

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

|   |  |
|---|--|
| LEAVE BLANK   |  |
| JOB NO<br><br>NCL-166-79-1  |  |
| DATE RECEIVED<br><br>3-15-79  |  |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |
| 3-29-79<br><small>Date</small>  | <i>James B. Phoad</i><br><small>Archivist of the United States</small> |

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  
 Foreign Agricultural Service

3. MINOR SUBDIVISION  
 Management Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Henry W. Dudka

5. TEL. EXT

447-5645

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<br><br>3/9/79 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><br><i>James B. Phoad</i> | E. TITLE<br><br>Deputy Assistant Administrator, Management |
|-----------------------|--|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
|             | <p>This schedule supplements NCL-166-78-1</p> <p><u>Training of Foreign Nationals</u></p> <p>Training project files by name of project, country, and name of trainee. Folders contain personal history data on trainee, copy of training program, and correspondence pertaining to his training, travel details, and compensation.</p> <p>Destroy when 5 years old.</p> |                      | 1 item           |

*Copies sent to NCW, NNF, & Agency : 4-5-79 : RT.D*



General  
Services  
Administration

National Archives  
and  
Records Service Washington, DC 20408

---

Date : March 26, 1979

Reply to  
Attn of : NCD

Subject: NCI-166-79-1

To : NCD

The Foreign Agricultural Service (FAS), Department of Agriculture, requests approval to dispose of its Training of Foreign Nationals Case Files. Since these files do not contain any historical or research value, I recommend that we approve this disposition request.

*Sammy Collins*

SAMMYE COLLINS  
Records Disposition Division

APPRAISAL REPORT ON DISPOSITION OF RECORDS

DATE  
March 26, 1979

JOB NUMBER  
NC1-166-79-1

SECTION I - APPROVED FOR DISPOSAL

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE IT DOES (THEY DO) NOT HAVE SUFFICIENT VALUE FOR PURPOSES OF HISTORICAL OR OTHER RESEARCH, FUNCTIONAL DOCUMENTATION, OR THE PROTECTION OF INDIVIDUAL RIGHTS TO WARRANT PERMANENT RETENTION BY THE FEDERAL GOVERNMENT.

One item.

GENERAL ACCOUNTING OFFICE CONCURRENCE

NA

SEE COMMENTS OR ATTACHED LETTER.

SECTION II - APPROVED FOR PERMANENT RETENTION

ITEM(S) THAT IS (ARE) APPROVED FOR PERMANENT RETENTION, FOR THE REASONS INDICATED IN SECTION VII. THE AGENCY WILL OFFER THESE RECORDS TO THE NATIONAL ARCHIVES AND RECORDS SERVICE AS SPECIFIED IN THE SCHEDULE.

NA

SECTION III - APPROVED FOR DISPOSAL AFTER CONVERSION TO MICROFORM

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE THE RETAINED MICROFORM IS AN ADEQUATE SUBSTITUTE FOR THE ORIGINAL RECORDS. THE AGENCY CERTIFIES COMPLIANCE WITH THE STANDARDS SET FORTH IN FPMR 101-11.504.

NA

SECTION IV - DISPOSAL NOT APPROVED

ITEM(S) THAT IS (ARE) NOT APPROVED FOR DISPOSAL AT THIS TIME. THE AGENCY WILL RESUBMIT THIS (THESE) ITEM(S) WHEN SUFFICIENT INFORMATION IS AVAILABLE TO DETERMINE THE VALUE OF THESE RECORDS FOR AGENCY AND ARCHIVAL PURPOSES. IF NOT RESUBMITTED WITHIN SIX MONTHS NARS WILL CONTACT THE AGENCY.

NA

SECTION V - WITHDRAWN

ITEM(S) THAT HAS (HAVE) BEEN WITHDRAWN AT THE REQUEST OF THE AGENCY.

NA

SIGNATURE OF APPRAISER

*Sammy M. Collins*

*144*  
26 Mar 79

DATE  
3-26-79

SECTION VI - APPROVAL/CONCURRENCES

|              |  |                 |
|--------------|--|-----------------|
| APPROVAL     | DIRECTOR, RECORDS DISPOSITION DIVISION<br><i>[Signature]</i> | DATE<br>3/27/79 |
| CONCURRENCES | NNF <i>Jane F Smith</i>                                      | DATE<br>3-24-79 |
|              |  | DATE            |
|              |  | DATE            |

SECTION VII - APPRAISER'S RECOMMENDATION

COMMENTS: