) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
01-5	Locator Tables for BVA decisions from 1991 through 1998. CD-ROM.	BVA (01C).	Fall 1999.	Retain Indefinitely.	N/A
01-6	Locator Tables for BVA decisions from 1999 forward. CD-ROM.	BVA (01C).	Quarterly.	Same as Item 01-4.	N/A
01-7	Veterans Appeals Control and Locator System (VACOLS) - electronic database program. Data stored on magnetic tape.	BVA (01C).	Quarterly.	Destroy upon receipt of next quarterly tape set.	Copy of tape transferred weekly to local contractor for quick access off-site backup storage.
01-8	BVA Reconsideration Orders from 2000 forward. Quarterly CD-ROMs consolidated annually into annual CD-ROM.	BVA (01C).	Quarterly beginning with 1st quarter 2000.	Same as Item 01-4.	N/A

VITAL RECORDS SCHEDULE, VA CENTRAL OFFICE
OFFICE OF THE GENERAL COUNSEL (OGC)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
12	General Counsel Opinions, Basic File.	OGC (02).	Monthly.	Retain.	N/A
12-1	General Counsel Opinions Additions.	OGC (02).	Monthly.	Retain.	N/A
13	Legislative Histories, Basic File.	OGC (02).	Monthly.	Retain.	N/A
13-1	Legislative Histories, Additions.	OGC (02).	Monthly.	Retain.	N/A

VITAL RECORDS SCHEDULE, VA CENTRAL OFFICE
OFFICE OF MANAGEMENT (OM)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
047-1	Financial Management Reports.	OM (004).	Monthly.	Retain report of current/preceding fiscal year. Destroy all other reports.	N/A

VITAL RECORDS SCHEDULE
VETERANS HEALTH ADMINISTRATION (VHA)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
38	Construction Contract Records, Basic File. Consist of microfilm of files for contracts awarded by field stations, excluding drawings, maintained by Finance Officer who certifies vouchers.	All VHA Field Facilities.	One time shipment 1957.	Retain.	N/A
38-1	Construction Contract Records. New files, additions, or changes.	All VHA Field Facilities.	Monthly.	Retain.	N/A
52	Patient and Members Account. Active or Inactive during the years. (This record series consists of microfilm, electronic (tape/disk) of Patient's and Members Account, Personal Funds of Patients, VA Form 10- 1083 series and records maintained for General Post Fund National Homes.)	VA Domiciliaries, VA Hospitals, VA Clinics, and VA Medical and Regional Office Centers.	Annually in February or March.	Destroy upon receipt of succeeding year's film.	N/A
56	Patient Data Card Listing (Active). The securing of this record series may be accomplished simultaneously with the preparation of the annual Census of Patients.	VA Domiciliaries, VA Hospitals, VA Clinics, and VA Medical and Regional Office Centers.	Annually.	Destroy upon receipt of succeeding year's listing.	N/A

VITAL RECORDS SCHEDULE
 VETERANS HEALTH ADMINISTRATION (VHA) (Continued)
 CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
58	Daily Gains and Losses Sheets.	VA Domiciliaries, VA Hospitals, VA Clinics, and VA Medical and Regional Office Centers.	Daily.	Destroy all sheets postmarked prior to receipt of the latest dated Item 56. Patient Data Card Listing (Active).	N/A

VITAL RECORDS SCHEDULE
VETERANS BENEFITS ADMINISTRATION (VBA)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
Reserved					

**VITAL RECORDS SCHEDULE
NATIONAL CEMETERY ADMINISTRATION (NCA)
CATEGORY B VITAL RECORDS**

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
25	Procurement Contract Records. (Contracts for headstones and markers, with related specifications and drawings-in paper form .)	NCA (40).	Annually in February.	Retain until receipt of two succeeding annual shipments then destroy.	N/A
26	Bidders Lists. (Names and addresses of firms invited to submit production bids-in paper form.)	NCA (40).	Annually in July.	Destroy upon receipt of succeeding year's lists.	N/A
27	Interment Records, Basic File. (Microfilm of interment records, Alexandria National Cemetery and Congressional Cemetery.)	NCA (40).	1974.	Retain.	N/A
28	National Cemetery Activity Record. (National cemetery statistics by fiscal year and by cemetery-in paper form.)	NCA (40).	Annually in November.	Retain for five years and then destroy.	N/A

