

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 16 78 6	
DATE RECEIVED JUL 7 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>7-19-78</i> Date acting	<i>James E. O'Neill</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
USDA

2. MAJOR SUBDIVISION
OFFICE OF OPERATIONS AND FINANCE

3. MINOR SUBDIVISION
NATIONAL FINANCE CENTER

4. NAME OF PERSON WITH WHOM TO CONFER
ALFRED C. DUNKIN

5. TEL EXT
680-5367

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 2 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>2-28-78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Alfred C. Dunkin</i>	E. TITLE <i>Management Analyst</i>
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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>GRS-VARIOUS SCHEDULES AND ITEMS</p> <p><u>Various Records</u></p> <p>Request approval to microfilm source documents such as Time and Attendance Reports, Gasoline Transmittals and Invoices, Utility Transmittals and Invoices, Telephone Transmittals and Invoices, Imprest Funds Transmittals and Vouchers, Fedstrip Requisitions and Billings, Uniform Allowances, Casual Time Payments (CETR's), Purchase Order Invoices/Voucher (PVIN) AD-744, Travel Repayment Notice Letters, Billings and Collections, Soil Conservation Service Time and Progress Goals on Computer Computability Check Program (SCS Forms 111 & 120), Personnel Batches, Inquiry Documents, Management Accounting Structure Codes (MASC), MASC-Forest Service, Miscellaneous Payments, Billings Administrative (BLAD), Plan System Documents.</p> <p>Many benefits will be derived from this action such as having records of exact information received, eliminating out-of-file problems, eliminating misfiles, immediate access to information, more storage area, and considerable overall savings.</p> <p>The original records are required to be held less than</p>		<i>2 items</i>

7-24-78 MJA
NNF NINB, INC, & Agency

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2-28-78	<i>Alfred C. Dunkin</i>	<i>Management Analyst</i>

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1.	<p>10 years and their exact retention periods may be found in the GRS.</p> <p>Original documents will be destroyed after placing them on microfilm.</p> <p>a. Paper Records - Destroy when ascertained that microfilm copies are adequate substitutes.</p> <p>b. Microfilm Records - Destroy in accordance with disposition standards set forth in GSA General Records Schedules.</p>		