

REQUEST FOR RECORDS DISPOSAL AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB #

N1-145-90-1

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

DATE RECEIVED

1/8/90

1 FROM (Agency or establishment)

U.S. Department of Agriculture

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2 MAJOR SUBDIVISION

Agricultural Stabilization and Conservation Service

3 MINOR SUBDIVISION

Washington & Field Offices

4 NAME OF PERSON WITH WHOM TO CONFER

Clarice A. Crumb

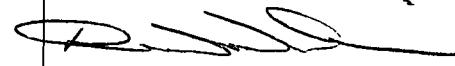
5 TELEPHONE EXT

447-7885

DATE

5/1/90

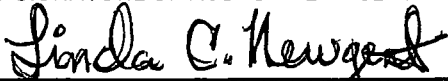
ARCHIVIST OF THE UNITED STATES



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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 1/2/90	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE ACTING Director, Management Services Division
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	Audit Case Files (GRS 22/2) Case files of internal audits of Agency administrative and program operations conducted by USDA Office of Inspector General. Files consist of Audit reports, correspondence, memoranda, and supporting working papers. Destroy 8 years after case is closed.	NC1-145 79-1/15	
2	Investigative Case Files (GRS 22/1b) Case files and related correspondence of investigations conducted by USDA Office of Inspector General of possible civil or criminal violations. Destroy 10 years after case is closed.	NC1-145 79-1/16 a & b	
3	Internal Control Documents Records consist of correspondence, contracts, management reviews, internal control reviews, reports, background information and related documentation pertaining to the plans adopted by ASCS to promote efficiency, effectiveness, and economy of its operations, safeguard assets against waste, loss or misuse, and ensure the accuracy and reliability of financial, statistical, and other reports in compliance with the Federal Managers' Financial Integrity Act and Office of Management and Budget Circular A-123. Destroy when 6 years old.		

Copy sent to agency
NCF, TMT 5/19/90

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
4	<p><u>County Operations Reviewer Program (CORP) Files.</u> The primary function of the CORP is to conduct comprehensive reviews of ASCS county office program and administrative operations in order to detect and/or prevent the occurrence of improper operations, program violations, and administrative problems.</p> <p>Records consist of reports, corrective action plans, and finding summaries.</p> <p>Destroy when 6 years old.</p>		