

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB

NI-145-90-2

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

DATE RECEIVED

8-16-90

**1 FROM (Agency or establishment)
U.S. Department of Agriculture**

NOTIFICATION TO AGENCY

**2 MAJOR SUBDIVISION
Agricultural Stabilization & Conservation Service**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

**3 MINOR SUBDIVISION
Washington and Field Offices**

**4 NAME OF PERSON WITH WHOM TO CONFER
Clarice A. Crumb**

**5 TELEPHONE EXT
447-7885**

DATE

ARCHIVIST OF THE UNITED STATES

12/27/90
Claudio Medina

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, 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 8/6/90	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Sinda C. Newyest</i>	D TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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	<p><u>Checks (CCC-184)</u></p> <p>Checks issued or made as a result of administration or or program obligations incurred by ASCS or CCC.</p> <p>A. Issued checks and Payment Statement (carbon copies of CCC-184's (county), and CCC 184-1's)</p> <p>Destroy when 2 years old.</p> <p>B. Voided checks</p> <p>Destroy when 1 year old.</p> <p>C. Data Transmittals - CCC-188-1's</p> <p>Destroy when 1 year old.</p> <p>D. Lost, Stolen or Destroyed Checks and Request for Issuance of Replacement Checks (CCC-373's), and related correspondence</p> <p>Destroy when 6 years old.</p> <p>E. Indemnity Bonds - CCC-361's</p> <p>Destroy when 6 years old.</p>	NCI-145 79-1/21 (a-j)	

Copy sent to NCF, Agency 1-9-90

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>F. Reports, receipts, and other documents relating to check control. Destroy when 3 years old.</p> <p>G. Paid Copy Destroy when 6 years old.</p>		