

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

LEAVE BLANK

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

JOB NO.  
**N1-164-90-1**

DATE RECEIVED  
**February 5, 1990**

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

U.S. Department of Agriculture

2. MAJOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

Cooperative State Research Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

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; 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 <b>2-5-90</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Helen L. Young</i>	D. TITLE <i>Management Analyst</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p><b>Records Created by Committees</b></p> <p>Advisory, CSRS-sponsored interagency, national interagency, CSRS internal, and Departmental committees and liaison. Files consist of agendas, directives, minutes, reports, and correspondence covering operations of the committee and establishment, revision, or termination of committee. Files are arranged alphabetically by name of committee.</p> <p>a. Office of Primary Responsibility</p> <p>DISPOSITION: Permanent. Cut off when no longer needed for current activities. Retire to FRC. Transfer to NARA in ten-year blocks when the most recent records are 15 years old (eg. transfer 1983-93 records in 2008).</p> <p>Accumulation: 12 cu. ft. per 10-year cycle Volume on hand: 6 cu. ft. (1983-87).</p> <p>b. Other Offices</p>	<p>NC1-310-80-2 Item 23</p> <p>NC1-310-80-2 Item 23</p>	

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	DISPOSITION: Destroy when no longer needed for administrative purposes, whichever is sooner.		