

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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| LEAVE BLANK | |
| JOB NO <i>NC 1-145-84-2</i> | |
| DATE RECEIVED <i>3-9-84</i> | |
| 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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| <i>7-1-87</i> Date | WITHDRAWN Archivist of the United States |

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
Kansas City Management Office

4. NAME OF PERSON WITH WHOM TO CONFER
slw
Stephen N. Willis

5. TEL EXT
447-7886

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.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

| C. DATE | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE | |
|------------|--|-------------------------------------|------------------|
| 3/1/84 | <i>Jerry P. Loan</i> | Chief, Information Resources Branch | |
| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
| | Records Relating to the Control of and Accounting for Sight Drafts. Registers, lists, sight drafts and other records that are required to account for all sight drafts issued by ASCS field offices. This authority is limited to the following records at the Kansas City Management Office: A. The microfilm copy of all negotiated sight drafts. B. The computer generated microfiche monthly listing which matches all issued sight drafts with those that have been negotiated. This listing serves to identify all drafts that have been negotiated and is an index to A. C. The paper or microfiche copy (as appropriate) of the monthly list of all county office drafts over 3 years old that have not been negotiated or reissued. D. The paper or microfiche copy (as appropriate) of the monthly lists of all Commodity office drafts over 99 days old that have not been negotiated or reissued. | NC1-145-81-3 | WITHDRAWN |

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>Such Indemnity Bonds (Form CCC-316) and related correspondence as are necessary to determine whether a substitute draft has been issued as replacement for the original draft.</p> <p><u>Permanent.</u> The provisions of 31 USC 132 require the permanent honoring of government checks. In order to protect against fraud and abuse, key records monitoring checks must be kept permanently.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> | <p>NC1-145-81-3</p> | <p>WITHDRAWN</p> |