

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-16-98-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 11-4-97	
1. FROM (Agency or establishment) U.S. Department of Agriculture		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION National Appeals Division			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Tom Burgess	5. TELEPHONE 703-305-1157	DATE 7-13-99	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> 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, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 11/4/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE U.S.D.A. Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached page		

*Agency NWMD, NR, NUNW,*

## National Appeals Division

The National Appeals Division (NAD) was established in 1994 by the Department of Agriculture Reorganization Act of 1994. The Division is a consolidation of the appellate functions and staffs at the national level from the following U.S. Department of Agriculture agencies: Farm Service Agency, Risk Management, Natural Resources Conservation Service and Rural Housing Service. NAD is responsible for adjudicating cases involving adverse decisions made by USDA agencies affecting beneficiaries of USDA programs. Adverse decisions typically involve the denial or adjustment of benefits such as crop subsidies, loan financing and refinancing, conservation reserve program payments, and other benefits associated with farm programs. NAD reports directly to the Secretary of Agriculture.

### National Appeals Division Appeal Case Files

Case files include documentation related to an appeal, such as hearing notices, appeal determinations, authorizations for representation, conference reports, hearing officer assignment notices, appellant exhibits, audio tapes of hearings, transcripts of hearings when available, and other supporting documentation. Those cases that have been reviewed by the Director may include an extra section containing a review case checklist, a director review request notice, the Director's determination, copies of agency correspondence related to the review, and other documentation.

DISPOSITION: TEMPORARY. Cut-off files at end of the year during which case is closed. Transfer to an FRC 2 years after cut-off. Destroy when 7 years old.