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:

   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.

   2/17/78 Floyd Sandlin  Asst. Director (Paperwork Management)
   2/10/78 James O. Kenny  Paperwork Management Officer

   Date  (Signature of Agency Representative)  (Title)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Original microfilm of paid and reconciled United States</td>
<td>Destroy 6 years and 7 months after the date of payment.</td>
</tr>
<tr>
<td></td>
<td>Government checks produced for the Check Truncation Program.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Duplicate microfilm of paid and reconciled United States</td>
<td>Destroy in action office when no longer needed for reference or when 6 years and seven months old, whichever is earlier.</td>
</tr>
<tr>
<td></td>
<td>Government checks produced for the Check Truncation Program.</td>
<td></td>
</tr>
</tbody>
</table>

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4