

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on Reverse)

LEAVE BLANK

JOB #

NI-145-90-5

DATE RECEIVED

8-30-90

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3 MINOR SUBDIVISION  
**Kansas City Management Office**

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

5 TELEPHONE EXT  
**447-7885**

DATE **12/27/90** ARCHIVIST OF THE UNITED STATES  
*Claudia Pfeiffer*

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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
8-28-90	<i>Linda C. Newgent</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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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><u>Check Accounting System (CAS)</u></p> <p>Records relating to the control of and accounting for checks (CCC-184). Source documents and outputs:</p> <p>A. The microfilm copies of all paid and cancelled checks.</p> <p>B. Exception List - Expired Issued Checks over 3 years old Account 3151-01</p> <p>C. The microfiche copy of Accepted Paid Checks (used for research purposes).</p> <p>D. The microfiche copy of Check Register and Recaps. The Register and Recaps provide:</p> <ol style="list-style-type: none"> <li>a detailed list of accepted current activity to support related journal voucher activity.</li> <li>control totals of registered activity.</li> <li>a detailed list of State and County Office Automation Project (SCOAP) issued/canceled/substituted check registered activity for automated program applications.</li> <li>control totals of SCOAP registered activity.</li> </ol>	NC1-145 81-3	

*Copies sent to agency, NCF 1-9-91*

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>E. The microfiched copy of Matched List. This listing provides a research list of liquidated transactions.</p> <p>F. The microfiche copy of Unmatched File in Check Number Sequence (used for research purposes).</p> <p>G. The microfiche copy of Unmatched File in Amount Sequence (used for research purposes).</p> <p>H. The microfiche copy of Unmatched File in Account and Check Number Sequence. This listing provides detailed support for monthend general ledger balances for accounts and a research list of the unmatched file in account and check number sequence.</p> <p>I. The microfiche copy of Unmatched File in Account and Amount Sequence (used for research purposes).</p> <p>Disposition: Destroy when 6 years old.</p>		