

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-145-98-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 11/25/98	
1 FROM (Agency or establishment) Department of Agriculture		<b>NOTIFICATION TO AGENCY</b>	
2 MAJOR SUBDIVISION Agricultural Stabilization & Conservation Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Clarice A. Crumb	5 TELEPHONE	DATE 7-12-99	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 ___ 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,  <input checked="" type="checkbox"/> is not required,      is attached, or      has been requested			
DATE 4/6/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Clarice A. Crumb</i>	TITLE <i>Records officer</i>	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	RG 145: Records of the Agricultural Stabilization & Conservation Service  WNRC Project - SEE ATTACHED SCHEDULE		

*8/11/99 copies to Agency, NWMW, NWM D*

**Agricultural Stabilization & Conservation Service  
WNRC Project  
RG 145 records stored at WNRC**

NOTE: This schedule provides one-time only disposition authority for the specific Agricultural Stabilization & Conservation Service records listed which are stored at WNRC. This schedule cannot be used to provide continuing disposition authority for Agricultural Stabilization & Conservation Service records which may be located elsewhere in agency custody.

**Records created by Predecessor Agency - Production and Marketing Administration (PMA):**

**Milk Marketing Orders Division:**

**1. MILK LICENSES, 1937-51**

With the exception of one folder of dairy advisory letters, 1951 (located in box 152), series consists of 1933-42 milk licenses, marketing agreements, and letters designating/terminating market administrators Arranged by State

AUTHORIZED DISPOSITION: Permanent. Transfer to the National Archives in FY 1999.

Acc 62Z1260, boxes 152-154

Justification: The files document major program functions (regulating, marketing, and licensing) for an important commodity - milk and provides evidential value with regard to the issues/concerns behind the regulating, marketing, and licensing processes. In conjunction with Fluid Milk Docket Files (Acc. 54A0654, boxes 27-41) and Milk Agreement /Bond Files (Acc. 62V1260, boxes 146-147) which have been recommended for permanent retention, the records will document regulatory processes and developments within the milk industry.

**Records created by Predecessor Agency - Commodity Stabilization Service (CSS):**

**Deputy Administrator of Operations:**

**2. READING FILES, 1958-59**

"Pink Copies" of outgoing letters from F.R. McGregor, Deputy Administrator of Operations. Arranged chronologically by date sent.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 62A1260, boxes 19-21

Justification. Files duplicate records found within the official correspondence ("Yellow Copy") series which is located in boxes 13-18 of Accession 62A1260 and are scheduled as permanent. These files had been scheduled under NC1/145/79/1, item 14B1.

**Soil Bank Division:**

**3. SOIL BANK WAIVER AND TERMINATION CASE FILES, 1957-58**

Each file contains CSS Form 834 (Requests for a waiver of the provisions pertaining to the compliance with acreage allotments) which was submitted as part of the Acre Reserve Program with the Soil Bank Division. The forms were sent by State committee personnel requesting authorizations to either accept late filed acreage allotment agreements or terminate acreage allotment agreements. Also, included in the files are memorandums approving or denying waivers as well as related correspondence. Arranged by year and thereunder by State.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

✓ Acc. 63B4115, boxes 13-17

Justification: The files were created and maintained purely for agency's administrative needs and do not reflect any significant policy decisions or actions which would warrant permanent retention.

**Soil Bank - Conservation and Land Division:**

**4. CONSERVATION AND ACREAGE RESERVE VIOLATION REPORTS, 1957**

CSS Form 851 (Quarterly Violation Report - Conservation Reserve Program) and CSS Form 844 (Violation Report - Acreage Reserve Program) as well as 3 x 5 index cards handwritten with acreage violation large payments. Reports arranged by area office; index cards unarranged

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 64B1498, boxes 37-38

Justification Reports and index cards were created and maintained for the administrative needs of the agency and contain no evidential or informational value to warrant permanent retention.

## **5. SOIL BANK STATISTICAL CERTIFICATE REPORTS, 1956-60**

Form CCC-387 (Monthly Report of Soil Certificate Redemption) which reported deliveries of Commodity Credit Corporation (CCC) grain via either the surrendering of Soil Bank Certificates or the redemption of loans through Soil Bank Certificates. Arranged chronologically by year.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

✓ Acc. 63D4115, boxes 30-32

Justification: Reports were created and maintained for administrative purposes and their lack of evidential or informational value does not merit permanent retention.

