

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

6/24/80

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of the Army

2. MAJOR SUBDIVISION  
The Adjutant General Center

3. MINOR SUBDIVISION  
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

William P. Walsh

5. TEL EXT

693-1937

LEAVE BLANK	
JOB NO	NC1-AU-80-47
DATE RECEIVED	June 20, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	7-2-80
Archivist of the United States	<i>Jane E. O'Neil</i>

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 17 JUN 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE Chief, Records Mgt Division
GUY B. OLDAKER		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>Check Cashing Privilege Files (FN 314-08), AR 340-18-3. Documents relating to advancing, re-vo<u>l</u>ving or suspending, restoring, and general supervision of check cashing privileges. Included are letters to individuals about bad checks, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges; notices from banks that bank was in error; notices to activities that check cashing privileges have been suspended or restored for certain individuals, and related papers.</p> <p style="text-align: center;"><i>1 year after termination of suspension.</i></p> <p>Disposition: <del>Destroy after 3 years, or on discontinuance, whichever is first.</del></p> <p>Check cashing on Army installations is governed by AR 608-16, which requires installations to maintain files on all dishonored checks cashed in exchange for goods, service, or cash.</p> <p>The proponent of AR 608-16 was contacted and agrees that these files need not be maintained for three years. The rationale for this change is that once a dishonored check is redeemed</p>		<i>1 item</i>

115-107 *Pend ink change made per conversation with Bill Walsh 6/23/80 gm Army copy sent 7/17/80 gm*

**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>and other documents accumulated during this processing period, the case becomes inactive and is closed out annually and they recommend that the following disposition instructions be applied:</p> <p>Destroy 1 year after termination of suspension.</p>		