

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)
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

LEAVE BLANK

JOB NO.
NC1 16 77 5

DATE RECEIVED
JUL 12 1977

NOTIFICATION TO AGENCY

In accordance with the provisions of 11 U.S.C. 3303a for disposal requests, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in future.

7-21-77 *James S. Rhoads*
Date Archivist of the United States

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
Ronald D. Hoy
RECORDS OFFICER

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.		

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

7 items

STANDARD FORM 115
Revised 1-75
Prescribed by GSA General Administration
FD-503 (4-7-75) 101-114

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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JOB NO.	NC1 16 77 5
DATE RECEIVED	JUL 12 1977
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 "withdrawn" in Column 1.	
Date	Archivist of the United States

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NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

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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.
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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 after 2 years <i>old</i> .		
4.	Annual Work Plans and Objectives ^{or} 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. Offer to NARS <i>Destroy</i> 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

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NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

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A Request for immediate disposal.

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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.	Special Projects ² working papers, drafts, background source material on one time studies on personnel-related subjects. <i>Filed alphabetically by subject within folders</i> Destroy when 4 years old. b. Final report on study or project. 1. Record copy. Permanent. Offer to NARS when 5 years old. <i>1 folder/year</i> 2. Other copies. Destroy when 5 years old.		