

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 *Economics, Statistics, & Cooperative Service*
~~Economics, Policy Analysis and Budget~~

3. MINOR SUBDIVISION
~~Farmer Cooperative Service~~ *Cooperative*

4. NAME OF PERSON WITH WHOM TO CONFER
Leonard Vaughan

5. TEL. EXT.
447-5671

LEAVE BLANK	
JOB NO. DEC 16 1977	
NC 1 314 78 1	
DATE RECEIVED	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
2-14-78 Date	<i>James B. Rhoads</i> Archivist of the United States

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 3 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 11/28/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Leonard E. Vaughan</i>	E. TITLE <i>Assistant Branch Chief, R. Hall Branch, ASD, BRSC</i>
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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
	<p>The Farmer Cooperative Service (FCS) requests authority to dispose of current and future "cooperative association" paper documents described as permanent records in Item 16 (a) on page 7 of NARS approved Records Control Schedule No. NC-314-75-1. In lieu of retaining the paper we are proposing to make archival quality microfilm duplicates of these records, dating from 1913 through current.</p> <p>We are microfilming these records for easier retrieval and to reduce storage costs. If we film these records to NARS archival quality standards, we feel both NARS and FCS will benefit. We are proposing to send the silver original negative to Archives (or the Archives Section of WNRC) as soon as the integrity of the microfilm records is certified. The paper documents would then be destroyed.</p> <p>An archival quality diazo negative would be used as the FCS administrative reference copy. When all Associations on the roll are discontinued, the diazo would then be offered to Archives as the duplicate film.</p> <p>Specific advantages of this proposal are:</p> <p>a. Hundreds of cubic feet of permanent paper documents would not have to be stored by the Archives.</p>		

5 items

115-107

sent to agency & NNF - 2/10/78
+ NCW 12-3-80

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>b. The archival silver original negative would always be stored under ideal conditions. FPMR 101-11.506-3 through 7 are very difficult to comply with in common office space.</p> <p>c. Thousands of folders could be reused saving supply costs, but more beneficial, saving the time and cost of relabelling folders.</p> <p>FCS is unwilling to make an additional duplicate microfilm for Archives because of the cost. Based on current cost estimates, records being filmed in 1978 would cost \$1,100 to duplicate; those filmed in 1980, \$300; and in 1985 plus every 5 years thereafter, \$150.</p> <p>The estimated cubic footage of paper that would be transferred lieu of microfilm would be 56 cubic feet in 1978, 18 cubic feet in 1980, and 10 cubic feet in 1985.</p> <p>Estimated number of reels of silver original negatives would be 140 in 1978, 45 in 1980, and 25 in 1985 and every 5 years thereafter.</p> <p>We are proposing a change to Schedule NC-314-75-1 to read as follows:</p> <p>16. <u>Cooperative Associations Files</u></p> <p>Case files on Farmer Cooperative Associations consisting of statistical and historical data, including printer by-laws, audit reports, reports on examinations, copies of agreements, financial statements, and survey questionnaires.</p> <p>(a) <u>6300 Regional Associations</u></p> <p>(1) <u>Paper Documents</u>. Dispose after the integrity of microfilm copies is certified.</p> <p>(2) Archival quality silver original negative microfilm, index, and finding aids. Offer to Archives immediately after the integrity of the records is certified. <i>Destroy when all the coops on the roll have been discontinued. SL 2-2-78</i></p>	<p>NC-314-75-1 (16)</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>(3) Archival quality diazo duplicate negative microfilm. Order to Archives 3 years after all Cooperative Associations on the microfilm roll have been discontinued.</p> <p>(b) <u>6900 Local Associations</u></p> <p>(1) <u>Paper Documents.</u> Dispose as soon as microfilmed (certification not needed).</p> <p>(2) Archival quality silver original negative and archival quality diazo duplicate negative microfilm. Dispose both sets of film 3 years after all associations on the roll are discontinued.</p> <p>If the Schedule amendment is approved, we will offer to transfer the microfilm per your instructions.</p>		