

**REQUEST & AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>11 FEB 1977</b>	JOB NO <b>NC1-96-77-2</b>
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 'with-drawn' in column 10	
MAR 29 1977 Date	<i>James B. Rhoads</i> Archivist of the United States

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

- |  |                    |
|--|--------------------|
| 1 FROM (AGENCY OR ESTABLISHMENT)<br>U.S. Department of Agriculture | 5 TEL EXT<br>72839 |
| 2 MAJOR SUBDIVISION<br>Farmers Home Administration                 |                    |
| 3 MINOR SUBDIVISION<br>State Office                                |                    |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br>Olin R. Hall               |                    |
| 6 CERTIFICATE OF AGENCY REPRESENTATIVE                             |                    |

7  
ITEM NO

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

*Dec 10, 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
1.	<p>This agency requests immediate disposal authority for printed copies of all directives and forms issued by Farmers Home Administration (FmHA) field offices which are stored in the Washington Records Center. These records are presently scheduled under Job No. NN166-133, item 2, which provides for permanent retention of a master manual set of National Office and field office procedures. FmHA now has a combined file/disposition schedule for the National Office which was approved April 11, 1975, and assigned Job. No. NC-96-75-1. When this schedule was in process, it was determined by the National Archives and Records Service representatives that field instructions and forms were to be removed from the permanent retention category since they implement policies established in National instructions and forms when such implementation is needed because of state statutes and laws. Therefore, field procedures are no longer sent to the National Office for transfer to the records center and then to archives. Field instructions and forms are destroyed by the State Offices after they have met their administrative needs. Subject codes "021D" and "021E" in the National Office records schedule provide for a 10-year retention of State instructions and forms in the National Office. Code "021A, National FmHA Master Manual Records," in the agency schedule does not include field issuances.</p> <p>The records for which we are requesting immediate disposal are covered by the following accessions:</p>		

*Sent to agency and NCW-3/30/77 to*

Object Code	File Heading	Retention Period			Authority
		CFU	ERC	Archives	
021	30P45	PROCEDURES AND FORMS (GENERAL)	3		
021A	30P45	National FmHA MASTER MANUAL RECORD OF PROCEDURES AND FORMS (One copy of each issuance from the inception of the Agency.)	25 30		P
021B	30P45	NATIONAL PROCEDURES WORKING PAPERS (BY NUMBER) SERIES 000 thru 029 SERIES 030 thru 495 (Each Instruction and each sheet revision retained in Directives Management Branch until Instruction completely revised.) *Retained in CFU 10 FYs from revision date reflected on folder label.	*10 *10		P
021C	20F54	NATIONAL FORM WORKING PAPERS (BY NUMBERS)	10		
021D	20F54	STATE PROCEDURES WORKING PAPERS (BY STATE IN NUMERICAL ORDER) * Retain 10 FYs from end of FY of latest date on last document.	*10		
021E	20F54	STATE FORMS WORKING PAPERS (BY STATE IN NUMERICAL ORDER) *Retain 10 FYs from end of FY of latest date on last document. (Contains copies of State Instructions which merely implement policies established in National Instructions when such supplementation is needed because of State statutes and laws.)	*10		
021F	30P45	NATIONAL PROCEDURES CORRESPONDENCE (BY NUMBER)	5		
021G	30P45	FINANCE OFFICE PROCEDURES CORRESPONDENCE	3		
021H	30P45	FEDERAL REGISTER CORRESPONDENCE	3		
021I	30P45	FEDERAL REGISTER WORKING PAPERS	10		
		NATIONAL BULLETIN WORKING PAPERS (BY NUMBER)	3		
021J		AUTHORITY REDELEGATIONS (GENERAL)	3		

*(Extract from Nc 96-75-1)*