

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>11-221-08-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/11/08</i>	
1 FROM (Agency or establishment) United States Department of Agriculture Rural Development Operations and Management SSD STOP 0742 1400 Independence Ave , SW Washington, DC 20250-0742		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Rural Utilities			
3 MINOR SUBDIVISION Rural Utilities Service Telecommunications Programs			
4. NAME OF PERSON WITH WHOM TO CONFER Andrea R. Jenkins <a href="mailto:Andrea.Jenkins@wdc.usda.gov">Andrea.Jenkins@wdc.usda.gov</a>	5 TELEPHONE NUMBER 202 692-0029	DATE <i>6/5/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Dent</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 02/06/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Andrea R. Jenkins</i> <i>2-6-08</i>		TITLE Rural Development Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U.S. Department of Agriculture Rural Development Record Group 221  Rural Utilities Service Telecommunications Programs (see attached).		
<i>84 6/12/08 copies sent to Agency, NWMD, NOME, NWMW, NR, NWCT</i>			

Item Number	Dept File Codes	Subject Code	File Heading/Description	Applicability and Location				RD Disposition Authority	GRS Authority
				Office	Central File	FRC	NARA		
<b>Rural Development Utilities Programs - TELECOMMUNICATIONS PROGRAM LOANS AND OPERATIONS</b>									
<b>Unless otherwise noted, all item in this schedule are media neutral</b>									
1	RUPT-1	1700 28	<p><b>General Files (Filed by Subject)</b></p> <p><b>a. Correspondence files</b> maintained by the Rural Development Telecommunications Program (RDTP), which are not otherwise covered within this schedule. The files include correspondence with borrowers, associations, suppliers, manufacturers and other firms or individuals relating to activities of RDTP</p> <p><b>Disposition</b> – temporary Cut off at the end of the 2 CY cycle</p> <p>Maintain in Division office(s) Transfer to the FRC 5 CY's after cutoff</p> <p><b>DESTROY/DELETE 10 CY'S AFTER CUTOFF.</b></p>	Advanced Services Division Broadband Division Northern Division Program Advisor Southern Division				5	New
			<p><b>b. Field Activities Reports</b> (Form 9) prepared by RDTP employees relating to visits to borrowers, and attendance at meetings of associations, manufacturers, technical societies and training conferences</p> <p><b>(1) Filed by name of employee and used to verify travel.</b></p> <p>Disposition – temporary Cut off at the end of the 2 CY cycle</p> <p>Maintain in Division office</p> <p><b>DESTROY/DELETE 1 CY AFTER CUTOFF, OR UPON COMPLETION OF TRAVEL VERIFICATION, WHICHEVER IS SOONER.</b></p> <p><b>(2) Filed by borrower.</b></p> <p>Disposition – temporary Cut off every 5 years at the end of the CY</p> <p>Maintain on the shared drive for 5 years after cutoff</p>	Northern Division Southern Division					New

Item Number	Dept File Codes	Subject Code	File Heading/Description	Applicability and Location				RD Disposition Authority	GRS Authority
				Office	Central File	FRC	NARA		
			<b>DESTROY/DELETE 5 CY'S AFTER CUTOFF.</b>						
2	RUPT-2		<p><b>Special Studies and Projects</b> consist of documents relating to special studies and projects pertaining to rural telecommunications systems or the RDTP</p> <p>a <b>Final product.</b> Determine medium of recordkeeping copy</p> <p><b>(1) If paper.</b></p> <p><b>Disposition – PERMANENT.</b> Cut off at the end of each CY</p> <p>If volume of records warrants, transfer one copy to the FRC 5 CY's after cutoff</p> <p><b>Transfer to the National Archives 10 CY's after cutoff.</b></p> <p><b>(2) If electronic.</b></p> <p><b>Disposition – PERMANENT.</b> Cut off at the end of each CY</p> <p><b>Transfer one copy to the National Archives immediately after cutoff in accordance with 36 CFR 1228.270.</b></p> <p>b. <b>Correspondence and subject files</b> relating to special studies and projects pertaining to rural telecommunications systems or the Rural Development Utilities Program</p> <p><b>Disposition – temporary</b> Cut off at the end of each CY in which project or study is completed</p> <p>If volume of records warrants, transfer to the FRC 5 CY's after cutoff</p>	Advanced Services Division Program Advisor		5	P	New	
			<b>DESTROY/DELETE 10 CY'S AFTER CUTOFF, OR WHEN NO</b>						

