

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-033-82-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by N1-033-90-001, item 300.

Date Reported: 06/02/2022

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

102007174

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
Science and Education

3. MINOR SUBDIVISION
Extension Service

4. NAME OF PERSON WITH WHOM TO CONFER
June T. Green

5. TEL. EXT.
436-8860

| | |
|---|--|
| LEAVE BLANK | |
| JOB NO. | |
| NCI-33-82-1 | |
| DATE RECEIVED December 11, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 7-12-82 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 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 12/2/81 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> June T. Green | E. TITLE S&E Records Management Officer |
|--------------------|--|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|------------|--|--|------------------|
| 1 | <p>Correspondence Files of the Administrator, Deputy Administrators, Assistant Administrators, Staff Leaders, and Program Leaders of the Extension Service. Files are arranged alphabetically according to the Extension Service File Classification Guide.</p> <p>a. Correspondence, memoranda, reports, and related material that document the functions and activities of the Extension Service. Files include material pertaining to program planning and other activities of a precedent-setting, policy forming nature concerning the administration and direction of educational programs in agriculture, home economics and related subjects; cooperation with States and Land Grant Universities, and other matters of significance in Extension Service. Excludes housekeeping files covered in Item 1b.</p> <p>Creating Office: PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 10 years old. Destroy records NARS does not wish to accession</p> <p>Annual Accumulation: Approximately 12 cu. feet. Volume on Hand: Approximately 70 cubic feet.</p> | <p>NCI-33- 77-1, Item 1</p> <p>Offer to NARS in five-year blocks when the records are all at least 10 years old.</p> | <p>3 items</p> |

115-107

to agency, 7/21/82
to WNRC, NNIB, NNF - 7/21/82
Mass Data Change sheet Not Required
Closed out: 7-27-82:cm
to WNRC, NNIB, NNF

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 2

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|----------------|--|---------------------------|---------------------|
| | <p>b. <u>Administrative Files</u>. Correspondence, reports, and related material pertaining to housekeeping activities of the Extension Service, such as personnel, budget, accounting, property, travel and procurement.</p> <p>(1) Administrator: Destroy when 15 years old.</p> <p>(2) Deputy Administrators, Destroy when 6 years old. Assistant Administrators, Staff Leaders, and Program Leaders:</p> <p>NOTE: Other Extension Service records are covered in Job No. NCI-310-80-2.</p> | | |