

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Handwritten: Rand Conversion Unit

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Agriculture

2. MAJOR SUBDIVISION
Agricultural Stabilization & Conservation Service

3. MINOR SUBDIVISION
Management Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
Head, Record Management Section

5. TEL EXT
447-3004

LEAVE BLANK	
JOB NO	
<u>NC1-145-81-1</u>	
DATE RECEIVED	
<u>December 3, 1980</u>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>12-30-80</u> Date	<i>[Signature]</i> 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 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 <u>11/26/80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Samuel T. Brown]</i>	E. TITLE <u>Acting Director, Management Services Division</u>
----------------------------	--	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Rand Conversion Unit Packages documenting the conversion of automated data programs from IBM to Honeywell equipment. Conversion packages include source programs, test documents, and results of tests.</p> <p>Retain for 3 years after completion of test.</p>	<u>GK'S 20, I, 4</u>	<i>1 item</i>

*Closed Out: 1-6-81: K.T.D.
Copy sent to Agency, NNF & NNR, & bNC-K*