

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-145-90-4

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

DATE RECEIVED

8-30-90

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3 MINOR SUBDIVISION
Kansas City Commodity Office

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 *Claudia J. ...*

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 1 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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
8-28-90	<i>Sandra C. Neugebauer</i>	Director, Management Services Division

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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>Records relating to the control of and accounting for checks (CCC-374) issued by the Kansas City Commodity Office (KCCO).</p> <ul style="list-style-type: none"> A. Voided Checks Destroy when 1 year old. B. Canceled Checks Destroy when 2 years old. C. Schedule and Register of Check Disbursements (CCC-372) Destroy when 6 years old. D. Lost Stolen or Destroyed checks Request for Issuance of Replacement Check (CCC-373), Undertaking Of Indemnity Replacement Check (CCC-361) and other supporting documents Destroy when 6 years old. E. Claims (S.F.1055) and supporting documents Destroy when 6 years old. <p><i>Copies sent to Agency, NCF 1-9-91</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

7. ITEM NO.	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	F. Expired Checks Destroy when 6 years old.		