

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*NCO 27 Jun 81 144*

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
U.S. Department of Agriculture

2. MAJOR SUBDIVISION  
Agricultural Stabilization and Conservation Service

3. MINOR SUBDIVISION  
State and County Offices

4. NAME OF PERSON WITH WHOM TO CONFER

Daniel J. Rooney

5. TEL. EXT.

447-6963

LEAVE BLANK	
JOB NO	
NC1-145-81-4	
DATE RECEIVED	
June 22, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-22-81 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>6/17/81</i>	<i>Samuel T. Brown Jr.</i>	Acting Director, Management Services Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>State and County Office Administrative Correspondence Files.</p> <p>Routine housekeeping correspondence relating to such matters as records and information management; public relations; space and property management; work measurement; fiscal and budgetary affairs; and personnel management.</p> <p>Destroy when 3 years old.</p>		<i>1 item</i>

*Closed Out: 7-29-81: R.T.D.  
Copy to Agency; NNF*