REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB *NI-145-91-1*

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

DATE RECEIVED *1-29-91*

1 FROM *(Agency or establishment)*	NOTIFICATION TO AGENCY
United States Department of Agriculture	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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

2 MAJOR SUBDIVISION

Agriculture Stabilization and Conservation Service

3 MINOR SUBDIVISION

Kansas City Management Office

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
Clarice A. Crumb	447-7885	4/17/91	*Claudine Weiher*

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, 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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
1-2-91	*Linda C. Kenyon*	Division Director

7 ITEM NO	8 DESCPIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*
1	SCOAP Software/Files Releases/Transmittals (Case Files). The purpose of the releases is to provide all ASCS State and County Offices with instructions for installing ASCS Software from diskettes, explain the contents and capabilities of the software, list the related material needed for running procedures and show the Release Control Table to verify installation. Records consist of the draft copy of the transmittal inter-office Memorandum and Response Sheet sent to the appropriate Division representative for comment and approval, clearance and approval sheets, other supporting documentation, and one copy of the printed release. Destroy when 16 years old.		

Copies sent to agency, NCF 4/24/91

115-108

NSN 7540-00-634-4064

STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11 4