

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1 16 78 4
DATE RECEIVED	5 APR 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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	4-14-78 <i>James P. O'Neill</i> Acting Archivist of the United States

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
447-2571

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 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 3-31-78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Henry A. Arsed</i>	E. TITLE <i>Acting Chief Paperwork Management Branch O & F</i>
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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
1.	<p>THIS COMPREHENSIVE RECORDS DISPOSITION SCHEDULE SUPERSEDES ALL PREVIOUSLY APPROVED RECORDS SCHEDULES FOR THE OFFICE OF THE GENERAL COUNSEL.</p> <p><u>CASE FILES</u></p> <p>All case files are arranged alphabetically by subject area, thereunder by case number.</p> <p>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 and regulations.</p>	NC 1-16-77-3(1)	10 items

*145-107
Sent to agency, all FICE's - NMF - 4/25/78
NCW - NMB*

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2.	<p>Cases that are heard by the appellate courts or the U.S. Supreme Court.</p> <p>Cases that are deemed to be significant for investigative or litigation procedures or other important precedent. These may include contested and uncontested cases, as well as cases of regional or local importance.</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 (NARS) twenty-five (25) years after the case is closed. (Estimated quantity; five cu. ft. per year)</p> <p>b. Patent case files. Transfer to the Federal Archives and Records Center (FARC) five (5) years after case file is closed. Destroy when twenty (20) years old. (One cu. ft. per year)</p> <p>c. All other case files. Destroy five (5) years after case is closed. (Two cu. ft. per year)</p> <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 ten (10) years old. (1/3 cu. ft. year)</p> <p>b. All other copies. Destroy when obsolete or superseded.</p>	(2)	
3.	<p><u>REJECTED PATENT APPLICATIONS</u></p> <p>Patent applications submitted by USDA but rejected by the US Patent Office. Transfer to FARC five (5) years after rejection. Destroy eighteen (18) years after rejection. (One cu. ft. per year)</p>	(4)	

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4.	<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 ten (10) years old. (Three cu. ft. per year)</p> <p>b. All other program correspondence files. Destroy when ten (10) years old or when no longer needed for reference. (Two cu. ft. per year)</p> <p>c. Administrative correspondence files of all OGC units. Routine facilitative correspondence. Includes such subjects as arrangements for meetings and conferences, relationships with professional organizations, personnel actions, and similar housekeeping matters. Destroy when one (1) year old or when no longer needed for reference.</p>	(5)	
5.	<p><u>MANUAL OF PROCEDURES</u></p> <p>A published manual of the policies and procedures of the Office of the General Counsel.</p> <p>a. Record copy of basic manual and each revision.</p> <p><u>PERMANENT.</u> Offer to NARS when ten (10) years old.</p> <p>b. All other copies are to be destroyed when obsolete or superseded.</p>	(3)	