Recd NCD 3/20/79 RH

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-16-79-4
DATE RECEIVED 7-31-79

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

1. FROM (AGENCY OR ESTABLISHMENT): Department of Agriculture
2. MAJOR SUBDIVISION: Office of Governmental & Public Affairs
3. MINOR SUBDIVISION:
4. NAME OF PERSON WITH WHOM TO CONFER: Cherie Cozin
5. TEL. EXT.: 447-9270

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS

Date — 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 1 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
7-30-79	Henry A. Arnold	USDA Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Still P Files		
	a. Color photographs consisting of original color transparencies maintained in the Photographic Library which are used to document, carry on, or promote substantive agency activities, procedures, and programs.	NC1-16-78-(27c)	2 ¼ cu. ft. /yr.
	Arranged by subject (USDA photographic index guide) and thereunder numerically.		
	P Break file every 5 years and offer to NARS 5 years thereafter.		E
	b. Caption cards to records identified in 1a above, arranged as those records in 1a.		
	P Break file every 5 years and offer to NARS 5 years thereafter.		E
			2 items

115-107

Sent to Agency, NNF, NNB & NNV MJ - 8-22-79

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4