

REQUEST FOR RECORDS POSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-145-02-01	
1 FROM (Agency or establishment) United States Department of Agriculture		DATE RECEIVED 3/15/2002	
2 MAJOR SUBDIVISION Farm Service Agency		NOTIFICATION TO AGENCY 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 "withdraw" in column 10	
3 MINOR SUBDIVISION Appeals and Litigation Group		DATE 12-1-03	
4 NAME OF PERSON WITH WHOM TO CONFER Clarice A. Crumb	5 TELEPHONE (202) 690 - 1560	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 3 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,

is not required, is attached, or has been requested

DATE 02-25-2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>Clarice A. Crumb</i>	TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Records of the Appeals and Litigation Group.</p> <p>The Appeals and Litigation Group (ALG) monitors and coordinates administrative appeal activities, develops administrative appeals policy and provides support to the Office of General Counsel (OGC) regarding Farm Service Agency (FSA) and the Commodity Credit Corporation (CCC) cases before Federal courts. This support includes preparing administrative records as required, providing background information regarding program issues to OGC or the Department of Justice (DOJ), and drafting briefs or other documents at the directions of the OGC and the DOJ. Additionally, the ALG prepares analysis of requests for settlements of FSA and CCC claims and recommends appropriate disposition to the Administrator, the Executive Vice President, CCC and other Department level officials. (Note): (See NI-16-98-1 for case files of the National Appeals Division).</p> <p><i>CC: to Agency, + NWMW 12/3/03</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Appeal Case Files.</p> <p>Case files include correspondence, background materials, request for review, copies of appeal determinations, copies of decisions by the National Appeals Division, and other related materials. Files are arranged alphabetically by name of producer, rancher or other entity.</p> <p>Recordkeeping copy (Paper). Cut off files at the end of the year in which case is closed. Transfer to the FRC 2 years after closed. Destroy when 12 years old.</p>		
2	<p>NAD Summaries.</p> <p>Files consist of agency official copies of NAD determinations and printouts of data base developed for reporting requirements and tracking purposes. The files could be recalled for collecting debts or litigation. Files are arranged chronologically.</p> <p>Recordkeeping copy (Paper). Cut off files at the end of year in which received. Transfer to the FRC 2 years after cut-off. Destroy when 12 years old.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3	<p>Electronic Mail and Word Processing System Copies.</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of the records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p style="padding-left: 40px;">Destroy/Delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p style="padding-left: 40px;">Destroy/Delete when dissemination, revision, or updating is completed.</p>		