

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM <i>(Agency or establishment)</i> Department of Veterans Affairs	
2. MAJOR SUBDIVISION Office of Information and Technology (005)	
3. MINOR SUBDIVISION Austin Automation Center (AAC)	
4. NAME OF PERSON WITH WHOM TO CONFER  Linda L. Voges	5. TELEPHONE  (512) 326-6000

LEAVE BLANK (NARA use only)	
JOB NUMBER <b>N1-15-01-5</b>	
DATE RECEIVED <b>5/24/2001</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10.	
DATE <b>9-17-03</b>	<b>WITHDRAWN</b>

6. AGENCY CERTIFICATION		
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,		
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE <b>5/24/01</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Donald L. Neilson</i> Donald L. Neilson	TITLE Dir., Information Mgmt. Svc. (045A4)

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The Automated Customer Registration System (ACRS) Time Sharing Request Form, VA Form 9957 or Equivalent. This file consist of administrative records that contain personal information about an individual who has been submitted for access to the VA Austin Automation Center (AAC) Federal government computer system resources, in accordance with Federal computer requirements. This administrative paperwork involves adding, modifying, or deleting access privileges to the computer resources at AAC, as well as a computer database used to grant access to those resources.</p> <p>The records contains pertinent information on each individual. That information includes name, time sharing ID number, Social Security Number (SSN), business telephone number, business facility or station number/suffix, mail routing symbol or stop code, job title and/or other information relating to computer</p> <p><i>cc Agency, NR, NWMD</i></p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS) USE ONLY)</i>
1.	<p>system access permissions granted to the individual.</p> <p>The records are maintained on two types of mediums, paper and electronic formats. The facility that generates the initial paperwork maintains paper records at their location. Paper and/or electronic versions of VA Form 9957 or equivalent are sent to AAC are maintained within the facility.</p> <p>All paper records are maintained at the AAC by facility station number/suffix and then alphabetically by the individual's name. Electronic records are maintained by the individual's name and date of issue. They are filed and retrieved by the individual's name and SSN, if needed, and/or other identifying information.</p> <p>Access to the files is restricted. The information is submitted by VA facilities, other government agencies, and selected vendors. The records are maintained under Privacy Act System of Records -- Automated Customer Registration System -- VA 87VA045, published in the Federal Register on December 13, 1995, at pages 64098 - 64099.</p> <p>ACRS Time Sharing Request Form, VA Form 9957 or equivalent maintained by VA facilities, other government agencies, and selected vendors.</p> <p>a. Purge files of the records of those individuals whose access privileges to computer resources was modified or changed. Destroy purged records 6 months after access privileges are modified.</p> <p>b. Purge files of the records of those individuals who no longer have access privileges to computer resources. Destroy purged records 3 after access privileges are cancelled.</p>		

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2.	<p>c. Miscellaneous records and reports concerning access privileges to computer resources.</p> <p>Destroy 3 years after creation date.</p> <p>Automated Customer Registration Systems (ACRS) maintained at AAC.</p> <p>a. Input documents for those individuals whose access privileges to computer resources was modified or changed. Destroy purged records 6 months after access privileges were modified.</p> <p>b. Input documents for those individuals who no longer have access privileges to computer resources. Destroy purged records 3 years after access privileges are cancelled.</p> <p>c. ACRS Database Records</p> <p>Destroy 6 months after those individuals who have access privileges to computer resources has been modified or purged from the system.</p>		