### **Farmer Program Division, Direct Payment and Purchase Branch:**

## **6. SUGAR BEET PROPORTIONATE SHARE RECORDS, 1955-60**

Records include State share formulas and related correspondence, appeal case files, and copies of various application, reporting, and payment forms.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule

Acc. 65A1916, boxes 1-12

Justification: Records primarily document appeals for larger proportionate shares and reporting procedures regarding the payment and acreage allotment systems within the sugar beet proportionate share program rather than the overall policy actions and program development .

### **Transportation and Storage Services Division:**

## **7. SUBJECT REFERENCE FILES, 1955-58**

Created/maintained by M.J. Hudtloff, Chief of the Transportation and Storage Services Division, series consists of personal reference files. Arranged alphabetically by subject.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule

Acc 62B1260A, boxes 245-248

Justification: The files were created at a lower level organizational unit within the agency and were maintained as the Chief's personal reference subject files (publications on transportation/warehousing issues, outside speeches given, writing style manuals, etc ) rather than an official program/policy file. Records had been scheduled under NC1/145/79/1, item 14B1.

**Cotton Division:**

**8. COTTON ALLOTMENT RECORDS, 1938-43**

Memorandums and yield adjustment tabulation data compiled and used in the determination of yearly State cotton allotments and acreage. Arranged roughly by year

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 58D0853, boxes 106-109

Justification: Records do not document or reflect actual policy actions/decisions behind cotton allotments and acreage but rather they provide only statistical data from which such decisions or actions were based.

**9. COTTON LINTERS RECORDS, 1951-57**

Multiple copies of press releases announcing the accepted bids for the purchase of cotton; instructions regarding the sales and invoicing of cotton linters; forms used in reporting sales; reports on change of Commodity Credit Corporation cotton inventories; and multiple copies of reports of products tendered and delivered. Arranged by type of record.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 62P1260, boxes 114-116

Justification: Records contain only a limited amount of evidential value with regard to the overall cotton linters program functions and policies -they mainly document the administrative and reporting needs within the cotton linters program.

**10. PRESS RELEASES REGARDING PUBLIC LAW 480, 1954-60**

Multiple copies of press releases announcing the sale or transfer of cotton to foreign countries as enacted by Public Law 480 ("The Agricultural Development and Assistance Act of 1954").

Arranged chronologically by date of press release.

**AUTHORIZED DISPOSITION:** Destroy on approval of this schedule

Acc 62Q1260, boxes 124-125

Justification: The press releases do not announce major policy shifts or adoption of new program functions but rather report cotton sales and transfer which do not warrant permanent retention.

## **11. COTTON BUYER CONTROL PRINTOUTS, 1957-59**

Computer generated buyer control printouts for cotton sold under announcements NOC-5,9, and 11 Printouts contain such information as buyer's name, number of bales, announcement number, warehouse site, and bid price Printouts were sent from F.P. Biggs, Director of the CSS's New Orleans commodity office, to the Director of the Cotton Division. Arranged chronologically by year

**AUTHORIZED DISPOSITION:** Destroy on approval of this schedule.

Acc. 62R1260, boxes 126-127

Justification: Printouts were generated and maintained solely for agency's administrative needs and reporting purposes

### **Grain Division:**

## **12. GRAIN DIVISION LOAN RATE RECORDS, 1942-52**

Handwritten tabulations on oversized ledger sheets and published maps regarding the weighted loan rates and price support and differential rates for barley, corn, flaxseed products, grain sorghums, oats, rye, soybean, and wheat for States as well as commodity terminals in Duluth, Omaha, Kansas City, Chicago, and St. Louis. Includes some negatives used in the printing of the maps. Arranged by State or commodity office.

**AUTHORIZED DISPOSITION:** Destroy on approval of this schedule.

✓ Acc. 62A1043, box 1

✓ Acc 62B1043, packages/bundles 1-6

Justification: Although loan rates/price support were major program function areas within the agency, the records do not reflect or document any policy actions or decisions with regard to

these areas. The records appear only to chart/track the rates for administrative purposes and possibly provided statistical information for later use in policy making decisions; however, the records do not indicate they were used in that manner.

