

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JUN 27 1975	JOB NO. NC - 221-85-1
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 "with-drawn" in column 10.	
11-25-75 Date	<i>Gary B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Agriculture
2. MAJOR SUBDIVISION
Rural Electrification Administration
3. MINOR SUBDIVISION
4. NAME OF PERSON WITH WHOM TO CONFER
Harry C. Perry
5. TEL. EXT.
447-3583
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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6-23-75 (Date) *Harry C. Perry* (Signature of Agency Representative) Records Management Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>11-25-75</p> <p>This schedule brings up-to-date Job No. 46-78 NN-166-70 approved by House Report 1128, 89th Congress 1st session dated October 8, 1965. The ten items listed have not been approved for permanent retention or disposal by the National Archives.</p>		
<p><i>Copy to Agency & WNRC 12-3-75 (ca)</i></p>		<p><i>14 items</i></p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>I. BORROWERS' CASE FILES</u>		
	<u>A. Loans and Operations</u>		
1.	<u>Loan Record, Kardex - Electric:</u> This record was discontinued in 1970. <i>Destroy 10 years after loan repaid. gdm 11-10-75</i>		
2.	<u>Loan Docket Files:</u>		
	<p>a. <u>Electric:</u> Original basic documents for approval security finding and rescission of loans, including loan recommendation to Administrator, loan budget, determination of DSC and TIER cost estimates and engineering data, power cost study or memorandum as appropriate, financial and operating report data, status of loans, KWH certification memorandum, statement of economic and social condition of agriculture (prior to 1947); and when applicable, stop orders or conditional agreements, funds and materials for proposed facilities, headquarters facilities data, pump irrigation conclusions and recommendations, summary of generation facilities, copy of letters transmitting summary of generation and transmission facilities to House and Senate Committees, power requirements study, rescission recommendation and board resolution. (Not all of the documents listed are included in each loan docket)</p> <p>Make folder when first loan is approved. Transfer to Non-Current Records 2 years after all loans are repaid, or rescinded. Transfer to Federal Records Center 5 years thereafter. <i>Destroy 10 years after transfer to FRE. gdm 11-10-75</i></p>		
	<p>b. <u>Telephone:</u> Original basic documents for approval and rescission of loans and releases 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, statement of adequacy of borrowers' records, balance sheet and operating statement, valuation memorandum,</p>		

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	<p>request for preloan study, cost allocation for urban and rural, engineering memoranda, preloan data for telephone systems, net toll revenue and rate schedules, connection company commitments, sketch map of service area, area coverage survey summary, population data, economic report, manager concurrence memorandum, character references, nonduplication report, loan application, applicant's 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.)</p> <p>Make folder when first loan is approved. Transfer to Non-Current Records 2 years after all loans are repaid or rescinded. Transfer to Federal Records Center 5 years thereafter. <i>8 Jan 11-10-75</i> <i>10 years after transfer to FRC.</i></p> <p>3. State General: <u>State General:</u> Correspondence, forms and reports relating to operation and loan activities within a specific state or within an area of a state which is not served by a specific borrower.</p> <p>Transfer to Federal Records Center 2 years after receipt in Non-Current Records. Dispose 10 years after date of file.</p> <p style="text-align: center;"><u>I. BORROWERS' CASE FILES</u></p> <p style="text-align: center;"><u>B. Engineering</u></p> <p>4. State General Files: <u>State General Files:</u> Correspondence, forms and reports relating to the design, construction and engineering activities of a number or all borrowers within a specific state.</p> <p>Transfer to Federal Records Center 2 years after receipt in Non-Current Records. Dispose 10 years after date of file.</p>		

