



REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-33-89-1	DATE RECEIVED October 20, 1988
1 FROM (Agency or establishment) U.S. Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Extension Service		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Helen Young	5 TELEPHONE EXT 447-8179	DATE 10/27/88	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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary.

B. DATE 10/20/88	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Chief, Management Services Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	Extension Service Program Reports State Extension Service Reports submitted by individual States to the Washington Office. Included are plans of work, narrative accomplishment reports, statistical data, and end of year reports. Records are arranged alphabetically by state, thereunder chronologically, and are accumulated in a four-year cycle.		
	a. Washington Office of Primary Responsibility DISPOSITION: Permanent. Cut off file at end of four-year cycle. Retire to FRC 1 year after cutoff. Transfer to NARA in four-year blocks when the most recent records are 20 years old (eg. transfer 1984-87 records in 2007). Accumulation: 20 cu. ft. per 4-year cycle Volume on hand: 20 cu. ft.	NC1-310-80-2 Item 163a(1)	
	b. Other Offices		Item 163a(2)

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7. ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	DISPOSITION: Destroy when 3 years old or when no longer needed for administrative purposes, whichever is sooner.		