

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-572-09-4</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/29/09</i>	
1 FROM (Agency or establishment) United States Department of Agriculture Rural Development Operations and Management SSD STOP 0742 1400 Independence Ave , SW Washington, DC 20250-0742		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Rural Housing Service			
3 MINOR SUBDIVISION Imaging System			
4 NAME OF PERSON WITH WHOM TO CONFER Andrea R Jenkins Andrea.Jenkins@wdc.usda.gov	5 TELEPHONE NUMBER 202 692-0029	DATE <i>9/30/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u> 2 </u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input checked="" type="checkbox"/> has been requested			
DATE 09/10/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Andrea R Jenkins</i>		TITLE Rural Development Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U S Department of Agriculture Rural Development Record Group 572 Electronic Information System –Imaging (see attached)		

Description: The Imaging system is a repository of convenience for scanned loan applications, loan contracts, notes, mortgages, escrow documents, delinquency documents, final pay documents, and all other documentation necessary for supporting the making and servicing of loans. The repository also contains remittance reports, treasury reports, loan documents, general ledger reports, and other documentation necessary for supporting the preparation of financial statements.

Item 1: Master file

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which loan is paid in full. Destroy 3 years after cut off, unless involved in litigation or FOIA.