

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JO ~~145~~ ¹⁶¹ NCI-85-1

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

DATE RECEIVED
7-8-85

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Clarice Crumb

5 TELEPHONE EXT
447-7885

DATE
Jul 30, 1985

ARCHIVIST OF THE UNITED STATES
James H. Dinnidie

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 3 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 7-2-85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>James H. Dinnidie</i>	D TITLE Director, Info. Resources Mgmt. 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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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.	Warehouse Rules By-laws, articles of incorporation and resolutions of the specific warehouse company. Destroy 6 years after cancellation of last outstanding license.	NC1-136-79-1/131	
2.	Bonds , on individual warehousemen, required annually to cover the commodities stored in order to protect the interest of the farmer. Destroy 40 years after period covered.	NC1-136-79-1/132	

16 items

115-108 Copies to Agency, NC and NNF 10-31-85 JY

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF
2 of 3

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3.	<u>Financial Statement</u> on the warehouse company as required. Destroy 6 years after creation.	NC1-136-79-1/133	
4.	<u>Insurance policies</u> covering content of warehouse. Destroy 1 year after expiration of policy.	NC1-136-79-1/134	
5.	<u>Lease of land and/or building</u> by warehouse company. Destroy 6 years after expiration.	NC1-135-79-1/135	
6.	<u>Licenses</u> a. License to perform services of weight and inspection. Destroy 6 years after cancellation of license. b. License to operate warehouse company. Destroy 6 years after cancellation.	NC1-136-79-1/136	
7.	<u>Orders for printing</u> negotiable and non-negotiable pre-numbered receipt forms ordered to assure correct numbering and format. Destroy 6 years after all types of receipts on order have been reordered.	NC1-136-79-1/137	
8.	<u>Scale test and weight reports</u> Testing may be performed by the State or Federal government. Destroy when 6 years old.	NC1-136-79-1/138	
9.	<u>Reference Statement</u> of individual in charge of warehouse. Destroy 6 years after succeeding individual in charge has been designated.	NC1-136-79-1/139	
10.	<u>Reports</u> a. Warehouse examination report. Destroy 6 years after creation.	NC1-136-79-1/140	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
3 of 3

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. "Warehouse receipt register" (Grain, and "Master sheet" (Cotton), used to record the cancellation of all receipts.</p> <p style="padding-left: 40px;">Destroy each page 6 years after all receipts thereon are cancelled.</p> <p>c. Record of receipts summary.</p> <p style="padding-left: 40px;">Destroy 6 years after cancellation of warehouse license.</p>		
11.	<p><u>Tariffs</u> - Charges for storage and services rendered by the warehouse company.</p> <p style="padding-left: 40px;">Destroy 6 years after cancellation of warehouse license.</p>	NC1-136-79-1/141	
12.	<p><u>Samples of signatures of authority</u> kept for verification.</p> <p style="padding-left: 40px;">Destroy 6 years after authority is revoked.</p>	NC1-136-79-1/142	
13.	<p><u>Schedule</u></p> <p><u>Examiners Weekly Schedule.</u></p> <p style="padding-left: 40px;">Destroy 3 years after creation.</p>	NC1-136-79-143	