

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-96-92-1	DATE RECEIVED 1-2-92
1. FROM (Agency or establishment) U.S. Department of Agriculture		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Farmers Home Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION General Services Staff			
4. NAME OF PERSON WITH WHOM TO CONFER Vernola J. Patterson	5. TELEPHONE 202-720-1585	DATE 3-20-95	ARCHIVIST OF THE UNITED STATES <i>Cathy Huker Peterson</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>3</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required; <input checked="" type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 12/23/91	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Director, General Services Staff
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Attached for your review and approval is a list of operational file codes and proposed disposition schedules. These file codes are established as a result of new programs implemented since the last approved schedule.</p> <p>The following list of operational files are - of a general administrative housekeeping nature and the proposed retention will sufficiently meet our field office needs.</p>		
<i>Copies sent to agency, NNA, NNT 3/21/95</i>			

Program Operations

Records under these file codes are general and administrative in nature and are maintained primarily for reference by the county office staffs.

- 1903 - Voluntary Debt Adjustment.
- Routine correspondence and copies of instructions and procedures concerning voluntary debt adjustment.
- TEMPORARY. Destroy when 3 FYs old.
- 1904 - Borrower Case Classification.
- Routine correspondence, monthly lists of borrowers, copies of borrower case files and copies of instructions and procedures concerning borrower case classification.
- TEMPORARY. Destroy when 3 FYs old.
- 1926-B1 - Flood Hazard Maps.
- Copies of maps provided by Federal Emergency Board or Department of Housing and Urban Development to Farmers Home Administration.
- TEMPORARY. Destroy upon receipt of new map or when no longer needed for reference purposes.
- 1940-G - Environmental Program (General).
- Routine correspondence and copies of reports, instructions and procedures concerning general environmental program activities.
- TEMPORARY. Destroy when 3 FYs old.
- 1940-N - Indian Outreach Program.
- Copies of reports, instructions and procedures and routine correspondence concerning the Indian outreach program.
- TEMPORARY. Destroy when 3 FYs old.
- 1940-P - Computer Terminal Security.

Copies of instructions and procedures concerning computer terminal security.

TEMPORARY. Destroy when 3 FYs old.

1942-J - Technical Assistance and Training Grants.

Standardized forms and reports and copies of instructions and procedures concerning technical assistance and training grants.

TEMPORARY. Destroy when 3 FYs old.

1942-K - EM Community Water Assistance Grants.

Routine correspondence, standardized forms and copies of instructions and procedures concerning EM community water assistance grants.

TEMPORARY. Destroy when 3 FYs old.

1944-K - Technical and Supervisory Assistance Grants.

Routine correspondence, standardized forms and copies of instructions and procedures concerning technical and supervisory assistance grants.

TEMPORARY. Destroy when 3 FYs old.

1946 - Mediation.

Copies of procedures and instructions concerning mediation.

TEMPORARY. Destroy when 3 FYs old.

1948-B - Section 601 - Energy Impacted Area Development Assistance Program.

Standardized forms and reports and copies of procedures and instructions concerning the Section 601 - Energy Impacted Area Development Assistance Program.

TEMPORARY. Destroy 3 FYs old.

1951-C - Offsets of Federal Payments to FmHA Borrowers.

Routine correspondence and copies of instructions and procedures on offsets to Federal payments to FmHA borrowers.

TEMPORARY. Destroy when 5 FYs old.

- 1951-H - Lost, Destroyed and Voided Checks, Drafts and Money Orders.
- Copies of procedures and instructions concerning how to handle lost, destroyed and voided checks, drafts and money orders.
- TEMPORARY. Destroy when 3 FYs old.
- 1951-I - Recapture of Section 502 Rural Housing Subsidy.
- Routine correspondence and copies of instructions and procedures concerning the recapture of Section 502 Rural Housing Subsidies.
- TEMPORARY. Destroy when 3 FYs old.
- 1951-K - Pass Account Servicing.
- Copies of instructions, procedures and forms for pass account servicing.
- TEMPORARY. Destroy when 3 FYs old.
- 1951-S - Farmer Program Account Servicing.
- Copies of instructions, procedures and forms for farmer program account servicing.
- TEMPORARY. Destroy when 3 FYs old.
- 1992-B - Semi-Annual Farm and Housing Application Report.
- Routine correspondence and copies of headquarters reports concerning the Semi-Annual Farm and Housing Application Report.
- TEMPORARY. Destroy when 3 FYs old.
- 1992-E - Reporting to Internal Revenue Service.
- Copies of forms, procedures and instructions concerning reporting to the Internal Revenue Service.
- TEMPORARY. Destroy when 3 FYs old.