

| | | | |
|---|-------------------------------------|---|---|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK | |
| TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | JOB NO N1-164-87-1 | DATE RECEIVED 03-12-87 |
| 1. FROM <i>(Agency or establishment)</i> U.S. Department of Agriculture | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Science and Education | | In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. | |
| 3 MINOR SUBDIVISION Cooperative State Research Service | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Lizzette T. Williams | 5 TELEPHONE EXT. 447-6040 | DATE 9-8-87 | ARCHIVIST OF THE UNITED STATES <i>Frank S. Burke</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 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

| | | |
|--------------------------|---|---------|
| B DATE 6/25/87 | C SIGNATURE OF AGENCY REPRESENTATIVE <i>Edward V. Claggett</i> | D TITLE |
|--------------------------|---|---------|

| ITEM NO | 8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN <i>(NARS USE ONLY)</i> |
|---------|---|----------------------------------|---|
| 1. | <p>The Hatch Act (P.L. 84-352) authorizes a Regional Research Fund (RRF) to support cooperative regional research by State Agricultural Experiment Stations (SAES). This research is a joint effort directed toward solving definite problems related to agriculture in a broad sense including rural life and consumer concerns. Although RRF allotments are available only to SAES directors, an RRF allotment is not required for participation. Regional research may be financed with funds from any source. The characteristics which distinguish regional research from other types of research are, the research focuses on a specific and important problem of concern to two or more States, and the research is planned and conducted as a concerted effort in which the participating scientists are mutually responsible for accomplishing the objectives.</p> <p><u>Terminated RRF Project Case Files</u></p> <p>a. Project outline and termination reports. The outline contains the project number;</p> | | |

copies to agency, NCF, NNF-9-9-87

| REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION | | JOB NO. | PAGE |
|--|---|---|--|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9 GRS OR SUPERSEDED JOB CITATION | OF 10 ACTION TAKEN <i>(NARS USE ONLY)</i> |
| | <p>title; duration; justification; related current and previous work; objectives; procedures; organization; references; project leaders; resources; and a critical review. The termination report contains the project number; title; date project was activated, revised, and terminated; cooperating State stations and other agencies; reason for termination; expenditures of Hatch and regional research funds; major accomplishments; major publications; and application of results.</p> <p>DISPOSITION: Permanent. Break files at end of FY in which project is closed. Transfer to FRC 3 years after close of project. Transfer to NARA in 6-year blocks when the most recent records are 15 years old (e.g., transfer 1980-1986 block to NARA in 2001).</p> <p>Annual Accumulation: 4 cubic feet Volume on Hand: 20 cubic feet</p> <p>b. Background papers used to prepare termination reports including prior revisions, annual progress reports, and related correspondence.</p> <p>DISPOSITION: Cut off files at close of projects. Transfer to FRC 3 years after close of project. Destroy when 25 years old.</p> | | |
| 2. | <p><u>Minutes of Regional State Experiment Station Directors' Meetings</u></p> <p>The minutes contain vital information relative to status of active RRF projects, proposed RRF projects, regional and national funding recommendations, national, regional, and State agricultural research issues, legislation, etc., which are relative to maintaining a successful regional research program.</p> <p>DISPOSITION: <u>Permanent</u>. Cut off files annually. Transfer to FRC every 3 years. Transfer to NARA in 6-year blocks when the most recent records are 15 years old.</p> | | |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION | | JOB NO. | PAGE |
|--|--|---|--|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9 GRS OR SUPERSEDED JOB CITATION | OF 10 ACTION TAKEN <i>(NARS USE ONLY)</i> |
| | Annual Accumulation: Less than 1 cubic foot. Volume on hand: 3 cubic feet | | |