

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-310-77-4
DATE RECEIVED	25 APR 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5-3-77 Date	<i>James P. [Signature]</i> 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
Cooperative State Research Service

3. MINOR SUBDIVISION
Project Records Section

4. NAME OF PERSON WITH WHOM TO CONFER
Arlin A. Kottman

5. TEL. EXT.
477-6845

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	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Administrative Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>HATCH & MCINTIRE - STENNIS GRANT CASE FILES.</u></p> <p>Arranged alphabetically by State, thereunder by project case number. Case files of research projects funded under the Hatch & McIntire - Stennis Act. CSRS coordinates the funding of agricultural research projects which are carried out by State Agricultural Experiment Stations. These case files contain the station director's letter of transmittal; project outline; CSRS Forms 4, AD-416, and AD-417; CSRS Director's letter of approval; annual progress reports; and CSRS Form AD-421 officially terminating the project. These files do not contain final project manuscripts, which remain in the stations.</p> <p>Transfer to Federal Archives and REcords Center 1 year after project is terminated. Destroy 10 years after project is terminated.</p>		