

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JQB NO	NC1 16 78 1
DATE RECEIVED	9 NOV 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-17-77 <i>James E O'Neil</i> Date Acting Archivist of the United States	

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
All

3. MINOR SUBDIVISION
All

4. NAME OF PERSON WITH WHOM TO CONFER
Henry A. Arnold

5. TEL EXT
447-5725

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11-4-77	<i>Henry A. Arnold</i>	Management Analyst

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	General Records Schedule 2 Item No. 3 <u>Time and Attendance Report Files</u> Forms such as Standard Form 1130 or equivalent. a. Payroll preparation and processing copies. Destroy after GAO audit or when 3 years old, whichever is sooner. b. All other copies. Destroy 2 years after the end of the pay period.		

115-107
Let to agency 11/15/77

2 items