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	<u>II. GENERAL CORRESPONDENCE FILES</u>		
	<u>A. Program Administration</u>		
5. <input checked="" type="checkbox"/>	<p>Correspondence and subject files relating to the formulation of policies and procedures relating to all aspects of the agency programs. These records include those of the Administrator, Assistant Administrators and all offices responsible for the development of policies and procedures.</p> <p>Transfer to Federal Records Center 5 years after receipt in Non-Current Records <u>Permanent</u> <i>offer to National Archives 10 years thereafter. JDA 11-10-75</i></p>		
6. <input checked="" type="checkbox"/>	<p>Correspondence and subject files relating to the development of standards and other technical data for equipment and materials and for design and construction, and operations and maintenance of rural electrical and rural telephone systems.</p> <p>Transfer to Federal Records Center 2 years after receipt in Non-Current Records <u>Permanent</u> <i>offer to National Archives 10 years thereafter. JDA 11-10-75</i></p>		
7. <input checked="" type="checkbox"/>	<p>Correspondence and subject files relating to special studies and project relating to rural electric and rural telephone systems, market and price information relating to equipment and materials, communications, borrowers' buildings and structures, rates, toll traffic agreements, new uses of electricity in rural areas, and operation of rural electric and rural telephone systems.</p> <p>Transfer to inactive file when final report is approved. <u>Permanent</u> Transfer inactive file to Non-Current Records at the end of each calendar year. Transfer to Federal Records Center 2 years thereafter <u>Permanent</u> <i>offer to National Archives 10 years thereafter. JDA 11-10-75</i></p>		
8. <input checked="" type="checkbox"/>	<p>Rural Areas Development files consisting of correspondence and printed material received from and sent to agencies of the Department, Federal agencies, Members of Congress, state and local governments, borrowers, industries, associations and the public, including copies of reports,</p>		

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	<p>employment statistics, studies and surveys, economic feasibility, project applications, certifications and proposals, proposed legislation, agenda and minutes of meetings, visits, findings and discussions involving various problems and phases of the rural areas development program.</p> <p>Transfer to Federal Records Center 2 years after receipt in Non-Current Records. Dispose 10 years after date of file.</p> <p style="text-align: center;"><u>II. GENERAL CORRESPONDENCE FILES</u></p> <p style="text-align: center;"><u>B. Administrative Activities</u></p> <p>9. <input checked="" type="checkbox"/> Machine tabulations or "print-outs" and worksheets of statistical reports or agency program activities, such as loans, analysis of borrowers' operations, KWH studies, electrified farm surveys, interest payments, etc.</p> <p style="margin-left: 100px;"><i>PERMANENT. Transfer to FRS when 5 years old. Offer to National Archives when 10 years old.</i></p> <p style="margin-left: 100px;">a. <u>Published Reports</u>- _____</p> <p style="margin-left: 100px;">b. <u>Unpublished Reports</u> <u>Worksheets:</u> Dispose after 3 years.</p> <p style="margin-left: 100px;">c. <u>Print-out (Report)</u>- Dispose after 15 years.</p> <p style="text-align: center;"><u>Legislation</u></p> <p>10. <input checked="" type="checkbox"/> Correspondence and state and subject files relating to proposed and enacted federal and state legislation and problems affecting agency programs in individual states, including copies of bills, resolutions and reports.</p> <p style="margin-left: 100px;">Permanent <i>offer to National Archives when no longer needed for reference</i></p> <p style="text-align: right;"><i>JDM 11-10-75</i></p>		

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11. 2.	<p style="text-align: center;"><u>Program Analysis</u></p> <p>Correspondence and subject files relating to program analysis and evaluation, including compilation of data, reports and studies such as those relating to surveys of telephones, loan applications, appliances, markets, construction plan and loan requirements, power sales, soil, etc.</p> <p>Make new folders every 4 years. Transfer to Non-Current Records 3 years after new files are set up. Transfer to Federal Records Center 5 years thereafter.</p> <p><i>effects national Archives 10 years after transfer to FRE</i></p> <p style="text-align: right;"><u>Permanent</u></p> <p style="text-align: right;"><i>JDM 11-10-55</i></p>		