

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

United States Department of Agriculture

2. MAJOR SUBDIVISION

Office of the General Counsel

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Deborah Vita, Administrative Officer

5. TEL. EXT.

75570

LEAVE BLANK	
JOB NO.	
NC 1 16 77 8	
DATE RECEIVED	
4 FEB 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
MAY 26 1977 Date	<i>James B. Rhoads</i> 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 2 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
5/10/77	<i>Jayson G. Hook</i>	ACTING CHIEF, MANAGEMENT ANALYSIS AND COMPOSITION BRANCH, OFFICE OF OPERATIONS

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>THIS COMPREHENSIVE RECORDS DISPOSITION SCHEDULE SUPERSEDES ALL PREVIOUSLY APPROVED RECORDS SCHEDULES FOR THE OFFICE OF THE GENERAL COUNSEL. ANY RECORDS SERIES CREATED SUBSEQUENT TO AND/OR NOT DISPOSABLE BY THIS SCHEDULE SHALL BE COVERED BY SUPPLEMENTARY RECORDS DISPOSITION AUTHORITY TO BE OBTAINED FROM THE NATIONAL ARCHIVES AND RECORDS SERVICE.</p> <p>RECORDS COVERED BY THE GENERAL RECORDS SCHEDULE ARE DISPOSABLE WITHOUT FURTHER AUTHORIZATION.</p>		

11 items

115-107

Sent to agency, all FRC's, NNF, NNB except Boston, Denton LG & MPRO - 5/27/77

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>CASE FILES</u></p> <p><i>arranged by alphabetically by subject area, then under by case number.</i></p> <p>Arranged by case. All OGC case files consisting of memoranda, correspondence, decisions, and background papers. Includes, but is not limited to, cases involving litigation, hearings, investigations, loans, claims, condemnations, eminent domain, referrals, contracts, agreements, and allotments.</p> <p>a. Significant case files. Historically significant case files are those selected in accordance with the following criteria:</p> <p>Cases that result in court decisions that significantly interpret legislation or regulations.</p> <p>Cases that are heard by the appellate courts or the Supreme Court.</p> <p>Cases that are deemed to be significant for investigative or litigation procedures. These may include contested and uncontested cases.</p> <p>Cases that gain national attention because of considerable Congressional or public interest.</p> <p>Cases that show possible conflicts of interest.</p> <p><u>PERMANENT.</u> Offer to the National Archives and Records Service when 25 years old. <i>5 yr. per yr.</i></p> <p>b. Patent case files. Transfer to the Federal Archives and Records Center when 5 years old. Destroy 1 year after patent expires. <i>when 20 years old.</i></p> <p>c. All other case files. Destroy 1 year after case is closed.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p><u>General Counsel's Legal Opinions.</u></p> <p>Arranged chronologically. Complete set of legal opinions signed by the General Counsel.</p> <p>a. Record copy.</p> <p><u>Permanent.</u> Offer to NARS when 25 years old. <i>3 in. pers. yr.</i></p> <p>b. All other copies. Destroy when obsolete or superseded.</p>		
3.	<p><u>OGC Manual of Procedures.</u></p> <p>A published manual of policies and procedures for OGC</p> <p>a. Record copy of basic manual and each revision.</p> <p><u>Permanent.</u> Offer to NARS when 25 years old. <i>1 in. pers. yr.</i></p> <p><i>b. all other copies. Destroy when obsolete or superseded.</i></p>		
4.	<p><u>Rejected Patent Applications.</u></p> <p>Patent applications submitted by USDA but rejected by the U.S. Patent Office. Transfer to FARC when 5 years old. Destroy when 18 years old.</p>		
5.	<p><u>General Correspondence Files.</u></p> <p>a. Program correspondence files of the General Counsel. Arranged alphabetically by subject. Correspondence directly relating to major functions and programs of USDA.</p> <p><u>Permanent.</u> Offer to NARS when 25 years old. <i>3 ft. pers. yr.</i></p> <p>b. All other program correspondence files. Destroy when 10 years old or when no longer needed for reference, whichever is sooner.</p> <p>c. Administrative correspondence files of all OGC units. Routine facilitative correspondence. Includes such subjects as arrangements for meetings and conferences relations with professional organizations, personnel actions, and similar housekeeping matters. DESTROY when 1 year old or when no longer needed for reference,</p>		