VITAL RECORDS SCHEDULE
NATIONAL CEMETRERY ADMINISTRATION (NCA) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
35	Burial Records, Basic File. (This record series consists of microfilm of Grave Assignment Control Chart, VA Form 10-2260, Alphabetical Index to Burial Record, VA Form 10-2261, Burial Record, VA Form 10-2262, and equivalent records.)	NCA Field Stations that maintain VA cemeteries.	June 1959.	Retain.	N/A
35-1	Burial Records, Additions.	NCA Field Stations that maintain VA cemeteries.	Annually in June.	Retain.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
A	Program Tapes or Card Decks. Two separate copies of each program intended for repeated usage.	AAC (200).	When a new program has been assembled, or an existing program has been reassembled, or when a tape has been in storage for 12 months.	Cards: Destroy upon receipt of changed program deck, same item number, unless the originating office requests some other disposition. Tapes: Return upon receipt of later dated tapes, same item number, or upon request.	N/A
B	Computer Program Manuals.	4AC (200).	Whenever a program is assembled or reassembled. <i>(NOTE: If changes can be made without replacement of a manual, such changes will be identified with the item number of the manual with an alphabetical suffix, e. g., 01C1-21-1A.)</i>	Retain each manual and all suffixed changes to it until replaced by a revised manual, same item number, then destroy, unless the originating office requests some other disposition.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
C	Resident Auditors Test Files. Duplicate copies of master record test tapes and the test material input tapes used by Resident Systems Auditors for the audit and certification of programs.	AAC (200).	When changes are made or tapes have been in storage for 12 months. Files will not be secured more than once, monthly.	Return upon receipt of later dated tapes, same item number, or upon request.	N/A
01	PATIENT CARE SUBSYSTEM FILES				
01C1-30-2	PTF.S050 and PTF.S085. (Patient Treatment File (PTF) master table file tapes, one complete set.)	VHA (10).	Whenever the tile is updated or whenever a tape has been in storage for 12 months.	Return upon receipt of later dated tape, same item number, or upon request.	N/A
01C1-40 (1 thru 78)	MRXPRD.PTF.VNAT1.R110.TRAN.	VHA (10).	Weekly, upon completion of the next weekly update cycle.	Return upon receipt of later dated tape, same item number, or upon request.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
01C1-50-2	PTF.PRIORP(+1). (PTF prior episode master records - all records for the previous three FY's just ended.)	VHA (10).	Annually.	Return upon receipt of later dated tape, same item number, or upon request.	N/A
01C1-50-3	PTF.HISTMRG(+1). (PTF history masters for all FY's old enough to be history.)	VHA (10).	Annually.	Return upon receipt of later dated tape, same item number, or upon request.	N/A
01C1-50-4	PTF.HISTORY.FYXX.	VHA (10).	Annually.	Return upon receipt of later dated tape, same item number, or upon request.	N/A
01C1-51-1, 01C1-51-2, etc.	Resident Auditors Test Files, PTF.	VHA (10).	Monthly.	Return upon receipt of later dated tape, same item number, or upon request.	N/A
01C2-30-(1 thru 4)	MRXPRD.CEN.VNATO.MSTR. (YRXXX - One-day census of Patients in Hospitals.)	VHA (10).	Annually.	Return upon receipt of later dated tape, same item number, or upon request.	N/A

