

24 June 82

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		LEAVE BLANK
1. FROM (AGENCY OR ESTABLISHMENT) U. S. Department of Agriculture		JOB NO. NC1-16-82-3
2. MAJOR SUBDIVISION Office of Personnel		DATE RECEIVED June 29, 1982
3. MINOR SUBDIVISION Executive & Employee Dev. Staff, Incentive Awards Unit		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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
4. NAME OF PERSON WITH WHOM TO CONFER Judy Keith Incentive Awards Specialist	5. TEL. EXT. 447-3266	8-17-82 Date
6. CERTIFICATE OF AGENCY REPRESENTATIVE.		<i>Robert M. King</i> Archivist of the United States

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 1 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 6/21/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon Roth</i>	E. TITLE Administrative Officer, Office of Personnel
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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><i>Paper</i></p> <p>Immediate disposal is requested for all <i>paper</i> records pertaining to the Secretary's Honor Awards Ceremony Arrangements (i.e. Committee Membership, award purchase orders, approval letters to the Agencies, etc.). Microfiche copies will be kept on each nomination, Security Check lists and the letter from the Secretary authorizing approval of the awards. All paper copies will be destroyed for the following years:</p> <p>1975 Files (See above description) 1976 Files (" ") 1977 Files (" ") 1978 Files (" ") 1979 Files (" ") 1980 Files (" ")</p> <p>Due to limited space, a prompt reply is requested. <i>Destroy upon filing</i> Request per GRS T-12 E.</p>	GRS 1/ 12e	
②	<p><i>Fiche</i></p> <p>Destroy in agency when no longer needed.</p>	GRS 1/ 12e (Submit 115)	<i>RTB + Copy Cherie 6/23/82</i>

115-107

Closed out: 8-19-82: UM
 Copies to agency: 8/19/82, by RTB
 to NNF 8/20/82
 no copy to FRC - No MDC sheet Required

STANDARD FORM 115 2 items
 Revised April, 1975
 Prescribed by General Services Administration
 FPMR (41 CFR) 101-11.4