

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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JOB # **NI-195-903**

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

DATE RECEIVED  
**8-16-90**

1 FROM (Agency or establishment)  
**U.S. Department of Agriculture**

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION  
**Agricultural Stabilization & Conservation Service**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3 MINOR SUBDIVISION  
**Washington and Field Offices**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Clarice A. Crumb**

5 TELEPHONE EXT  
**447-7885**

DATE  
**12/27/90**  
ARCHIVIST OF THE UNITED STATES  
*Claudia J. ...*

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 21 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 <b>8/6/90</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda C. Newgent</i>	D TITLE <b>Director, Management Services Division</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p><u>Commodity Certificates (CCC-6's)</u></p> <p>A commodity certificate is a negotiable instrument issued by ASCS and the Commodity Credit Corporation (CCC) to eligible producers instead of a portion of the cash payments due them for their participation in ASCS and CCC programs.</p> <p>A. Issuing Office Copy Destroy when 3 years old</p> <p>B. Voided Certificates Destroy when 3 years old</p> <p>C. Paid Negotiable Certificates and Worksheets (CCC 694-2) Destroy when 6 years - 6 months old.</p> <p>D. Canceled Certificates Destroy when 3 years old.</p>		

*copy sent to agency 1-9-91*

**Request for Records Disposition Authority—Continuation**

JOB NO

PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>E. Lost, Stolen or Destroyed Certificates and Request for Issuance of Replacement Commodity Certificate (CCC-373), and related correspondence.</p> <p>Destroy when 6 years old.</p> <p>F. Indemnity Bonds (CCC-361)</p> <p>Destroy when 6 years old.</p> <p>G. Claims - SF-1055's and related correspondence</p> <p>Destroy 6 years after claim is closed</p> <p>H. Commodity Certificate Exception Listing generated by KCMO</p> <p>Destroy 1 year after the date of completion and reconciliation.</p> <p>I. Report, Forms Request or Transmittal and Receipt, Requested Field Office Message (KC-406)</p> <p>Destroy when 1 year old.</p>		