

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1 445 77 1	
DATE RECEIVED	
NOV 1 1976	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
11-15-77 Date	<i>James B. Rhoads</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
Rural Development Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Harry C. Perry, Records Mgmt Officer

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 5 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 10-4-77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Harry C. Perry</i>	E. TITLE <i>Records Mgmt. Officer</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 Rural Development Service (RDS) coordinates the planning, financing and development of facilities and services in rural areas that contribute to making these areas desirable places in which to live and make private business investments; the planning, development and expansion of business and industry in rural areas to provide increased employment and income; the planning, development, conservation, and use of land, water and other natural resources of rural areas to maintain or enhance the quality of the environment for people and business in rural areas.</p> <p>It is the responsibility of the RDS to Promote the development of rural America, with primary emphasis on community development by;</p> <ul style="list-style-type: none"> a. Coordinating a nationwide Rural Development program utilizing the services of the Executive Branch, departments and agencies; b. Ensuring that available federal resources and services are effectively applied to the needs of rural America. c. Carry out education, information dissemination, and other activities which contribute to the 		

15-107
Sent to agency, NCR, NNR, NNF, NNB - 11/17/77

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1.	<p>economic, social, and cultural development of rural America.</p> <p>The RDS has a staff organizational structure which includes the Office of Administrator, Office of Information Staff, Office of Plans and Program Staff, Office of Special Projects Staff and Office of Coordination of Governmental Affairs Staff.</p> <p>It will use the General Records Schedule for disposal authority of its administrative and housekeeping records.</p> <p style="text-align: center;"><u>Rural Development Service</u></p> <p><u>Administrator's Program Subject Files</u></p> <p>Alphabetically by subject. Memoranda, correspondence, reports, and other records relating to policies and procedures, priorities and initiatives, weatherization program, drought emergency, other federal, state, and local agencies; associations, organizations, or firms showing coordination between these groups and other government agencies and RDS.</p> <p style="padding-left: 40px;">Transfer to Noncurrent records when 25 years old. Transfer to Federal Archives and Records Center (FARC) when 5 years old. PERMANENT. Offer to National Archives and Records Service (NARS) when 20 years old.</p>	1 cu. ft/yr.	
2.	<p><u>Special Studies and Projects Files</u></p> <p>Arranged by Staff, and thereunder alphabetically by subject. Memoranda, correspondence, briefing papers, reports, and other records relating to financing, grants, development of facilities and services, private business investments, expansion of business and industry, education, employment, income, conservation and use of land, water, and other natural resources in rural areas, and operation of other rural area projects. Filed in the Administrator's Office.</p> <p style="padding-left: 40px;">Transfer to Noncurrent Records 2 years after completion of study or project. Transfer to FARC 4 years after completion of study or project. PERMANENT. Offer to NARS when 20 years old.</p>	1 1/2 cu. ft/yr.	

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3.	<p><u>Reports</u></p> <p>Alphabetically by title. Published and unpublished reports to Congress, GAO, USDA, and other government agencies which fulfill statutory or other requirements.</p> <p>a. Official copy: PERMANENT. Offer to NARS when 15 years old.</p> <p>b. other copies: Destroy when superseded or obsolete.</p>	1/2 cu. ft/yr.	
4.	<p><u>Field Activities Files</u></p> <p>Chronologically.</p> <p>a. Memoranda, correspondence, speeches, itineraries, briefing papers, and field activities reports, visits and other records relating to travel by the Administrator and his principal assistants to rural development projects, attendance at meetings or other federal and state agencies organizations, associations, technical societies, training conferences, groups and individuals.</p> <p>PERMANENT. Offer to NARS when 15 years old.</p> <p>b. Field activities reports of all other Washington office employees visits as described above.</p> <p>Transfer to FARC when 3 years old. Destroy when 6 years old.</p>	1"/yr.	
5.	<p><u>Meeting and Conference Files</u></p> <p>Chronologically.</p> <p>a. Agenda and minutes: Includes published copies of "Habitat" and other high level meetings and conferences.</p> <p>PERMANENT. Offer to NARS when 20 years old.</p> <p>b. Correspondence Files: relating to lower level meetings and conferences including invitations to meetings.</p> <p>Destroy when 2 years old.</p>	1/2 cu. ft/yr.	

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6.	<p><u>RDS History Files</u></p> <p>Chronologically. Memoranda, correspondence, briefing papers, a copy of approved and proposed bills and Presidential Task Force relating to the initiation, and subsequent reorganizations of RDS. Filed in the Administrator's Office.</p> <p>PERMANENT. Offer to NARS when 15 years old.</p>	1/2 cu. ft/yr.	
7.	<p><u>Statistical Records</u></p> <p>Machine tabulations or printouts and worksheets of statistical reports from the Federal Assistance Program Retrieval System concerning agency program operations, federally financed projects, grants, surveys, and studies of proposed projects.</p> <p>a. Published and unpublished Reports</p> <p>(1) Official copy: PERMANENT. Offer to NARS when 15 years old.</p> <p>(2) other copies: Destroy when superseded or obsolete.</p> <p>b. Background data such as Worksheets.</p> <p>Destroy when 3 years old.</p>	4 1/2 cu. ft/yr	
8.	<p><u>General Correspondence Files</u></p> <p>Repetitive inquiries and summaries of telephone conversations with members of Congress, and correspondence with subscribers, applicants and the general public relating to rural development services such as grants, financing, technical, and management assistance.</p> <p>Destroy when 2 years old.</p>		
9.	<p><u>Legislative Files</u></p> <p>Memoranda, correspondence, reports, copies of bills, hearings, resolutions, and other records relating to proposed and enacted Federal and State legislation and problems affecting agency programs in individual States.</p> <p>Destroy when 15 years old or when no longer needed for reference, <i>whichever is sooner.</i></p>		
10.	<p><u>Staff Working Files</u></p> <p>a. Relating to special studies or projects resulting in the establishment, evaluation, or re-</p>		

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11.	<p> cission of special studies or projects. Destroy 2 years after completion of report, special study, or project. b. Informal notes, rough drafts, or other preliminary documentation. Destroy 2 years after final action or completion of study. <u>State Case Files</u> Case files consisting of memoranda, correspondence, reports, plans, compilations of data, and studies relating to surveys of planning, financing, and developing of facilities and services in rural areas, and conservation and use of land, water, and other natural resources. Destroy when 5 years old or when no longer needed for reference, <i>whichever is sooner.</i> </p>		