Biggs
Tape Library Management System
Data Media Storage Retention Form

To: Tape Librarian   Date ____/____/_____

From:_____   **Phone**: _____

Agency:_____   **System**:_____

Request for: Virtual _____

New <u>D</u>ata <u>S</u>et <u>N</u>ame (DSN): _____(File#1)

Created in Job Name:_____ Step Name:_____

If tape: Retention Period* (RETPD)_____# of DAYS/YEARS/CYCLES (circle one)

If tape: <u>G</u>eneration <u>D</u>ata <u>G</u>roup (GDG) _____# of generations required in System Catalog

If multiple tapes files will be residing on a single volume:

               List Job/Step names the imbedded**files will be created in and DSNs:

Job Names	Step Names	Data Set Names (DSNs)
File #2 _____	_____	_____
File #3 _____	_____	_____
File #4 _____	_____	_____
File #5 _____	_____	_____
ETC: _____	_____	_____

If this is for a reel or cartridge that will be **sent outside** of OIS/DTI, check here:_____ and record the
recipient's name, state agency, and address, below.
If this is to go to **Archives** please check here:_____

****Note**: The RETPD/EXPDT subparameters should not be specified in JCL statements for tape output
because TLMS controls output retention periods. For disk data sets, your JCL RETPD/EXPDT parms
control retention periods.
**For a tape with multiple files, the controlling retention period is the one specified for the first file
(File#1).

Additional guidelines on back:

Guidelines for completing the "***Tape Library Management System***
Data Media Storage Retention Form" (DMSR)

This form should be used to request a new tape (reel or cartridge) or disk GDG
(generation data group)

Example: 1. Request for a new tape cartridge….
　　　Request for: Cartridge **XX**
　　　New Data Set Name: **N25.Pninfo.Atape**
　　　Created in Job Name: **F25UA505** Step Name: **F25UA505**
　　　If tape: Retention Period: **1 year**

Example: 2.   Request for a new Disk GDG data set…
　　　Request for: Disk GDG. **XX**
　　　New Data Set Name: **N25.Pninfo.Adisk**
　　　Created in Job Name: **F25UA505** Step Name: **F25UA505**
　　　If Generation Data Group: **5**# of generations required in System Catalog

Example: 3. Request for a new tape cartridge that will also be a GDG…
　　　Request for: Cartridge **XX**
　　　New Date Set Name: **N25.Pninfo.Atategdg**
　　　Created in Job Name: **F25UA505** Step Name: **F25UA505**
　　　If tape: Retention Period: **60 days**
　　　If Generation Data Group: **5#** of generations required in System Catalog

A BLKSIZE value of –0- is recommend for new datasets, since the system will
automatically assign an optimal value based on device type. Additionally, for GDGs, we
do not define a "model" for new files. Instead, your JCL should reference the model:
MODEL, then over-ride the RECFM, LRECL, AND BLKSIZE values.
Example: DCB=(MODEL,RECFM=FB,LRECL=1000,BLKSIZE=0).