

11 820081

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

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

JOB NO.
NCL-16-82-1

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Agriculture

DATE RECEIVED
December 8, 1981

2. MAJOR SUBDIVISION
Office of Operations and Finance

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3. MINOR SUBDIVISION
National Finance Center

4. NAME OF PERSON WITH WHOM TO CONFER
Joyce A. Hooks

5. TEL. EXT.
447-9270

3-4-82 *Patricia Mary*
Date Archivist of the United States

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

12/1/81

Joyce A. Hooks

Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

Accountable Officers File
SF 224, Statement of Transaction, (The SF-224 is used to list items by classification according to appropriation, fund and receipt account, and related control totals. See attached SF-224).

a. Hard copy: Destroy when ascertained that the microfilm is an adequate substitute for the paper record.

b. Microfilm copy: Destroy in accordance with GRS 6-1.

Transfer to FPMR when 6 months old. Destroy copy 3 mos. after period covered by account.
"This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506."

2 items

*Closed Out: 3-18-82: K.F.H.
Copy to Agency & NNTF*