

Hand NCU 6 Feb 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	3-13-80 <i>James E. O'Neil</i> Archivist of the United States

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 1-30-80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Henry A. Arnold</i>	E. TITLE Records Officer
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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
1	<p>Case file of Excess Personal Property Records. Files Contain</p> <ol style="list-style-type: none"> <li>Copies of Purchase order</li> <li>Report of unservicable, lost or Damaged Property Report</li> <li>Report of Transfer or Other Disposition or Construction of Property.</li> <li>Transfer, receiving and Disposition Report</li> <li>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 process 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>DESTROY WHEN <u>7</u> YEARS OLD</p> <p>These records are not presently on the O&amp;F Disposition Schedule. NC1-1678-1</p>		

115-107  
*Copy to NLT  
agency  
closed  
out 3/26/80  
JC*