

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>27 JUN 1977</b>	JOB NO.
<b>NC 1 16 77 4</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 "with-drawn" in column 10.	
Date	<i>Archivist of the United States</i>

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**United States Department of Agriculture**

2. MAJOR SUBDIVISION  
**Records and Distribution Division**

3. MINOR SUBDIVISION  
**Management Analysis & Composition Branch**

4. NAME OF PERSON WITH WHOM TO CONFER <b>E. Ronald Dixon</b>	5. TEL. EXT. <b>77373</b>
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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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*E. Ronald Dixon*

**11/24/76**  
(Date)

**E. RONALD DIXON**  
(Signature of Agency Representative)

**RECORDS OFFICER**  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Request for immediate disposal of past accumulations of textual records as listed:</p> <p>Each folder contains transmittal sheets with attached proposed draft of amendments to the Administrative Regulations together with:</p> <ul style="list-style-type: none"> <li>a. Page(s) of the Administration Regulations which are being revised, with changes made in pen and ink to provide a quick picture of how it was "before" and "after".</li> <li>b. A dummy format providing a summary of changes made.</li> </ul>		

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.	Records created by: Office of Budget and Finance, Special Projects Section.  a. Title 6 folders, files created during period of 5-20-47 thru 11-22-71.  TOTAL 1 1/2 cu. feet.		
2.	Records created by: Office of Budget and Finance, Departmental Accounts Section.  a. Title 7 folders, files created during period of 1-13-47 thru 3-7-72.  TOTAL 6 1/2 cu. feet.		
3.	Records created by: Library, Administrative Officer.  a. Title 2 folders, files created during period of 2-26-42 thru 6-17-64.  TOTAL 1/3 cu. feet.		
4.	Records created by: Office of Information.  a. Title 3 folders, files created during period of 4-12-48 thru 4-2-65.  TOTAL 1/3 cu. feet.		
5.	Records created by: Office of Plant and Operations.  a. Title 4 folders, files created during period 8-19-47 thru 6-2-71.  TOTAL 1 1/2 cu. feet.		

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
6.	Records created by: Office of Inspector General  a. Title 8 folders, files created during period of 4-15-66 thru 6-3-71.  TOTAL 1/3 cu. feet.		
7.	Alphabetical listing of agencies within U.S.D.A. whose employees served in the Armed Forces during World War II. Also listings for those killed in action.  a. Records are for the period of December 15, 1943 thru June, 1947.  These listings are contained in 7 binders.		

July 5, 1977

NCD

Job #: NCl-16-77-4

Files

Since the copies of Agriculture Regulations and listings of USDA employees who served in the Armed Forces during World War II are non-record copies, there is no need to process this job. I visited the office and explained the delay of any action on the job as due to my maternity leave. They agreed to cancel the job; there is no need to return a copy of the job.

Sammye Collins

*O.K. to close job.  
CS Ryan 7/6/77*