

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

LEAVE BLANK	
DATE RECEIVED <i>NOV 26 1975</i>	JOB NO. <b>310-73-2</b>
DATE APPROVED <i>NOV 2</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>6-14-76</i> Date	<i>James B. [Signature]</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
**USDA-Agricultural Research Service**

2. MAJOR SUBDIVISION  
**Southern Regional Administrative Office**

3. MINOR SUBDIVISION  
**Southern Regional Research Center**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Dr. Mary Carter**

5. TEL. EXT.  
**682-7511**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

5/21/76 (Date)      Harold C. Villere, Sr. (Signature of Agency Representative)      Regional Records Mgmt. Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Laboratory notebooks created by individual research scientist and containing day to day analysis, observations, tabulations, charts, progress of research, results of experiments and other raw data. The research data in these books are of continuing value as much of this data has not been published. These record books are also used to validate patents and they are recalled as needed for reference purposes. We are unable to determine how often or how many of these books will be sent to the FRC annually. It has been recommended by research scientist SRRC that the disposal period for these records be 25 years after the receipt by the FRC. Villere agreed to this change in file on 6-1-76 SC</p> <p><b>DESTROY WHEN <u>25</u> YEARS OLD</b></p>	JOB NN 173-18	

*6 NC 9 NC 3, NEW 6-16-76 AD  
 Copies to Agency 6-16-76 AD, Copies to 1 NC, 3 NC-P, 4 NC, 5 NC-C, 8 NC, 7 NC*