

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC1 16 77 5

DATE RECEIVED

JUL 12 1977

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a, this request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in response.

7-21-77 *James S. Rhoads*  
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 M. 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 11/23/76	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE <i>Ronald D. Hoy</i> RECORDS OFFICER
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OF JOB NO	10. ACTION TAKEN
1.	Civil Service Commission Meetings - background material identifying specific issues to be discussed with Civil Service Commission representatives, notes on subjects covered during meetings and decisions reached. Issues covered generally include interpretation of personnel policies and regulations and effects of existing CSC regulations on USDA operations.  Destroy when no longer needed for reference.		
2.	Advisory Committee Listing - listings of all committees on which the Office of Personnel has official representation either as member, secretariat, or chairman and the official(s) responsible for OP participation on each committee. Records of committee activities are maintained in separate offices.  Destroy when obsolete.		

9 items

115-107  
*Sent to agency, NNF, NNB - 7/25/77*

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(See Instructions on reverse)

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JOB NO.	<b>NC1 16 77 5</b>
DATE RECEIVED	<b>JUL 12 1977</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withheld" in Column 1.	
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 M. 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
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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
3.	Internal Management - copies of correspondence on internal office management, including internal status reports on ongoing projects. Records on projects are maintained in separate offices. <i>when</i> Destroy <del>after</del> 2 years <i>old</i> .		
4.	Annual Work Plans and Objectives <sup>or</sup> background material on development of plans and objectives, copies of developed plans, interim reports on completion of planned activities. <i>Filed alphabetically by subject within folder.</i> Destroy when 5 years old.		
	<i>b.</i> Final reports on completion of planned activities. Record copy. Permanent. <del>Offer to NARS</del> <sup>Destroy</sup> when 5 years old. <i>SC 7-18-77</i> Other copies. Destroy when 5 years old.		<i>1 file folder/year</i>

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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**

3. MINOR SUBDIVISION  
**Office of the Director**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Ms. Linda M. 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
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	
5.	<p>Special Projects <sup>2</sup> working papers, drafts, background source material on one time studies on personnel-related subjects. <i>Filed alphabetically by subject within folders</i></p> <p>Destroy when 4 years old.</p> <p><i>b.</i> Final report on study or project.</p> <p>1. Record copy. Permanent. Offer to NARS when 5 years old. <i>1 folder/year</i></p> <p>2. Other copies. Destroy when 5 years old.</p>	
	9. SAMPLE OR JOB NO	10. ACTION TAKEN