### **13. GRAIN DIVISION DISTRIBUTION FORMS, 1957**

CSS Form 527 (Frequency Distribution of Farms by Size and Acreage); forms contain handwritten statistical information regarding acres planted with wheat versus acres allotted. Arranged alphabetically by State.

AUTHORIZED DISPOSITION: Destroy on approval on this schedule.

✓ Acc 62A1043, boxes 2-5

Justification: The records were solely maintained for agency's administrative and reporting needs and neither reflect or document any evidential value with regard to agency policies or program functions.

### **14. GRAIN SUBSIDY BIDS, 1958-60**

Feed grain, corn, and rice approved subsidy bids. Series consists of cover memorandums of approved company bids with attached price data used in determining the approval or rejection of bids. The Grain Division forwarded the bids to the General Sales Manager. Arranged chronologically by year.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 62B1075, boxes 20 (part) and 21

Acc. 64C1210, boxes 47-48

Justification. Bids were solely maintained for administrative needs.

Box 20 also includes compliance and investigation audit reports (blue jacket reports) received from SE Area Office and a management survey of the Commodity Stabilization Service's wool and mohair incentive payment program aimed at determining whether detailed manual work could be adapted to electronic data processing. These other records, ca .5 cu. ft. dating from 1958-59, are also eligible for immediate disposal under NC1/145/79/1/16A.

### **Inventory Management Division:**

## **15. GRAIN STORAGE COST STUDY WORKPAPERS, 1959**

Background/reference workpapers compiled and/or used in conjunction with the 1959 grain storage cost survey. Includes memorandums of instruction to survey members and blank forms used in collecting survey data on the actual cost of handling and storing grain in commercial storage facilities. Arranged by type of record.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 65B1859, boxes 9-11

Justification: Purely maintained and created to provide reference information to survey members; records do not reflect the policy and procedural changes which resulted from the study. Such information can be found in Subject Correspondence Files, 1944-59 (Acc. 65B1859, boxes 1-8) which are scheduled as permanent.

### **Food and Materials Division:**

## **16. PESTICIDE SURVEY FILES, 1950-58**

State pesticide consumption surveys, industry pesticide stock on hand surveys, and the copies of the GPO publication entitled "Pesticide Situation". Arranged by type of record.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

✓ Acc. 64C1675, boxes 17-18

Justification: The survey information (collected via printed forms) was extracted and compiled by the agency within the GPO publication "Pesticide Situation". The publication is readily available at Federal depository libraries as well as within RG 287, Publications of the U.S. Government.

## **17. MISCELLANEOUS FILES, 1951-53**

Printed copies of published defense food orders; Form CMP-13 (Authorized Construction and Allotment of Controlled Materials) pertaining to the construction of agricultural storage units; and photostatic copies of charts and tables used in PMA program presentations to the Defense Production Administration on schedule and material requirements for food/fiber processing and food distribution. Unarranged.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

✓ Acc. 64C1675, boxes 19-21

maintained for administrative or agency reference purposes.

**Aerial Photography and Compliance Division:**

**18. SUBJECT CORRESPONDENCE FILES, 1958-61**

Files pertain mostly to the recommendation of aerial resurveying, production of "reporter's guides" for doing surveys, and general administrative matters Arranged alphabetically by subject.

AUTHORIZED DISPOSITION. Destroy on approval of this schedule.

Acc. 64A1839, boxes 2-6 and 8-16

Justification: The files were created and maintained by a lower level organizational unit within the agency and reflect mainly administrative and procedural matters within the unit rather than major policy and program issues. I believe that information regarding the unit could be readily located within the agency's central files - which are permanent. The files had been scheduled under NC1/145/79/1, item 14B1.

**Administrative Services Division, Procedures Unit:**

**19. ADMINISTRATIVE/PROCEDURAL MANUALS AND ISSUANCES, 1943-51**

Administrative and procedural notices, memorandums, orders, and manuals from the Production and Marketing Administration (PMA), War Food Administration (WFA), Food Distribution Administration (FDA), Commodity Stabilization Service (CSS) and Commodity Credit Corporation (CCC). Subjects covered: purchasing procedures, manpower(labor)/personnel, financial matters; and general administrative issues. Unarranged.

AUTHORIZED DISPOSITION: Permanent. Transfer to the National Archives in FY 1999.

