

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO. <b>NC 1 - 16 77 - 1</b>	
DATE RECEIVED <b>NOV 3 1976</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	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  
Office of Personnel (OP)

3. MINOR SUBDIVISION  
Office of the Director

4. NAME OF PERSON WITH WHOM TO CONFER  
Ms. Linda Brick

5. TEL EXT  
447-3547

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 of 3 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
9/27/76	<i>Linda M. Brick</i>	Assistant to the Director

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<u>Office of the Director</u> <u>Meetings</u> CSC Committees Destroy when 4 years old.		
2.	USDA Committees Destroy when 2 years old.		
3.	<u>Administrative Management - Internal (OP)</u> Correspondence concerning the internal management of the Division. Destroy when 2 years old.		
4.	<u>Correspondence Control</u> Destroy when 1 year old.		

*Copy returned to agency*

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NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303, the proposed request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" or returned to	
Date	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  
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3. MINOR SUBDIVISION  
Office of the Director

4. NAME OF PERSON WITH WHOM TO CONFER  
Ms. Linda Brick

5. TEL EXT  
447-3547

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 2 of 3 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 9/27/76	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda M. Brick</i>	E. TITLE Assistant to the Director
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p><u>Publications</u></p> <p>(a) AMA (b) IPMA (c) Experiment Station Letter (d) Manager's Letter (e) Farm Broadcaster (f) OPEDA Newsletter</p> <p>Destroy when 6 months old.</p> <p><u>Office of the Assistant to the Director</u></p>		
6.	<p><u>Advisory Committee Listing</u></p> <p>Destroy when obsolete.</p>		
7.	<p><u>USDA Welfare &amp; Recreation Association</u> Bylaws, minutes of meetings</p> <p>Destroy when 3 years old.</p>		
8.	<p><u>Key Issues Projects Reports</u></p> <p>Destroy when 2 years old.</p>		

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NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303, the disposal of the records proposed in this request, including amendments, is approved by act for items that may be stamped "dispose," "not approved," or "withdrawn" in column 10.	
Date	Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20409

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

2. MAJOR SUBDIVISION  
Office of Personnel (OP)

3. MINOR SUBDIVISION  
Office of the Director

4. NAME OF PERSON WITH WHOM TO CONFER  
Ms. Linda Brick

5. TEL EXT  
447-3547

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 3 of 3 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
9/27/76	<i>Linda M. Brick</i>	Assistant to the Director

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
9.	<u>Special Projects</u>  Includes working papers, final reports, and disposition  Destroy when 4 years old.		
10.	<u>Annual Work Plans and Objectives</u>  Background material, plans, and reports  Destroy when 5 years old.		