

ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded or obsolete. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

NA ITEMS. These items have no applicable status (active or inactive). These items cannot be used for disposition. For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

- (P) Permanent - item with permanent disposition**
- (T) Temporary - item with temporary disposition**

ITEM	STATUS	WHY INACTIVE
1	T (Inactive)	superseded by DAA-0161-2016-0003-0001
2	T (Active)	
3	T (Active)	
4	T (Active)	
5	T (Active)	
6 / a	T (Active)	
6 / b	T (Active)	
7	T (Active)	
8	T (Active)	
9	T (Active)	
10 / a	T (Active)	
10 / b	T (Active)	
10 / c	T (Active)	
11	T (Active)	
12	T (Active)	
13	T (Active)	

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REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB

161
NC1-145-85-1TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408DATE RECEIVED
7-8-85

1 FROM (Agency or establishment)

U.S. Department of Agriculture

2 MAJOR SUBDIVISION

Commodity Credit Corporation

3 MINOR SUBDIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4 NAME OF PERSON WITH WHOM TO CONFER

Clarice Crumb

5 TELEPHONE EXT

447-7885

DATE

9-23-85

ARCHIVIST OF THE UNITED STATES

James H. Diwiddie

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

James H. Diwiddie

D TITLE

Director, Info. Resources Mgmt. Division

7
ITEM
NO8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9 GRS OR
SUPERSEDED
JOB
CITATION10 ACTION
TAKEN
(NARS USE
ONLY)

This records disposition schedule supersedes items 131-143 of the previously approved Agricultural Marketing Service (AMS) records schedule - Job number NC1-136-79-1. These items provided retention periods for records created by the Warehouse Division of AMS. The Division's warehouse examination responsibilities, with the exception of seed and plant variety, have been transferred to the Agricultural Stabilization and Conservation Service (ASCS)/Commodity Credit Corporation (CCC). The AMS National Office and all Field Offices have been abolished and the warehousing functions have been merged with ASCS/CCC warehousing functions within the Kansas City Commodity Office. (See Job Number NC1-161-79-1).

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

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
	b. "Warehouse receipt register" (Grain, and "Master sheet" (Cotton), used to record the cancellation of all receipts. Destroy each page 6 years after all receipts thereon are cancelled. c. Record of receipts summary. Destroy 6 years after cancellation of warehouse license.		
11.	<u>Tariffs</u> - Charges for storage and services rendered by the warehouse company. Destroy 6 years after cancellation of warehouse license.	NC1-136-79-1/141	
12.	<u>Samples of signatures of authority</u> kept for verification. Destroy 6 years after authority is revoked.	NC1-136-79-1/142	
13.	<u>Schedule</u> <u>Examiners Weekly Schedule.</u> Destroy 3 years after creation.	NC1-136-79-143	