Appendix F

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
01H2-21-1, 01H2-21-2, etc.	Computer Program Manuals for OPC (Outpatient Staff System) programs contained on magnetic tape copies of operational system resident packs secured under item number 13C 1 • 1 1 • 1, etc.	AAC (200).	Same as Item B on Page F- 1.	Same as Item B on Page F- 1.	N/A
01H2-30-1 (formerly 01H2-30-3)	MRXPRD.OPC.VNATO.QTRX. SRTD.	VHA (10).	Quarterly.	Return upon receipt of five succeeding quarterly shipments, same item number, or upon request.	N/A
01H2-30-2 (formerly 01H2-30-4)	MRXPRD.OPC.VNATO.FYXX. SRTD. MASTER.	VHA (10).	As required by changes.	Return upon receipt of five succeeding shipments, same item number, or upon request.	N/A
01H2-51-1, 01H2-51-2, etc.	Resident Auditors Test Files, OPC. [See Item C on page F-2.)	4AC (200).	Same as Item C on Page F-2.	Same as Item C on Page F-2.	N/A
01H3-30-1	Daily Master Update containing Medical and Pharmacy Vendors from run 140. (FEE.ND140.MDPRMSTR).	VHA (10).	Daily.	Return upon receipt of 20 later dated tapes, same item number, or upon request.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
01H3-30-2	Quarterly Master update containing the Veterans file from run 600. (FEE.ND600.VETMSTR).	VHA (10).	Quarterly.	Return upon receipt of five succeeding quarterly shipments, or upon request.	N/A
01H3-30-3	Semi-Annual Master Update containing medical and pharmacy vendors. (FEE.NDSOO.MDPRMSTR).	VHA (10).	Semi-Annual.	Return upon receipt of three succeeding semi-annual shipments or upon request.	N/A
01H3-30-4	Annual End of Fiscal Year Master File Merge containing the merged Veterans master file (FEE.ND620.VETMRG).	VHA (10).	Annually - End of Fiscal Year.	Return upon receipt of later dated tape, same item number, or upon request.	N/A
01H3-30-5	Annual End of Calendar Year Master File Merge containing the merged medical and pharmacy vendors master file. (FEE.ND820.MDPRMRG).	VHA (10).	Annually - End of Calendar Year.	Return upon receipt of later dated tape, same item number, or upon request.	N/A
01H3-40-1	Daily transaction tapes containing control records coming in from Inforex. (FEE.ND060.TC994).	VHA (10).	Daily.	Return upon receipt of 20 later dated tapes, same item number, or upon request.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
01H3-40-2	Daily transaction tapes from run 080 containing control records from Accounts Receivable System (ARS). (FEE.ND080.TC994).	VHA (10).	Daily.	Return upon receipt of 20 later dated tapes, same item number, or upon request.	N/A
01H3-40-3	Daily transaction tapes from run 080 containing all Master Record Adjustment's (MRA's) and payments to be used in the daily processing of FEE BASIS. (FEE.ND080.TRANS).	VHA (10).	Daily.	Return upon receipt of 20 later dated tapes, same item number, or upon request.	N/A
01H3-40-4	Daily transaction tapes containing cumulative payment not released due to T/C 994. (FEE.ND120.HOLD PMT).	VHA (10).	Daily.	Return upon receipt of 20 later dated tapes, same item number, or upon request.	N/A
01H3-40-5	Monthly Transaction Tapes containing payments of less than 5 dollars. (FEE.ND240.LTFIVE).	VHA (10).	Monthly.	Return upon receipt of three succeeding months' shipments, or upon request.	N/A
01H3-40-6	Quarterly Transaction Tapes, from run 600, containing medical cumulative payments.	VHA (10).	Quarterly.	Return upon receipt of five succeeding quarterly shipments, or upon request.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
01H3-40-7	Quarterly Transaction Tapes, from run 600, containing pharmacy cumulative payments.	VHA (10).	Quarterly.	Return upon receipt of five succeeding quarterly shipments, or upon request.	N/A
01H3-40-8	End of Fiscal Year Transaction File containing the medical cumulative file merged by fiscal year. (FEE.ND60.MEDMRG).	VHA (10).	Annually – End of Fiscal Year.	Return upon receipt of later dated tape, same item number, or upon request.	N/A
