

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED DEC 9 1975	JOB NO NC1-96-76-1
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <u>1-27-76</u> <u>James P. O'Neil</u> Archivist of the United States	

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)

U. S. Department of Agriculture

2 MAJOR SUBDIVISION

Farmers Home Administration

3 MINOR SUBDIVISION

Finance Office

4 NAME OF PERSON WITH WHOM TO CONFER

Olin R. Hall

5 TEL EXT

72839

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 40 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

Dec 2, 1975 Albert J. Geiger
 (Date) (Signature of Agency Representative)

Director, Business Services Division
 (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Attached is a combined filing instruction and records disposition schedule for the Finance Office of the Farmers Home Administration. The Finance Office is located in St. Louis, Missouri. This schedule is shown as Exhibit A to the filing instruction and supersedes all previously approved records schedules of the FmHA and its predecessor agencies.</p> <p>This Agency makes a variety of direct, insured, or guaranteed loans and grants to individuals, associations, partnerships, corporations, and public bodies in rural areas. It has 1,750 County Offices, 42 State Offices, and a National Office located in Washington, D. C.</p> <p>The Finance Office maintains fiscal and accounting records which are created by this Agency for controlling and processing data into the fiscal and accounting system of the Agency. This office has been designated by the General Accounting Office for site audit. The records disposition schedule provides for the length of time that the records are to be retained in office space and in the St. Louis Federal Records Center. No Finance Office records are considered permanent.</p> <p>A copy of this combined filing instruction and records disposition schedule is being submitted to the General Accounting Office for its concurrence.</p>		
	<u>Copy to Agency + NCP 1-30-76</u>	<u>444 items</u>	