

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

30 June 81 AH

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
NC1-145-81-5

DATE RECEIVED
June 30, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-6-82 *Robert M. Moran*
Date Archivist of the United States

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 2 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 6-26-81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Samuel T. Brown, Jr.</i>	E. TITLE 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
	<u>RECORDS OF ASCS STATE AND COUNTY OFFICES</u>		
1	<u>Community Boundaries Map and Correspondence</u> County map indicating community boundaries, Form ASCS-582 listing communities in the county, and other correspondence relating to the establishment and identification of community boundaries for the purpose of electing members to the community and county committees. Destroy when superseded or obsolete.		
2	<u>County Convention Minutes</u> Minutes of county conventions convened to select members of the county committee. Destroy when 5 years old.		

No mass data change about necessary SC

6 items

*Closed Out: 4-13-82: K.T.D.
Copy to Agency, All FRCs, NDT, NNF,
NMB & NPH*

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3	<p><u>Powers of Attorney</u></p> <p>Form ASCS-211 and other documents received by ASCS from farmers and producers and which authorize the signing of program documents in a representative capacity. Also includes revocations of this authority.</p> <p>Destroy 3 years after revocation.</p>		
4	<p><u>Publications</u></p> <p>Record copy of State and County Office Publications.</p> <p>a. Handbooks, related amendments, notices and other publications that have the force of directives. <i>PERMANENT. Transfer to FARDC 10 years after obsolete or superseded.</i> Destroy 5 years after superseded or obsolete. <i>Off to NARS 20 years after superseded or obsolete in 10 year block</i></p> <p>b. All other publications, including newsletters, news releases, summaries of operations, and annual reports.</p> <p>Destroy when 3 years old.</p>	<p>NC1-145-79-1/10</p>	<p><i>4 cu. ft. / yr.</i></p>
5	<p><u>Delegations of Authority</u></p> <p>Records documenting delegations and redelegations of authority.</p> <p>Destroy 3 years after revocation.</p>	<p>NC1-145-79-1/17</p>	