Item Number	Dept File Codes	Subject Code	File Heading/Description	Applicability and Location				RD Disposition Authority	GRS Authority
				Office	Central File	FRC	NARA		
			<b>LONGER NEEDED FOR REFERENCE, WHICHEVER IS LATER.</b>						
			<p><b>c. Working Papers</b> include materials relating to special studies or projects resulting in the establishment, rescission, or evaluation of agency policy</p> <p><b>Disposition</b> – temporary Place in office non-active file when report or project is completed or 6 months after final action or completion of study Cut off at the end of the CY</p>	Advanced Services Division Program Advisor				New	
			<p><b>DESTROY/DELETE 5 CY'S AFTER CUTOFF.</b></p> <p><b>d. Informal notes, rough drafts, or other documentation which is considered preliminary material.</b></p> <p>Disposition – temporary Cut off when report or project is completed, or 6 months after final action or completion of study</p> <p><b>DESTROY/DELETE IMMEDIATELY AFTER CUTOFF.</b></p>					New	
3	RUPT-3	1735 3 1735 31 1735 32 1738 1 1703 13 1703 14	<p><b>Hardship Loans</b></p> <p><b>RUS Cost-of-Money Loans</b></p> <p><b>Guaranteed Loans</b></p> <p><b>Broadband Access Loans</b></p> <p><b>Distance Learning and Telemedicine (DLT) Combo Loans and Grants</b></p> <p><b>Distance Learning and Telemedicine (DLT) Loans</b></p> <p><b>a. Loan Docket File</b> contains original basic documents of all loans for a borrower, approval and rescission of loans and release of funds, including administrative findings, loan recommendation to Administrator, feasibility study, status of loans, master telephone budget, adjusted telephone budget, adjusted balance sheet, equity requirement determination including request memorandum, and statement of adequacy of borrower's records Also includes balance sheet and operating statement, valuation memorandum, request for pre-loan study, cost allocation for urban and rural engineering memoranda, pre-loan</p>	<p>Advanced Services Division Broadband Division Northern Division Southern Division</p> <p>Advanced Services Division Broadband Division</p>				New	

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				Office	Central File	FRC	NARA		
			<p>data for telephone system, net toll revenue and rate schedules, connecting company commitments, sketch map of service area, area survey summary, population data, economic report, manager concurrence memoranda, character references, non-duplication report, loan application, applicant concurrence, and any other memoranda, forms and reports required to document the loan (Not all of the documents listed are included in each loan docket ) Make folder when first loan is approved Folder is retained in agency Division's storage space until all funds are advanced</p> <p><b>Disposition – PERMANENT.</b> Cut off at the end of the CY in which all loans are 'Paid in Full' or 'Rescinded'</p> <p>Transfer to the CF 2 CY's after cutoff Transfer from the CF to the FRC 6 CY's after cutoff</p> <p><b>Transfer to the National Archives 25 years after cutoff.</b></p>						
			<p><b>b. Legal Folder</b> contains Public Utilities commission Orders, Organizational Structure, Articles and Bylaws, Sample Stock certificate, Loan Appraisals, evidence and certification of legal Authority, Certificate of Resolutions, Contract, Mortgages, UCC Filings, Opinion of Counsel, Copies of Loan &amp; Security Documents, and Property Schedules This file includes all legal documents (Not all of the documents listed are included in each legal folder )</p> <p><b>Disposition – temporary</b> Cut off at the end of the CY in which all loans are 'Paid in Full' or 'Rescinded'</p>	Broadband Division Northern Division Southern Division				New	
			<p>Transfer to the CF 2 CY's after cutoff Transfer from the CF to the FRC 6 CY's after cutoff</p> <p><b>DESTROY/DELETE 10 CY'S AFTER CUTOFF.</b></p>		4	4			
			<p><b>c. Official Loan Folder</b> includes copies of loan docket, together</p>	Broadband				New	

Item Number	Dept File Codes	Subject Code	File Heading/Description	Applicability and Location				RD Disposition Authority	GRS Authority
				Office	Central File	FRC	NARA		
			<p>with loan announcement letter (including FAX notification or equivalent) filed on the right side of the folder, and all correspondence with the borrower, its attorney and other RUS offices in support of the loan, release of funds, rescission, disapproved loan, and correspondence pertaining to acquisitions and boundaries, including correspondence, forms and reports relating to the valuation of property owned or to be acquired by RUS telecommunications borrowers filed on the left side of the folder</p> <p><b>Disposition</b> – temporary Cut off at the end of the CY in which all loans are 'Paid in Full' or 'Rescinded'</p> <p><i>CF (8, 5/27/04)</i></p> <p>Transfer to <del>FRC</del> 2 CY's after cutoff Transfer from the CF to the FRC 6 CY's after cutoff</p> <p><b>DESTROY/DELETE 10 CY'S AFTER CUTOFF.</b></p>	Division Northern Division Southern Division					
			<p><b>d. Operations Contract Folder</b> includes copies of contracts for operation and maintenance, extended area service, trunk leases, floor space, toll traffic and affiliated subsidiaries agreement and all third party contacts, traffic interconnect, service, operations and maintenance, and affiliated services, received with an initial loan application and any subsequent RUS approved contracts</p> <p><b>Disposition</b> – temporary Cut off at the end of the CY in which contracts are superseded or canceled</p> <p>Maintain in Division</p> <p><b>DESTROY/DELETE 2 CY'S AFTER CUTOFF</b></p>	Broadband Division Northern Division Southern Division				New	
			<p><b>e. Operating Reports Folder</b> contains monthly, quarterly and annual financial and statistical reports (including RUS Form 479) of borrower's operations</p>	Broadband Division Northern Division Southern Division				New	

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				Office	Central File	FRC	NARA		
			<p><b>Disposition</b> – temporary Cut off at the end each CY</p> <p>Maintain in Division office(s) Transfer to the FRC 5 CYs after cutoff</p> <p><b>DESTROY/DELETE 10 CY'S AFTER CUTOFF.</b></p>			5			
4	RUPT-4	1735 3	<p><b>Telecommunications Engineering</b></p> <p><b>a. Engineering Pouch</b> which contains large documents relating to the design and construction of telecommunications facilities including plans and specifications, maps, services (engineering and architectural) contracts, construction contracts, contracts for materials and supplies, force account proposals, loan designs, final inventories, final documents, and final fee statements</p> <p><b>Disposition</b> – temporary Cut off at the end of the CY in which loan fund audit is approved</p> <p>Transfer to the FRC 1 CY after cutoff</p> <p><b>DESTROY/DELETE 5 CY'S AFTER CUTOFF UNLESS RETURN TO BORROWER IS REQUESTED.</b></p>	Northern Division Southern Division		4		New	
			<p><b>b. Loan Support Data</b> includes maps, membership tabulations, engineering studies and other bulky material submitted in support of the loan, including Loan Design Maps used by Telecommunications Divisions in consideration of a loan</p> <p><b>(1) Approved Loan Design.</b></p> <p><b>Disposition – PERMANENT.</b> Cut off at the end of the CY in which loan fund audit of entire loan is completed</p> <p>Maintain files in division</p> <p><b>Transfer to the National Archives 5 CY's after cutoff unless</b></p>					New	
									P

Item Number	Dept File Codes	Subject Code	File Heading/Description	Applicability and Location				RD Disposition Authority	GRS Authority
				Office	Central File	FRC	NARA		
			<p>return to borrower is requested.</p> <p><b>(2) Disapproved loans.</b></p> <p><b>Disposition</b> – temporary Cut off at the end of the CY in which loan is disapproved</p> <p>Maintain files in division</p> <p><b>DESTROY/DELETE 3 CY'S AFTER CUTOFF UNLESS RETURN TO BORROWER IS REQUESTED.</b></p>					New	
			<p><b>c. Joint Use</b> records include a copy of approved contracts between utility companies for joint or common use of facilities and related correspondence or forms</p> <p><b>Disposition</b> – temporary Cut off at the end of the CY in which contracts are superseded or canceled</p> <p>Maintain files in Division</p> <p><b>DESTROY/DELETE 2 CY'S AFTER CUTOFF</b></p>					New	
5	RUPT-5	1735 3	<p><b>Technical Standards [Committees "A" and "B"] – Telecommunications</b> records contain documents relating to the development of standards and products that meet these standards for the design, construction, operation and maintenance of rural telecommunications systems Technical Standards Committees "A" and "B" determine whether standards and products are acceptable for use in constructing rural telecommunications systems and are published as the "Materials Acceptable for Use on Telecommunications Systems of RUS Borrowers" (Informational Publications 344-2)</p> <p>Dates 1980-present Volume approx 110 linear feet</p>	Advanced Services Division				New	