Acc. 58C0853, boxes 95-104

Justification: These records are an accretion to RG 145 records in National Archives custody.

**Administrative Services Division:**

**20. COPIES OF OUTGOING LETTERS, 1956**

"Green Copies" of outgoing letters to State committee chairmen - files only pertain to South

Carolina to Wyoming. Arranged alphabetically by State.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 62C1260, box 59

Justification: The letters comprise the end of what was a larger series which was destroyed (Boxes 56-58) on 10/21/64 as annotated on SF 135 (no authority cited).. Boxes 56-58 contained letters for Alabama - Rhode Island. The letters have little or no evidential value and most likely the information can be located within the agency's central files which are permanent. These records had been scheduled under NC1/145/79/1, item 14B1.

### **Unknown Organization Subunit**

#### **21. MISCELLANEOUS FILES, 1954-55**

Copies of GAO audit reports pertaining to commodity offices; congratulatory letters and letters of acceptance for speaking engagements maintained by Clay H. Stackhouse, Assistant Deputy for Product Adjustment; and memorandums pertaining to wheat load outs by Burrus Mills.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 62L1260, box 47

Justification: It appears that the files were randomly thrown together during an office cleanup - no common bond or theme was found among records. The records do not contain any evidential value to warrant their permanent retention. The files had been scheduled under NC1/145/79/1, item 14B1.

### **Records created and accumulated by CSS and its predecessors in administrating programs of the Commodity Credit Corporation (CCC):**

#### **22. LETTERS RECEIVED REGARDING BURRUS MILLS, 1957**

Letters received by Ezra Taft Benson, Chairman of the Commodity Credit Corporation, regarding the grain storage debt issue between Burrus Mills and the CCC. Arranged chronologically by date of letter.

AUTHORIZED DISPOSITION: Permanent. Transfer to the National Archives in FY 1999.

Acc. 62A1260, box 8

Justification: The Commodity Credit Corporation had filed a multimillion dollar claim against Burrus Mills for the spoilage of stored grain. As result of this claim, the CCC altered its grain storage policies and procedures. The letters, which are in support of Burrus Mills, provide evidential value regarding CCC grain storage and subsequent policy changes. The records had been scheduled under NC1/145/79/1, item 14B1.

## **Records maintained or created by the Agricultural Stabilization and Conservation Service**

### **Office of the Administrator:**

#### **23. STATE WORKLOAD TABULATION SHEETS, 1960-62**

State and county operation workload tabulation sheets used in the determination of budgetary and program needs. Information submitted by State committees/administrators via printed worksheets pertaining to expenditures for price support, production adjustment, loan service charges, and loan purchase agreements. Arranged chronologically by year.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 64G1210, boxes 57-62

Justification: Purely maintained for administrative needs and have no long term financial or statistical value to warrant their permanent retention.

### **Policy Program & Appraisal Division (Formerly Program Analysis Branch, Sugar Division):**

#### **24. SUGAR COST STUDY SUMMARIES, 1942-60**

Statistical summaries of sugar studies on the costs, returns, profits for all types of sugar products as means to develop cost, price, and profit differentials for refining and packaging sugar products. Includes publications relating to cost and returns of operating raw sugar mills in Louisiana and workpapers on the returns, costs, profits, net worths, and wages gathered via surveys performed in Florida, Louisiana, Puerto Rico, Hawaii, and the Virgin Islands. Arranged by type of record.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 63A1340, boxes 1-7

Justification: The records were created and maintained in conjunction with the statistical analysis of costs/profits within the sugar industry. Much of the information is "raw data" to be used in projecting industry trends and in support of proposed differentials; however, the records do not include any differential reports/recommendations from which this data was used in formulating agency program or policy decisions. Results of sugar surveys are printed in the GPO publication "Sugar Reports" which is available at Federal depository libraries as well as in Record Group 287, Publications of the U.S. Government.

## **Policy Program Appraisal Division, Statistical Service Branch**

### **25. GRAIN COMMODITIES RECORDS, 1942-61**

Records pertain to price and loan support rates of grain commodities and include CCC Form 388 (Cumulative Report of Commodity Loan Activity), CCC Form 416 (Cumulative Report of Variety or Class), and CCC Form 604 (Cumulative Report of Price Support Activity), as well as statistical summary printouts generated by Kansas City data processing center and differential worksheets.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 66A2146, boxes 11-19

Justification: Records were maintained solely for the analytical and reporting purposes of the agency and do not indicate what, if any, rate actions the agency took as a result of the information extracted from these records. In turn, their lack of evidential value does not warrant permanent retention.

