

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-016-80-03

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

This schedule has been superseded by GRS 1.1/030 (DAA-GRS2013-0003-0004).

Date Reported: 10/06/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Handwritten: *Handwritten 6/20/80*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)  
**U.S. Department of Agriculture**

2 MAJOR SUBDIVISION  
**Office of Operation and Finance**

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
**Walter Fox**  
**Joyce A. Hooks**

5 TEL EXT  
**x74321**  
**x79270**

|   |   |
|---|---|
| LEAVE BLANK   |   |
| JOB NO  | NC1-16-80-3   |
| DATE RECEIVED   | 2-6-80  |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |   |
| Date  | <i>3-13-80</i> <i>James E. O'Neill</i><br><i>Archivist of the United States</i> |

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 \_\_\_\_\_ 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<br><i>1-30-80</i> | D SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Henry A. Arnold</i> | E. TITLE<br>Records Officer |
|---------------------------|--|-----------------------------|

| 7<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|--------------|--|---------------------------|--------------------|
| 1            | <p>Case file of Excess Personal Property Records. Files Contain</p> <ol style="list-style-type: none"> <li>1. Copies of Purchase order</li> <li>2. Report of unservicable, lost or Damaged Property Report</li> <li>3. Report of Transfer or Other Disposition or Construction of Property.</li> <li>4. Transfer, receiving and Disposition Report</li> <li>5. Report of Lost or Theft.</li> </ol> <p>These records document purchases and intra-agency transfers of Excess personal Property. Excess personal property printouts are generated from these records.</p> <p>This office is in the <b>process</b> of setting up a Management Information System and would like to hold on to these records for a period of 7 years. This 7 year period will allow all records to be entered into the system, and provide an adequate test period to see if the system is operational before disposing of the above records.</p> <p>These records are not presently on the O&amp;F Disposition Schedule. NC1-1678-1</p> |                           |                    |

**DESTROY WHEN 7 YEARS OLD**

*Handwritten notes:*  
115-107  
*Copies made*  
*Agency closed*  
*Out 2/26/80*  
*JE*