

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-145-83-1	
DATE RECEIVED 12-24-82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 12-8-82	Archivist of the United States <i>[Signature]</i>

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
Agriculture Stabilization & Conservation Service

3. MINOR SUBDIVISION
Kansas City Field Office, Administrative Services Div.

4. NAME OF PERSON WITH WHOM TO CONFER
Daniel J. Rooney

5. TEL. EXT
447-5876

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 1 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 11/19/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Samuel T. Brown</i>	E. TITLE Director, Management Services Division
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p align="center"><u>Equipment Utilization Reports</u></p> <p>Detailed monthly billing reports received from the Kansas City Computer Center and the Fort Collins Computer Center. These reports detail the cost and computer time required for each computer application as well as other information. Series also includes manipulations and summaries of some of the information in the detail reports, such as grouping computer jobs by accounting cost center.</p> <p>The Kansas City Field Office uses these reports to project future computer requirements, to justify current and projected usage, and for budgetary computation, historical comparison, and research of agricultural farm programs performance. Since October 1982 these reports have been generated in both paper and microfiche form.</p> <p>a. Paper copies generated prior to October 1982 Destroy when 6 years old.</p> <p>b. Paper copies generated after September 1982 Destroy when 2 years old or when no longer needed, whichever is earlier.</p> <p>c. Microfiche copies generated after September 1982 Destroy when 6 years old.</p>		3 items

115-107

to agency, 12/13/82, by RB

to GKR & NNF - 12/13/82

Closed out: 12-14-82:cm

Copies to GKP, Agency & NNF

no MDC sheet needed