

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

102207174

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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
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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>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. <del>Offer to NARS when 10 years old. Destroy records NARS does not wish to accession</del></p> <p>Annual Accumulation: Approximately 12 cu. feet. Volume on Hand: Approximately 70 cubic feet.</p>	<p>NCI-33- <del>77-1,</del> 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, NNB, NNF - 7/21/82  
Mass Data Change Sheet Not Required  
Closed out: 7-27-82: CM  
to NARS, NNB, NNF

**Request for Records Disposition Authority - Continuation**

JOB NO

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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>		