

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

NC D copy

**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
State Office

4 NAME OF PERSON WITH WHOM TO CONFER
Olin R. Hall

5 TEL EXT
72839

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED MAY 6 1976	JOB NO
NC 1 - 96-76-2	
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disposal request, including amendments, is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
<i>6-2-76</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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

May 3 1976
(Date) *Albert J. Geiger*
(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 (FmHA Instruction 152.1, "Management of State Office Records") and records disposition schedule for records maintained in 42 State Offices of the Farmers Home Administration (FmHA). This schedule is shown as Exhibit A to the filing instruction and supersedes all previously approved records schedules of 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. In addition to the 42 State Offices mentioned above, it has 1750 county offices, a Finance Office in St. Louis, Missouri, and a National Office in Washington, D. C.</p> <p>State Offices provide overall direction of FmHA program operations at the State level. Records maintained at this level, other than the official personnel files, are mainly reference files needed for daily activity.</p> <p>The retention period shown for each file code meets the administrative, legal, and financial needs of the primary users. None of the State 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>		

Copy to Agency 6-3-76 AD
Copy to NCW 6-8-76 AD

362 items