### **26. PEANUT PRICE SUPPORT RECORDS, 1952-62**

Records pertain to price and loan support rates for peanuts and consist of summary worksheets, peanut loan reports, grading data, and distribution charts.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 66A2146, boxes 20-21

Justification: Purely background records created and maintained in the process of analyzing and/or researching price support rates and do not reflect or document actual policy actions which resulted from this background work.

### **27. CONTRACT SUSPENSION REPORTS, 1962-63**

Reports pertain to the number of county and State Conservation Reserve Program contracts received by News Orleans data processing center and the number of contracts suspended by data processing center for corrections via CSS Form 204-3. Includes Form 204-3 as well as cover memorandums on the transmittal of contract forms. Arranged chronologically by year.

**AUTHORIZED DISPOSITION:** Destroy on approval of this schedule

Acc. 66A2146, box 22

**Justification:** Reports were created and maintained for agency's administrative and reporting needs only.

### **Sugar Wage & Price Group**

#### **28. SUGAR WORKSHEETS, 1957-59**

Via worksheets, statistical data was gathered on sugar mill production capacity, sugar cane and sugar beet stocks, raw and refined sugar stocks, sugar beet processing, industry molasses distribution, and refinery capacities.

**AUTHORIZED DISPOSITION.** Destroy on approval of this schedule

Acc. 66A2146, box 23

**Justification:** Purely statistical information gathered in the research/analysis process on the sugar industry - no final report or recommendations were found among records nor any indication on how information was used in subsequent program/policy planning or actions.

#### **29. SUGAR BEET FORMS, 1940-48**

Forms SS-12-1 (Domestic Beet Sugar Industry - Sugar Beet Agric.. Data by Factory and State), SS-12-2 (Domestic Beet Sugar Beet Industry - Production Data by Factories), SS-12-3 (Domestic Beet Sugar Industry- Processing Payments for Sugar Beet Purchases and Returns From Byproducts), and SU-119-1 (Domestic Beet Sugar Industry - Sugar Beet Agric.. Data By Factory (Or Agric..) Districts and By States). Arranged by form number.

**AUTHORIZED DISPOSITION** Destroy on approval of this schedule.

Acc. 66A2146, box 33

**Justification:** Information gathered on forms was used in the research of cost/price analysis within the sugar industry; however, only statistical information with no accompanying reports/recommendations with regard to program changes or agency policies.

### **30. REFERENCE PUBLICATIONS, 1934-61**

Bulletins, journals, and newsletters published by sugar companies or associations regarding wages and labor within the sugar industry.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 66A2146, boxes 35-39

Justification: Publications were maintained as means of keeping abreast on sugar industry activities - no evidential value of agency policy actions - solely used for reference purposes

### **31. SUGAR REPORT WORKSHEETS AND RELATED WORK RECORDS, 1963**

Records appear to have been collected and used in the writing and compiling of overall reports and includes tables/charts; press releases; reports regarding the cost of living and retail prices in Hawaii; sugar act payments and applications in Florida, Louisiana, and Hawaii, trash/waste reports for Louisiana; statistical year books for Puerto Rico, annual report for Caribbean area; applicable sugar prices, and statistical data on foreign labor.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 66A2146, boxes 40-43

Justification: Background data gathered during sugar surveys. Results of surveys were published in the GPO publication "Sugar Reports" available at Federal depository libraries as well as in RG 287, Publications of the U.S. Government.

### **32. SUGAR WORKPAPERS, 1949-62**

Working/background materials compiled as a result of sugar cost surveys performed in Puerto Rico, Florida, Louisiana, and Hawaii. Includes financial statements for Puerto Rican land authority farms (written in Spanish); survey questionnaires; producers and processors reports for sugar beets and sugar cane; survey instructions, itineraries, and forms; refinery cost summaries; sampling data, and negatives used in the printing of the final reports.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 68D4077, boxes 89-108

Justification: Background and workpapers compiled in conjunction with sugar surveys. Actual survey findings may be found in annual reports and the GPO publication "Sugar Reports"