01H3-40-9	End of Fiscal Year Transaction File containing the pharmacy cumulative file merged by fiscal year. (FEE.ND620PHARMRG).	VHA(10).	Annually – End of Fiscal Year.	Return upon receipt of later dated tape, same item number, or upon request.	N/A
01H3-40-12	MRX.FEE.VNATO R225 NODEXT. (Notice of death extract, including station number.)	VHA (10).	Monthly.	Return upon receipt of 18 monthly shipments, or upon request.	N/A
01H3-40-13	MRXPRD.FEE.VNATO.S01.MDPRM STR. (FEE Special).	VHA (10).	As required (approximately every six months).	Return upon receipt of later dated tape, same item number, or upon request.	N/A
01J5-20-1, 01J5-20-2, etc.	Computer Program Manuals for the Agent Orange Registry System (AGO).	4AC (200).	Same as Item B on Page F-1.	Same as Item B on Page F-1.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
0155-30-1	AGOR.SECURITY Agent Orange security backup tape.	VHA (10).	Monthly, after End of Month processing.	Return upon receipt of three succeeding months' shipments, or upon request.	N/A
02	MANPOWER ADMINISTRATION SUBSYSTEM FILES				N/A
02A1-12-1, 02A1-12-2 etc.	Model 360/20 Program Tapes or Card Decks, Personnel and Accounting Integrated Pay Data (PAID) System. See Item A on Page F-1.	AAC (200).	Same as Item A on Page F- 1.	Same as Item A on Page F- 1.	N/A
02A1-13-1, 02A1-13-2 etc.	Model 140 1 Program Tapes or Card Decks, PAID. See Item A on Page F- 1.	AAC (200).	Same as Item A on Page F- 1.	Same as Item A on Page F- 1.	N/A
02A1-14-1, 02A1-14-2, etc.	Model 7080 Program Tapes, PAID. See Item A above.	AAC (200).	Same as item A on Page F- 1.	Same as item A oii Page F-1.	N/A
02A1-21-1, 02A 1-22-2, etc.	Computer Program Manuals for PAID programs contained on magnetic tape copies of operational systems resident packs secured under Item 13C1-11-1, etc.	AAC (200).	Same as item B on Page F- 1.	Same as Item B on Page F-1.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
02A1-22-1, 02A1-22-2, etc.	Computer Program Manuals for programs secured under Item 02A1-12-1, etc.	AAC (200).	Same as Item B on Page F- 1.	Same as Item B on Page F- 1.	N/A
02A-23-1, 02A023-2, etc.	Computer Program Manuals for programs secured under item number 02A1-13-1, etc.	AAC (200).	Same as Item B on Page F- 1.	Same as Item B on Page F-1.	N/A
02A1-24-1, 02A1-24-2, etc.	Computer Programs Manuals for programs secured under Item 02A1-14-1, etc.	AAC (200).	Same as Item B on Page F- 1.	Same as Item B on Page F- 1.	N/A
02A1-30-1	Retirement Master Record Tapes, PAID. (One complete set).	Office of Human Resources & Administration (OHR&A) (006).	Monthly, after completion of month-end run.	Return upon receipt of succeeding months' shipment, same item number, or upon request.	N/A
02A1-30-2	Individual Employee Master Record Tapes, PAID.	OHR&A (006).	Monthly, after completion of month-end run	Retain until receipt of two succeeding months' shipments, then return upon request.	N/A
02A1-30-3	Cost Accounting Master Record Tapes (VACO, VBA, and OI&T).	VACO, VBA, and OI&T.	Monthly, after completion of the following month-end run.	Return upon receipt of succeeding month's shipment, same item number, or upon request.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
02A1-30-4	Cost Accounting Master Record Tapes (VHA, by cost center).	VHA (10).	Monthly, after completion of the following month-end run.	Return upon receipt of succeeding month's shipment, same item number, or upon request.	N/A
02A1-30-5	Cost Accounting Master Record Tapes (VHA, by sub accounts).	VHA (10).	Monthly, after completion of the following month-end run.	Return upon receipt of succeeding month's shipment, same item number, or upon request.	N/A
