

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Treasury

2. MAJOR SUBDIVISION

Bureau of Government Financial Operations

3. MINOR SUBDIVISION

Division of Check Claims

4. NAME OF PERSON WITH WHOM TO CONFER

- Donald R. Ward

5. TEL. EXT.

447-1080

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 8 MAR 1978	JOB NO. NC 1 425 78 2
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 "with-drawn" in column 10.	
3-13-78 (Date)	<u>James B. Rhoads</u> Archivist of the United States

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.

2/17/78 Floyd Sandlin Asst. Director (Paperwork Management)

2/10/78 James O. Kanner Paperwork Management Officer
Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Original microfilm of paid and reconciled United States Government checks produced for the Check Truncation Program. Destroy 6 years and 7 months after the date of payment.		
2.	Duplicate microfilm of paid and reconciled United States Government checks produced for the Check Truncation Program. Destroy in action office when no longer needed for reference or when 6 years and seven months old, whichever is earlier.		

2 items

sent to agency, NCW - 3/14/78