

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>11 FEB 1977</b>	JOB NO.
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.	
Date	Archivist of the United States

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

- 1. FROM (AGENCY OR ESTABLISHMENT)  
Soil Conservation Service USDA
- 2. MAJOR SUBDIVISION  
Administrative Services Division
- 3. MINOR SUBDIVISION  
Records & Communications Management Branch
- 4. NAME OF PERSON WITH WHOM TO CONFER  
H. Ted Evans, Management Analyst
- 5. TEL. EXT.  
447-3907
- 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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

2/2/77 (Date)  (Signature of Agency Representative)

John R. Brush, Chief  
Rec. & Comm. Mgmt. Br.

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>These records are the records of the Secretary of Agriculture in the custody of the Soil Conservation Service.</p> <p>They consist of the organizing records of the nations approximately 3000 Soil and Water Conservation Districts. They consist of the signed copies of the Memorandum of Understanding between the Secretary of Agriculture and the District; Supplemental Memorandum of Understanding between the Soil Conservation Service and the District; in which the District is located; legal description; long range plans required by the Secretary of Agriculture and other miscellaneous papers required for the District.</p> <p>The records have accumulated since the first District was organized in 1935, and are still active. They consist of approximately 100 cubic feet.</p> <p>Our proposals (1) to microfilm the records, store the hard copy in the National Records Center or National Archives or (2) microfilm the records, prepare a duplicate microfilm for archival storage and destroy the hard copy.</p> <p>The Office of Operations, Department of Agriculture has concurred in the microfilming of these records.</p>		

## DISTRICT FILES

1. Letter of transmittal from SCS Administrator to Secretary of Agriculture requesting approval of Memorandum of Understanding between District and Department.
2. Memorandum of Understanding.
3. Supplemental Memorandum of Understanding between the District and SCS - signed by the State Conservationist.
4. Certificate of Organization - signed by Governor or the Secretary of State.
5. Legal Description.
6. Long Range program for the District.

NOTE: There may be updates of the documents above (3 through 6) All documents need to be microfilmed with most recent on top.

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
80.	<p>a. WASO: Permanent. Offer to NARS when 30 years old.</p> <p>b. Region and area. Review files annually and destroy when no longer needed for reference.</p> <p><u>Special Use Permits and Related Correspondence (L30)</u></p> <p>These files relate to the granting or denial of permits, usually for one or more years, for such park area special land uses, as agriculture, grazing, mining, roads and road rights-of-way, and water and transmission lines. The granted permit files in the WASO office are needed for long-range administrative studies and for research in NPS land-use policies and programs. (Rejected requests for permits destroy after 2 years).</p> <p>a. WASO. Permanent. Offer to NARS when 30 years old, if not renewed.</p> <p>b. Region and area. Destroy 1 year after expiration of permit, if not renewed.</p>		
81.	<p><u>Regional Narrative Reports on Lands and Recreational Planning Activities. (L26)</u></p> <p>a. WASO. Permanent. Offer to NARS when 30 years old.</p> <p>b. Region. Destroy after 2 years.</p>		
82.	<p><u>Public Land Withdrawal Files (L32)</u></p> <p>These files, maintained at all levels, contain copies of withdrawals of public lands from entry by the Bureau of Land Management at the request of the National Park Service, and related correspondence. The withdrawals are retained in the Bureau of Land Management and are published in the Federal Register.</p> <p>a. WASO. (1) If withdrawal is made for Park Purposes: Permanent. Retain</p> <p>(2) All other Withdrawals: Destroy 5 years after completion of action.</p> <p>b. Region and area. Destroy when no longer needed for reference</p>		