

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

U. S. Department of Agriculture

2. MAJOR SUBDIVISION

Agricultural Stabilization & Conservation Service

3. MINOR SUBDIVISION

Communications Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Carole J. Arnold

5. TEL. EXT.

44-76963

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have ceased to have sufficient value to warrant further retention.

☒ B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

3-1-77

(Date)

Raymond L. Fleming

(Signature of Agency Representative)

Head Records & Communication Sec.

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Case files on record of employment in ASCS County Offices and its predecessor agencies prior to July 10, 1960. Filed alphabetically by employee.</p> <p>NOTE: Due to Congressional Act, these records are needed to verify creditable service for retirement leave category, and RIF purposes. The records are stored in FARC, Region 6, Washington National Records Center, Region 3, and the storage area in the Agriculture South Building.</p> <p>Retention - Until year <del>2000</del> 2020</p> <p>C.J. Arnold, ASCS April 25, 1977</p>		

*Sent to agency NCR-MNF and all FRC's - 3/15/77*

LEAVE BLANK	
DATE RECEIVED <u>8 MAR 1977</u>	JOB NO.
DATE APPROVED <u>NCI 145 77 1</u>	
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO.	CONGRESS DATE
	SESSION
NOTIFICATION TO AGENCY	
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10	
<u>3-15-77</u> (Date)	<u>James B. Rhoads</u> Archivist's Representative.