

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

Rec'd N-029 Feb 21/81

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

1. FROM (AGENCY OR ESTABLISHMENT)
 Office of Operations and Finance

2. MAJOR SUBDIVISION
 Dept. Director for Management

3. MINOR SUBDIVISION
 Evaluation Division

4. NAME OF PERSON WITH WHOM TO CONFER

Joyce A. Hooks

5. TEL EXT

447-9270

LEAVE BLANK	
JOB NO	NCI-16-81-1
DATE RECEIVED	February 25, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>10-26-81</i> Date	<i>[Signature]</i> 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 <i>2/18/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <i>USDA Records Officer</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>Colocation Services Case File</p> <p>Files contain material relating to the development of policies and procedures and the monitoring and coordinating of USDA's program to house together activities which serve the same geographic area. These case files are filed by State. Also includes material relating to liaison with GSA (Central Office), OMB, Congress and the public, the steering committee and agency heads. This material dates back to 1973 to 1977 and is now covered under NCI-16-77-6 Item #82. We would like to send this material to the Federal Records Center for 6 yrs. and then offer it to NARS.</p> <p>For all future records, we would like to amend the retention period to read PERMANENT. Transfer to records Center 2 yrs. after center is approved. When 8 yrs. old offer to NARS.</p> <p><i>Transfer to FRRC when 3 years old. Destroy when 6 years old. SC 10-1-81</i></p>	<i>NCI-16-77-6 (82)</i>	

115-107

*This records officer approved this change.
 Mass data change, shut not required. SC 10-29-81
 Closed Out: 10-29-81: [Signature]*