

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
<i>NCI-445-841</i>	
DATE RECEIVED	
<i>1-4-84</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>3-14-84</i> Date	<i>[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 Office of Rural Development Policy	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Robert Meehan	5. TEL. EXT. 382-8350

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 _____ 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 <i>12/19/83</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Director
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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>Area Development Assistance planning grants, authorized under Section 306(a)(11) of the Consolidated Farm and Rural Development Act of 1972 (Public Law 92-419), were awarded to governmental units and other organizations which had legal authority to prepare comprehensive rural development plans. These grants were awarded for the development of comprehensive plans, the updating of existing comprehensive plans, or to fill identified gaps in existing comprehensive plans. Examples of the purposes for which grants were awarded include preparing regional housing plans, local industrial development plans, land use plans, etc., in addition to the preparation of overall comprehensive plans for specific rural communities, counties, or rural regions.</p> <p>The grant program was first funded in FY 1978, and each year thereafter through FY 1981. The program has not been funded since FY 81, and no future funding is anticipated. An average of 150 grants was awarded each year. Each grant was awarded for a 12-month period, with time, extensions approved when justified by the grantee. There is a computer printout and a master list which contains the significant information relevant to each grant award. This list is retained in the program administration files.</p>		<i>1 item</i>

115-107 *to agency, by RTB, 3/20/84* *NEW sent 3-26-84 by DMW.*
to NNFq WNRRC - 3/20/84

NNF sent 3-26-84 by DMW. No MDC sheet needed

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The case folders for the awarded grants are filed alphabetically by state, and numerically within each state. The folders for completed grants are further organized by year of grant completion. Each folder contains forms and documents pertaining to: 1) preapplication; 2) application; 3) official grant award; 4) program officer's review and evaluation; 5) required quarterly reports from the grantee such as financial status reports, project performance reports, and requests for disbursement of funds; and 6) correspondence and notes related to the grant activities.</p> <p>Volume: 42 cubic feet per year = <u>126 cu ft. total</u> upon approval of this schedule. Transfer to Washington National Records Center and then Destroy in five years. at the end of FY 1989.</p>	<p>RTB BM 2/1/84</p>	