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				Office	Central File	FRC	NARA		
			<p><b>Disposition</b> – temporary Cut off every 5 CYs at the end of the CY</p> <p>Retain in division Transfer to FRC 5 CYs after cutoff</p> <p><b>DELETE/DESTROY 10 CYs AFTER CUTOFF.</b></p>			5			
7	RUPT-7	1703 121 1739 1740	<p><b>Distance Learning and Telemedicine (DLT) Grants</b> <b>Community Connect Grants</b> <b>Weather Radio Transmitter Grants</b> <b>Public Television Station Digital Transition Grants</b></p> <p><b>a. Approved Grants(/loans)</b> includes all documents for approval and all correspondence, scoring worksheets, release of funds, grant(/loan) agreement, advance of funds documents, rescission, disapproved grant(/loan) and correspondence, correspondence relating to audit, comments on audit reports, copy of FAR's, contracts, correspondence, summaries of telephone conversation with members of Congress and correspondence with general public, correspondence to federal agencies, performance reports, financial status reports, audits (Not all of the documents listed are included in each grant/loan pouch )</p> <p><b>Disposition – PERMANENT.</b> Cut off file at end of the CY in which the grant/loan is fully advanced and final report received</p> <p>Retain in office</p> <p><b>Transfer to the National Archives 3 CY'S after cutoff.</b></p>	Advanced Services Division Broadband Division Northern Division Program Advisor Southern Division				New	
			<p><b>b. Disapproved Grants(/loans)</b> includes all documents for approval and all correspondence, scoring worksheets, release of funds, grant(/loan) agreement, advance of funds documents, rescission, disapproved grant(/loan) and correspondence, correspondence relating to audit, comments on audit reports, copy of FAR's, contracts, correspondence, summaries of telephone conversation with members of Congress and</p>					New	

Item Number	Dept File Codes	Subject Code	File Heading/Description	Applicability and Location				RD Disposition Authority	GRS Authority
				Office	Central File	FRC	NARA		
			<p>correspondence with general public, correspondence to federal agencies, performance reports, financial status reports, audits (Not all of the documents listed are included in each grant/loan pouch )</p> <p><b>(1) Disapproved loans which are challenged.</b></p> <p><b>Disposition</b> – temporary Cut off at the end of the CY in which final action is taken</p> <p>Retain in office</p> <p><del>DESTROY/DELETE 1 CY AFTER CUTOFF.</del></p> <p><b>(2) Disapproved loans which are not challenged.</b></p> <p><b>Disposition</b> – Temporary Cut off at the end of the CY in which grant/loan is disapproved</p> <p>Retain in office</p> <p><b>DESTROY/DELETE 3 CY'S AFTER CUTOFF.</b></p>						GRS 3, Item 13



# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

**Date:** March 26, 2008  
**Appraiser:** Rebecca Fitzgerald, NWML  
**Agency:** USDA Rural Development  
**Subject:** N1-221-08-1

*Rebecca Fitzgerald*

*JL  
5/27/08*

## INTRODUCTION

### Schedule Overview

Telecommunications Office

### Administrative History

The mission of the Rural Development (RD) Rural Utilities Service (RUS) is to help rural utilities expand and keep their technology infrastructure up to date, and to assist in establishing such innovative services as distance learning and telemedicine. RUS provides direct and guaranteed loans and grants designed to improve the economy and quality of life in rural America by forging public-private partnerships with rural cooperatives, nonprofit associations, public bodies, and for-profit utilities.

The Telecommunications Office oversees several programs for financing rural America's telecommunications infrastructure, including the

- Traditional Telephone Loan program, consisting of hardship, cost of money, and guaranteed loans that finance voice telephone service
- Broadband Access Loan program, which provides loans for funding the costs of construction, improvement, and acquisition of facilities to provide broadband service to eligible rural communities
- Distance Learning and Telemedicine program, which brings electronic educational resources to rural schools and improves health care delivery in rural America
- Community Connect Grant program that makes available financial assistance to eligible applicants in order to provide currently unserved areas with broadband service that fosters economic growth and public safety services.

### Overall Recommendation:

Recommend approval.

## APPRAISAL

### Item 1a: Correspondence Files

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little or no research value

\*Does not document significant actions of Federal officials

**Adequacy of Proposed Retention Period(s):** Adequate.

Adequate from the standpoint of legal rights and accountability. These files are rarely requested beyond 5 years, so the 10-year retention period is more than adequate

**Media Neutrality:** Requested and Approved

**Items 1b(1) and (2): Field Activities Reports**

These reports consist of narratives documenting the status of the project, if deadlines are being met, the financial viability of borrowers, etc. Reports filed by name of employee are used to justify and verify employee travel, while reports filed by borrower are used to review programs for indications of problems. Most reports are routine.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little or no research value

**Adequacy of Proposed Retention Period(s):** Adequate.

Adequate from the standpoint of legal rights and accountability. If problems arise, they are noted and action taken well before the end of the retention period. If bankruptcy occurs, the reports are included in the borrower's file

**Media Neutrality:** Requested and Approved

**Items 2a(1) and (2): Special Studies and Projects—Final Product**

**Proposed Disposition:** Permanent

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*High potential research value

\*Documents significant actions of Federal officials

\*Additional justification: Provides evidence of the significant effects of Federal programs and actions on individuals, communities, and the natural and man-made environment

**Adequacy of Proposed Transfer Instructions:** Appropriate

Agency will transfer one electronic copy, if applicable, to NARA at the end of each calendar year in order to ensure the regular and timely transfer of these permanent records to NARA. The RD records officer, staff, and I agree that an annual transfer is necessary because office staff will only remember to transfer these records if it becomes part of their year-end procedures and is performed routinely every year.

**Media Neutrality:** Requested and Approved

**Items 2b, c, and d: Special Studies and Projects—Correspondence, Subject Files, Working Papers, and Drafts**

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Significant information is captured elsewhere in permanent records [Items 2a(1) and (2)]

**Adequacy of Proposed Retention Period(s):** Adequate.

Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Requested and Approved

**Item 3a: Loan Docket File**

These files document the history of every RD-funded loan, and include significant project-related information such as feasibility and other studies, maps, area survey summaries, population data, and economic and other reports. These documents provide details on the delivery of services to and the transformation of rural America. The annual volume for these records is about 2 cubic feet. Because of the length of time from the initiation of the loan until transfer to NARA, they will contain no Privacy Act or other proprietary or confidential information, and thus have no restrictions on their access. I consulted with Joseph Schwarz in Textual Reference, and he concurred that these records have permanent value, and will complement NARA holdings, which already encompass files dating back to the 1930s

**Proposed Disposition:** Permanent

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*High potential research value

\*Related to other permanent records [NARA holdings, RG 96]

\*Additional justification: Provides evidence of the significant effects of Federal programs and actions on individuals, communities, and the natural and man-made environment

**Adequacy of Proposed Transfer Instructions:** Appropriate.

Borrowers seek financing from private and government sources, depending on market conditions. Because many years may intervene between loans sought through RD, the Agency requests a 25-year retention period before these files are transferred to NARA in case the borrower applies for another loan during that period.

**Media Neutrality:** Requested and Approved

**Item 3b: Legal Folder**

These files contain copies of documents attesting to the legal status and authority of each borrower, contractual obligations it has undertaken, and other legal or financial records

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Does not document significant actions of Federal officials

\*Other justification Although these documents contain significant historical information about each borrower, they are copies of records belonging to the borrowers

**Adequacy of Proposed Retention Period(s):** Adequate.

Adequate from the standpoint of legal rights and accountability Borrowers seek financing from private and government sources; depending on market conditions

Because many years may intervene between loans sought through RD, the Agency requests a 10-year retention period in case another loan application is received from the same borrower after a lapse of several years.

**Media Neutrality:** Requested and Approved

**Item 3c: Official Loan Folder**

While Item 3a, Loan Docket Files, maintains a history of each borrower, this item maintains a history of each loan.

**Proposed Disposition:** Permanent

**Appropriateness of Proposed Disposition:** Temporary

**Appraisal Justification:**

\*Captured elsewhere in permanent records [Item 3a]

**Adequacy of Proposed Retention Period(s):** Adequate.

Adequate from the standpoint of legal rights and accountability. The Agency requests a 10-year retention period in order to conform to the retention periods for related files [Item 3b].