02A1-40-1	Weekly and End of Month Updating Transaction Tapes. (Updating the individual employee master record tapes, PAID, one complete set.)	OHR&A (006).	Upon completion of processing run.	Return with individual employee master record tapes, PAID, Item 02A 1-30-2 dated one month earlier than these transaction tapes, or upon request.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
02A1-40-2	Biweekly and Special Pay Adjustment Transaction Tapes, PAID (One Complete Set).	OHR&A (006).	Upon completion of processing run	Return with individual employee master record tapes. PAID Item 02A1-30-1, dated one month earlier than these transaction tapes, or upon request.	N/A
02A1-50-1	Individual Retirement Record, SF 2806. (Microfilm of master closed file.)	OHR&A (006).	One-time submission following final conversion to PAID.	Retain.	N/A
02A1-51-1 02A1-51-2, etc.	Resident Auditors Test Files, PAID. See Item C above.	AAC (200).	Same as Item C on Page F-2.	Same as Item C on Page F-2.	N/A
03	LOAN GUARANTY SUBSYSTEM FILES				N/A
03C1-12-1 03C1-12-2, etc.	Model 360/20 Program Tapes or Card Decks, Nationwide Portfolio Loan System Level II (NPL II). See Item A above.	AAC (200).	Same as Item A on Page F-1.	Same as Item A on Page F-1.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
03C1-21-1, 03C1-21-2, etc.	Computer Program Manuals for NPL II programs contained on the magnetic tape copies of operational systems resident packs secured under Item 13C1-1 I-1, etc.	AAC (200).	Same as Item B on Page F- 1.	Same as Item B on Page F- 1.	N/A
03C1-22-1, 03C1-22-2, etc.	Computer Program Manuals for programs secured under Item 03C1-12-1, etc.	AAC (200).	Same as Item B on Page F- 1.	Same as Item B on Page F- 1.	N/A
03C1-30-2	EOM Tax Description Master Records Tapes, NPL II.	VBA (20).	Monthly, after completion of two updates after the end of month.	Return upon receipt of two succeeding months' shipments, or upon request.	N/A
03C1-30-3	Tax Collectors' Master Record Tapes, NPL II.	VBA (20).	Whenever the file is reorganized.	Return upon receipt if later dated tapes, same item number, or upon request	N/A
03C1-40-1	Daiiy Sorted Accepted Transaction Tapes, NPL II.	VBA (20).	Daily, after completion of two succeeding file updates.	Return with Main vmaster Record Tapes, tern 03C1-30-1, lated one month arlier, or upon equest.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
03C1-40-2	Unsorted Tax and Insurance Parameter Card File Tapes, NPL II.	VBA (20).	After completion of the next succeeding update and processing run.	Return with Main Master Record Tapes, Item 03C1-30-1, dated one month earlier, or upon request.	N/A
03C1-50-1	End of Month Updated Inactive File Tapes, NPL II.	VBA (20).	Monthly, after completion of monthly processing	Return upon receipt of two succeeding months' shipments, or upon request.	N/A
03C1-50-2	End of Month Updated Vendee Report File Tapes, NPL II.	VBA (20).	Monthly, after completion of monthly processing.	Return upon receipt of two succeeding months' shipments, or upon request.	N/A
03C1-50-3	Suspended Credits Record File Tapes, NPL II.	VBA (20j).	Monthly, after files reorganization.	Return with Main Master Record Tapes, Item 03C1-30-1, same month, or upon request.	N/A
03C1-50-4	Master Copy of PLACE transaction list microfiche records produced on Computer Output Microfilm (COM) (secure master).	VBA (20).	90 days after 12-month listings have been microfiched.	Destroy 10 years after the last loan established under the loan program is closed out.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
03C1-51-1, 03C1-51-2, etc.	Resident Auditors Test Files, NPL II. See Item C on Page F-2.	AAC (200).	Same as Item C on Page F-2.	Same as Item C on Page F-2.	N/A
03D1-50-13	Master Copy of PMS 12-month transaction list microfiche records produced on COM (secure master).	VBA (20).	90 days after 12-month listing have been microfiched.	Destroy 10 years after the last property acquired by the VA has been closed.	N/A
