

Tape Library Management System
Data Media Storage Retention Form

To: Storage Management Date ____/____/____

From: _____ Phone: _____

Agency: _____ System: _____

Request for: Virtual _____ Disk GDG _____ (check one)

New Data Set Name (DSN): _____ (File#1)

Created in Job Name: _____ Step Name: _____

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

If tape: **Generation Data Group** (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:

	<u>Job Names</u>	<u>Step Names</u>	<u>Data Set Names (DSNs)</u>
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 (cartridge) or disk GDG (generation data group)

Example: 1. Request for a new Virtual tape

Request for: Virtual **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 Virtual tape 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).