**Media Neutrality:** Requested and Approved

**Item 3d: Operations Contract Folder**

This series contains copies of contracts entered into by borrowers.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little or no research value

\*Does not document significant actions of Federal officials

\*Other justification: Other copies are available in related loan docket and legal files.

**Adequacy of Proposed Retention Period(s):** Adequate.

Adequate from the standpoint of legal rights and accountability. These documents are copies maintained by RD as supporting documentation for work carried out or acquisitions made under the loan.

**Media Neutrality:** Requested and Approved

**Item 3e: Operating Reports Folder**

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Significant information is captured elsewhere in permanent records [Item 3a]

**Adequacy of Proposed Retention Period(s):** Adequate.

Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Requested and Approved

**Item 4a: Engineering Pouch**

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Significant information is captured elsewhere in permanent records [Items 3a and 4b(1)]

**Adequacy of Proposed Retention Period(s):** Adequate.

Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Requested and Approved

**Item 4b(1): Approved Loan Design**

These records also contain summaries of the design in the form of narratives describing the area to be served, customers, businesses affected, engineering studies, etc

**Proposed Disposition:** Permanent

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*High potential research value

\*Related to other permanent records [Item 3a and NARA holdings, RG 96]

\*Additional justification: provides evidence of the significant effects of Federal programs and actions on individuals, communities, and the natural and man-made environment

**Adequacy of Proposed Transfer Instructions:** Appropriate

Return to borrower is almost never requested, and then it was due to the expense of creating maps, which has significantly decreased. The Agency does not foresee any future requests from borrowers for the return of these records, although it has happened once or twice in the past.

**Media Neutrality:** Requested and Approved

**Item 4b(2): Loan Support Data for Disapproved Loans**

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little or no research value

**Adequacy of Proposed Retention Period(s):** Adequate.

Adequate from the standpoint of legal rights and accountability. This retention period conforms to that for related disapproved loan files [Item 7b(2)], which are covered by GRS 3, Item 13.

**Media Neutrality:** Requested and Approved

**Item 4c: Joint Use Records**

These are copies of contracts kept on file by RD.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little or no research value

\*Does not document significant actions of Federal officials

\*Other justification: Other copies are available in related loan docket and legal files.

**Adequacy of Proposed Retention Period(s):** Adequate.



Adequate from the standpoint of legal rights and accountability These materials are copies maintained by RD as supporting documentation for agreements entered into under the loan.

**Media Neutrality:** Requested and Approved

**Items 5a & 5b: Technical Standards (Committees “A” and “B”)**

These records document the approval of equipment and standards for use by public utilities and consist of submissions from manufacturers and minutes of the monthly meetings. Equipment suppliers submit descriptions and other supporting documentation for their products, requesting approval for use by borrowers Committee A meets monthly to render decisions Committee B meets as needed to hear appeals. Committee A records are voluminous; Committee B meets approximately once a year as needed. Older records are paper only, while recent records are nearly all electronic in format.

**Proposed Disposition:** Permanent

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Documents significant actions of Federal officials

\*Related to other permanent records [Items 3a and 4b(1); NARA holdings RG 221, Records of the Technical Standards Division]

\*Additional justification: This series documents the standards in place when rural telecommunications systems were constructed and thus provides for accountability

**Adequacy of Proposed Transfer Instructions:** Appropriate.

**Media Neutrality** Requested and Approved

**Item 6: Requisitions and Loan Budget**

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little or no research value

\*Does not document significant actions of Federal officials

**Adequacy of Proposed Retention Period(s):** Adequate

Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Requested and Approved

**Item 7a: Approved Grants/Loans**

**Proposed Disposition:** Permanent

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\* High potential research value

\*Documents significant actions of Federal officials

\*Documents the national experience

\*Additional justification: Provides evidence of the significant effects of Federal programs and actions on individuals, communities, and the natural and man-made environment

**Adequacy of Proposed Retention Period(s):** Adequate.

Adequate from the standpoint of legal rights and accountability  
**Media Neutrality:** Requested and Approved

**Item 7b(1): Disapproved Loans Which Are Challenged**

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little or no research value

**Adequacy of Proposed Retention Period(s):** Adequate.

Adequate from the standpoint of legal rights and accountability. Decisions are thoroughly reviewed and analyzed, and the final decision is accepted by all parties.

Therefore a shorter retention period than the 3 years mandated by GRS 3, Item 13, which covers unsuccessful grant applications, is justified.

**Media Neutrality:** Requested and Approved