

RG 310  
1/14/74

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>MAY 7 1974</b>	JOB NO <b>N-C 174-225</b>
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	
5-9-74 <i>James B. Rhoads</i> (Date) Archivist of the United States	

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  
AGRICULTURAL RESEARCH SERVICE

3. MINOR SUBDIVISION  
GENERAL SERVICES DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
June T. Green

5. TEL EXT  
436-8215

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

5/1/74  
Date

*Thomas P. Quigley*  
(Signature of Agency Representative)

Records Officer  
(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Engineering drawings relating to buildings located in Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. The drawings date from 1929 to 1972 and total approximately five cubic feet in volume. They have been appraised (NN-373-46) as lacking in archival value; however, they do have long-term administrative value for managing the buildings to which they relate.</p> <p>For reasons of convenience, these drawings have been microfilmed, and the microfilm is now in use in the Western Regional Office. However, because of the size and age of some of the drawings, the microfilm copy may not always be an adequate substitute for the originals. Consequently, the destruction of the original drawings cannot be authorized at this time.</p> <p>DISPOSITION: Transfer to the Washington National Records Center. Hold there for 5 years. At the end of that period review for disposal.</p>		