

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

*NCI 3 Jan 81*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
USDA

2. MAJOR SUBDIVISION  
O&F/ISPD

3. MINOR SUBDIVISION  
Room 3162-S, South Bldg.

4. NAME OF PERSON WITH WHOM TO CONFER  
Roxanne Williams  
Departmental Records Officer

5. TEL. EXT.

LEAVE BLANK	
JOB NO  NCI-16-81-2	
DATE RECEIVED June 3, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>6-23-81</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 47 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>12/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <i>Roxanne Williams</i> RECORDS OFFICER, USDA OGPA	
7. ITEM NO  1.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)  From Accession NN3-16-80-2  Approximately 600 of 1600 motion picture films and accompanying production files created by the Motion Picture Service, Office of Communications, 1933-1976 and offered under scheduled accession NN3-16-80-2. These films and files (indicated by "D" on the attached lists) were determined to be of little or no historical value and not needed to document the activities and functions of USDA.		9. SAMPLE OR JOB NO.
			10. ACTION TAKEN  <i>398 items</i>

*Closed Out: 6-25-81: K.T.D.  
Copy to Agency & NNV*