03H1-21-1 03H1-21-2, etc.	Computer Program Manuals for Liquidation and Claims System (LCS) programs contained on magnetic tape copies of operational systems resident packs secured under Item 13C1 - 11-1, etc.	AAC (200).	Same as Item B on Page F- 1.	Same as Item B on Page F-1.	N/A
03H1-30-1	LCS Active Master File consisting of master records of pending defaults, pending liquidations and pending claims on GI Loan and VAR 4600 sold vendee accounts. (Identified as LCSAMRS).	VBA (20).	Monthly.	Return upon receipt of three succeeding months' shipments, same item number, or upon request.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
03H1-30-2	LCS Terminated Master File consisting of GI Loan default records that have been liquidated and claim paid, GI Loans acquired under VAR 43 18 or 1820 and VAR 4600 loans that have been repurchased. (Identified as LCSTMRS).	VBA (20).	Monthly.	Return upon receipt of three succeeding months' shipments, same item number, or upon request.	N/A
03H1-30-3	LCS Cured Master File consisting of master record past episodes of default and all intervening actions leading up to a reported cure on a GI loan and VAR 4600 loans. (Identified as LCSMRS).	VBA (20).	Monthly.	Return upon receipt of three succeeding months' shipments, same item number, or upon request.	N/A
03H1-40-1	LCS Sorted Input Transaction File. (Identified as LCSACCT).	VBA (20).	Daily.	Return with LCS Active Master File, Item 03H1-30-1, dated one month earlier, or upon request.	N/A
03H1-51-1, 03H1-51-2, etc.	Resident Auditors Test Files for LCS. See Item C on Page F-2.	AAC (200).	Same as Item C on Page F-2.	Same as Item C on Page F-2.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) *(Continued)*
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
04	LOGISTIC SUBSYSTEM FILES				
04A1-12-1, 04A1-12-2, etc.	Model 360/20 Program Tapes of Card Decks, SUP (Supply Operations System). See Item A above.	AAC (200).	Same as Item A on Page F- 1.	Same as Item A on Page F-1.	N/A
04A1-21-1, 04A 1-2 1-2, etc.	Computer Program Manuals for SUP programs contained on the magnetic tape copies of operational systems resident packs secured under Item 13C1-1 1-1, etc.	AAC (200).	Same as Item B on Page F- 1.	Same as Item B on Page F- 1.	N/A
04A 1-22-1, 04A 1-22-2, etc.	Computer Program Manuals for programs secured under Item 04A1-12-1, etc.	AAC (200).	Same as Item B on Page F- 1.	Same as Item B on Page F-1.	N/A
04A1-30-1	End of Month Master Record Tapes, SUP. (One complete set, consisting of M/R output from runs 302,305, and 309; and tape copy of Balance Forward Card Deck.)	AAC (200).	Same as Item B on Page F- i .	Same as Item B on Page F-i.	N/A
04A1-51-1, 04A1-5 1-2, etc.	Resident Auditors Test Files, SUP. See Item C on Page F-2.	4AC (200).	Same as Item C on Page F-2.	Same as Item C on Page F-2.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
04B1-30-1	End of Month Master Record Tapes, Depot Interim System Logistic (LOG) I (One complete set.)	VBA (20).	Monthly, upon completion of the following month's end-of-month processing.	Return upon receipt of two succeeding months' shipments, or upon request.	N/A
04B1-40-1	Daily Sorted and Combined Transaction Tapes, Depot Interim System, LOG I. (One complete set.)	VBA (20).	Daily, after successful completion of next three succeeding workdays' processing.	Return with master record tapes, Item 04B 1-3 0- 1, dated one month earlier than this transaction tape, or upon request.	N/A
04B1-51-1, 04B1-5 1-2, etc.	Resident Auditors Test Files, LOG I. See Item C above.	AAC (200).	Same as Item C on Page F-2.	Same as Item C on Page F-2.	N/A
05	FACILITY PLANNING AND CONSTRUCTION SUBSYSTEM FILES				
05A1-21-1, 05A1-21-2, etc.	Computer Program Manuals for Facility Planning and Construction Subsystem (FP&C) programs contained on the magnetic tape copies of operational systems resident packs secured under Item 13C1-11-1, etc.	AAC (200).	Same as Item B on Page F- 1.	Same as Item B on Page F-1.	N/A

