

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK

JOB NO

NCI-462-84-1

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

DATE RECEIVED

1/4/84

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Agriculture

2. MAJOR SUBDIVISION

Food and Nutrition Service

3. MINOR SUBDIVISION

Headquarters, Region and Field Offices

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas H. Holmes

5. TEL. EXT.

756-3234

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-29-84

Date

*Robert W. ...*

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 described on this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

12/9/83  
(Date)

*Joseph M. Cordato*  
(Signature of Agency Representative)

*Acting, Records Management Officer*  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
18 1	Revisions to Schedule No. NC 1-462-79-2 <u>Administrative Review Case Files.</u> a. Regional offices: Transfer record copy to FARC 3 years after case is closed. Destroy 6 years after case is closed.	NCI-462-79-2, stems 18b ✓	
19 2	<u>Judicial Review Case Files.</u> a. Regional offices: Transfer record <sup>Copy</sup> to FARC 3 years after case is closed. Destroy 6 years after case is closed.	new	
45 3	<u>Retailer - Wholesaler Investigative Case File.</u> a. Regional offices: Transfer record copy to FARC 3 years after the case is closed. Destroy 7 years after the case is closed. b. Field offices: Transfer record copy to FARC 3 years after the case is closed. Destroy 7 years after the case is closed.	NCI-462-79-2, dt. ✓ new	45 a(2) ✓
46 4	<u>Retailer - Wholesaler Correspondence File.</u> a. Destroy when 3 years old. b. Field Offices: <del>Transfer record copy to FARC</del> <sup>Destroy</sup> when 3 years old.	NCI-462-79-2, dt. ✓ 46b new	RTB MF 2/27/84  Titans

Copy to agency, 3/2/84, by RTB  
to ~~all~~ all FRC's except 6KP- 3/6/84 sent 3-13-84 by DMW  
MDC sheet attached to FRC copy

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
5	Revisions to Schedule No. NCI-462-80-5  <u>Regulations</u> (2) Official record copy, Washington office: Transfer to FARC when 5 years old. Destroy when 15 years old, <del>or when superseded.</del>	NCI-462- 80-5, St. 1a	RTB MF 2/27/49