

*Clear Copy 4147-5*

**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 Governmental & Public Affairs

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
*William Mills*  
William Mills

5. TEL EXT  
1447-3117

|   |  |
|---|--|
| LEAVE BLANK   |  |
| JOB NO  | NC1-16-80-2  |
| DATE RECEIVED   | 10-16-79   |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |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  | 12-18-79 <i>James P. O'Neil</i><br>acting 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 of 2 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           |
|----------|---------------------------------------|--------------------|
| 10/10/79 | <i>Henri L. Lezin</i>                 | Management Analyst |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|--|---------------------|------------------|
| 1.         | <p><u>Slide sets and Filmstrips.</u></p> <p>Issued to teach better farm and home practices and to disseminate information about the programs of the Department.</p> <p>Arranged by inventory number.</p> <p>Annual accumulation: 6 - 10 new titles, approximately 1 cubic foot.</p> <p>a. One copy of a slide set and a filmstrip, with the audio track and script for each, for those productions released in both formats. Two copies of a slide set or filmstrip, with the audio track and script for each copy, for those released in only one format.</p> <p>Permanent. Offer the appropriate copies of those released before 1980 to the National Archives and Records Service (NARS) immediately. Offer the appropriate copies of those released after 1979 to NARS upon release.</p> <p>b. Other copies.</p> |                     |                  |

*2 items*

115-107 *Copy to New, NUB, NNU, agency, NNF, 12-26-79 close out*

**Request for Records Disposition Authority – Continuation**

JOB NO  
HC1-16-80-2

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| 7<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)                 | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|--------------|--|--------------------------|--------------------|
|              | <p>b. Other copies (continued).</p> <p>Destroy when withdrawn from distribution.</p> |                          |                    |