VITAL RECORDS SCHEDULE
 AUSTIN AUTOMATION CENTER (AAC) (Continued)
 CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
05A1-30-1	FP&C Master Equipment File, Application Master Equipment File and Equipment Selector File Master Records Data Tapes. (Sequentially arranged MEF and ESF records rewritten onto the computerized file.)	VHA (10).	Whenever the master equipment selector files are reorganized.	Return upon receipt of later dated tapes, same item number, or upon request.	N/A
05A1-30-2	FP&C Requirements Data Application File Data Tapes.	VHA (10).	Whenever the requirements data file is reorganized.	Return upon receipt of later dated tapes, same item number, or upon request.	N/A
05A1-40-1	FP&C Requirements Data Application SORTED input Transaction Tape Files.	VHA (10).	After the next two succeeding processing workdays' have been successfully completed.	Return upon receipt of later dated requirements data file tapes, Item 05A 1-30-2, or upon request.	N/A
05D -30-1	Centralized Accounting System for Construction Scheduling (CASCA) Master Records Multi-file Security tapes (nine files • Weekly Run KDFWEC).	VHA (10).	Weekly.	Return upon receipt of three successive shipments, same item number, or upon request.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC), (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
05D1-30-2	CASCA Master Records Multi-tile Security Tapes (13 tiles-Monthly Run HDFMSEC). INPT-Daily Run.	VHA (10).	Monthly.	Return upon receipt of three successive shipments, same item number, or upon request.	N/A
05D1-40-1	CASCA Transaction Security Tapes. HDF.SECR INPT - Daily Run HDFDISPI, HDFDISPA, or HDFDISPB.	VHA (10).	Daily.	Return with CASCA Master Records Tapes, Item 05D1-30-1, dated one week earlier than these transaction tapes, or upon request.	N/A
05A1-51-1, 05A1-51-2, etc.	Resident Auditors Test Files, FP&C. See Item C on Page F-2.	AAC (200).	Same as Item C on Page F-2.	Same as Item C on Page F-2.	N/A
05D1-21-1, 05D1-21-2, etc.	Computer Program Manuals for CASCA programs contained on the magnetic tape copies of operational systems resident packs secured under Item 13C1-11-1, etc.	AAC (200).	Same as Item B on Page F- 1.	Same as Item B on Page F- 1.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
05D1-51-1, 05D1 51-2. etc.	Resident Auditors Test Files, CASCA. See Item C on Page F-2.	AAC (200).	Same as Item C on Page F-2.	Same as Item C on Page F-2.	N/A
10	BENEFICIARY IDENTIFICATION AND RECORDS LOCATOR SUBSYSTEM				N/A
10A1-12-1, 10A1-12-2, etc.	Model 360/20 Program Tapes or Card Decks. Beneficiary Identification and Records Locator Subsystem (BIRLS). See Item A on Page F- 1.	AAC (200).	Same as Item A on Page F- 1.	Same as Item A on Page F- 1.	N/A
10A1-13-1, 10A1-13-2, etc.	Model 1401 Program Tapes or Card Decks. BIRLS. See Item A on Page F- etc.	AAC (200).	Same as Item A on Page F- 1.	Same as Item A on Page F- 1.	N/A
10A1-21-1, 10A1-21-2, etc.	Computer Program Manuals for BIRLS programs contained on the magnetic tape copies of operational system resident packs secured under Item 13C1-1 1-1, etc.	AAC (200).	Same as item B on Page F- 1.	Same as item B on Page F- 1.	N/A
10A1-23-1, 10A1-23-2, etc.	Computer Program Manuals for programs secured under Item 10A1-13-1, etc.	AAC (200).	Same as Item B on Page F- 1.	Same as Item B on Page F- 1.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
10A1-30-1	Alphabetic Master Record File Tapes, BIRLS. (One duplicate set of the complete master record file.)	VBA (20).	Biweekly.	Return upon receipt of three succeeding shipments, same item number, or upon request.	N/A
10A1-30-2	Numeric Master Record File Tapes, BIRLS. (One duplicate set of the complete master record file.)	VBA (20).	Biweekly.	Return upon receipt of three succeeding shipments, same item number, or upon request.	N/A
10A1-30-3	System Index File Tapes, BIRLS. (One duplicate set of the complete file.)	VBA (20).	Biweekly.	Return upon receipt of three succeeding shipments, same item number, or upon request.	N/A
10A1-40-1 through 10A1-40-44	Consolidated Daily Transaction Tape File and Diary File, BIRLS. (One duplicate copy of the complete set.)	VBA (20).	Daily, after IDX3 10 dispersal run.	Return upon receipt of later dated tape, same item number, or upon request.	N/A
10A1-50-1	Microfilm of Claims Register Listings.	VBA (20).	Monthly or on completion of a 100 foot reel.	Retain.	N/A
10A1-51-1	Resident Auditors Test Files, BIRLS. See Item C on Page F-2.	AAC (200).	Annually in June.	Same as Item C on Page F-2.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
12	CENTRALIZED ACCOUNTING FOR LOCAL MANAGEMENT SUBSYSTEM FILES				
12B2-12-1, 12B2-12-2, etc.	Model 360/20 Program Tapes or Card Decks, Centralized Accounting for Local Management Subsystem (CALM). See Item A on Page F- 1.	AAC (200).	Same as Item A on Page F- 1.	Same as Item A on Page F- 1.	N/A
12B2-13-1, 12B2-13-2, etc.	Model 1401 Program Tapes or Card Decks, CALM. See Item A on Page F-1	AAC (200).	Same as Item A on Page F- 1.	Same as Item A on Page F- 1.	N/A
12B2-21-1, 12B2-21-2, etc.	Computer Program Manuals for CALM programs contained on the magnetic tape copies of operational systems resident packs secured under Item 13C1-1 1-1, etc.	AAC (200).	Same as Item B on Page F- 1.	Same as Item B on Page F- 1.	N/A
12B2-22-1, 12B2-22-2, etc.	Computer Program Manuals for programs secured under Item 12B2- 12- 1, etc.	AAC (200).	Same as Item B on Page F-1.	Same as Item B on Page F- 1.	N/A
12B2-23-1, 12B2-23-2, etc.	Computer Program Manuals for programs secured under Item 12B2-13-1, etc.	4AC (200).	Same as Item B on Page F- 1.	Same as Item B on Page F- 1.	N/A

**VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS**

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
12B2-40-1	CALM EXCUM. (Input Tape file used during the End of Accounting Month execution CLMC 120X, one complete set.)	OM (004).	Monthly.	Return upon receipt of later dated tapes, same item number, or upon request.	N/A
12B2-40-2	CALM COST FOR CARDS. (CLMG130X tapes used as input to <i>next</i> End of Month, one complete set.)	OM (004).	Monthly.	Return upon receipt of later dated tapes, same item number, or upon request.	N/A
12B2-40-3	CLMEXTRA. (End of Month tapes created from Run CLMS 115X and used as a companion input tape with Item 12B2-40- 1, CLMEXCUM, one complete set.)	OM (004).	Monthly.	Return upon receipt of later dated tapes, same item number, or upon request	N/A
12B2-40-4	CALM EXECUM DAILY OUTPUT. (Tapes from CLMC 120X other than End of Accounting Month tapes, one complete set.)	OM (004).	Daily.	Return upon receipt of five succeeding shipments, same item number, or upon request.	N/A

**VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS**

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
12B2-40-5	CLMVEND DAILY MASTER RECORD TAPES. (Tapes containing listing of vendors by Vendor ID, Station Fund Control Point Number and the Distribution tables for selected accounts to be broken down for redistribution to selected cost centers. The Daily Tape for the last update of the TD Form 1099 Amount Field for the Calendar Year is CLMVEND • one complete set.)	OM (004).	Daily.	Return upon receipt of five succeeding shipments, same item number, or upon request.	N/A
12B2-50-1	CALM VEND EOY MASTER RECORD TAPES. (Identified as the input tapes to CLMGIIIX that issues TD Form 1099 for the Internal Revenue Service. The output CLMVEND File from CLMG111X Item 12B-40-2 for the second to last workday of the calendar year.) Current and all prior years.	OM (004).	Annually.	Return upon receipt of later dated tapes, same item number, or upon request.	N/A
12B2-50-2	Master copy of CALM microfilm records produced on COM.	OM (004).	Monthly, after the succeeding months CALM records have been microfilmed.	Destroy 10 years after the close of the fiscal year in which created, unless the originating office requests some other disposition.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
12B2-51-1	Resident Auditors Test Files, CALM. See Item C on Page F-2.	AAC (200).	Same as Item C on Page F-2.	Same as Item C on Page F-2.	N/A
13.	SYSTEM CONTROL SUBSYSTEM FILES				
13C1-01-1, 13C1-01-2, etc.	Model 360/40-65 Programs' Source Program Language Data Files. (Two separate magnetic tape copies of source program language data files for model 360/40-65 programs intended for repeated usage.)	AAC (200).	Weekly.	Return upon receipt of two successive shipments, same item number, or upon request.	N/A
13C1-02-1, 13C1-02-2, etc.	Model 360/20 Programs' Source Program Language Data Files. (Two separate copies of source program language data files for model 360/20 programs intended for repeated usage.)	AAC (200).	As required.	Return upon receipt of later dated tape, same item number, or upon request.	N/A
13C1-12-1, 13C1-12-2, etc.	Model 360/20 Program Tapes or Card Decks. (Two complete sets, all model 360/20 programs used to process applications on a NATIONWIDE BASIS and for which specific item numbers are not assigned elsewhere in this appendix.)	AAC (200).	Same as Item A on Page F- 1.	Same as Item A on Page F- 1.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
13C1-21-1, 13C1-21-2, etc.	Computer Program Manuals, for programs contained on the magnetic tape copies of systems resident packs secured under Item 13C1-11-1, etc., and for which specific item numbers are not assigned elsewhere.	AAC (200).	Same as Item B on Page F-1.	Same as Item B on Page F-1.	N/A
13C1-22-1, 13C1-22-2, etc.	Computer Program Manuals for programs secured under Item 13C1-12-1, etc.	AAC (200).	Same as Item B on Page F-1.	Same as Item B on Page F-1.	N/A
20	MISCELLANEOUS COMPUTER APPLICATION FILES				
20B8-12-1, 20B8-12-2, etc.	Model 360/20 Program Tapes or Card Decks; Veterans Assistance Data System (VADS). See Item A above.	AAC (200).	Same as Item A on Page F-1.	Same as Item A on Page F-1.	N/A
20B8-21-1, 20B8-21-2, etc.	Computer Program Manuals for VADS programs contained on the magnetic tape copies of operational systems resident packs secured under Item 13C1-11-1, etc.	AAC (200).			N/A
20B8-22-1, 20B8-22-2, etc.	Computer Program Manuals for programs secured under Item 20B8-12-1, etc.	AAC (200).	Same as Item B on Page F-1.	Same as Item B on Page F-1.	N/A

VITAL RECORDS SCHEDULE
AUSTIN AUTOMATION CENTER (AAC) (Continued)
CATEGORY B VITAL RECORDS

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
20B8-30-1, 20B8-30-2, etc.	VADS Master (identified as VAD. VAD. 12. DUP 1 (+1)), containing biweekly files of OLD VADS Master records merged into a monthly file.	VBA (20).	Monthly.	Return upon receipt of later dated tape, same item number, or upon request.	N/A
20B8-50-1, 20B8-50-2, etc.	VADS History Tape (identified as VAD 500. HSTDUP (t-1)) containing records purged from the expanded VADS Master File.	VBA (20).	Annually and after tapes have been in storage for 12 months.	Return upon receipt of later dated tape, same item number, or upon request.	N/A
20B8-51-1, 20B8-5 1-2, etc.	Resident Auditors Test Files, VADS. See Item C on Page F-2.	AAC (200).	Same as Item C on Page F-2.	Same as Item C on Page F-2.	N/A

**VITAL RECORDS SCHEDULE
SHARED SERVICE CENTER (PAYVA)
CATEGORY B VITAL RECORDS**

Item Number	Records Description	Office of Jurisdiction	Shipping Schedule	Disposition at the RC&V	Disposition at other Relocation Site
00-1	Bidders Lists. (Names and addresses of firms invited to submit bids-in paper form.)	PAYVA (10204R).	Annually in September.	Destroy upon receipt of succeeding years' list.	N/A]