

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-572-12-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/16/12</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Utilities Service			
3. MINOR SUBDIVISION Program Accounting and Regulatory Analysis (PARA)			
4. NAME OF PERSON WITH WHOM TO CONFER Andrea R. Jenkins <i>Andrea.Jenkins@wdc.usda.gov</i>	5. TELEPHONE NUMBER 202 692-0029	DATE <i>17 Apr 2014</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>8</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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 04-13-12	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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 See Attached		

Item Number	Dept File Codes	Subject Code	File Heading/Description	Applicability and Location				RD Disposition Authority	GRS Authority
				Office	Central File	FRC	NARA		
Rural Utilities Service – PROGRAM ACCOUNTING AND REGULATORY ANALYSIS Unless otherwise noted, all item in this schedule are media neutral									
	RUPT-1	1700.32	Program Accounting Services Division(DRCS) A. Loan Contracts and Mortgages Loan contracts, recorded and unrecorded copies or mortgages, indentures, deeds of trust, pledges of revenues and amendments or supplements, and related recordation and filing certificates and endorsements Make folder when loan is approved. Loan files maintained in DRCS until loan is repaid. Disposition – temporary. DESTROY/DELETE AFTER ALL ADVANCED FUNDS ARE REPAYED AND/OR UNADVANCED FUNDS ARE RECEIVED, TRANSFER RECORDS BACK TO BORROWER.					New	
			B. Audit Reports Audit reports made by certified public accountants and RUS Field Accountants, together with a copy of the audit review letter. Retain last 2 audit reports in accounting staff offices. Disposition – temporary. Cut off at the end of the 2 CY cycle. Transfer to Central File Unit at the end of cut off. TRANSFER TO FRC 8 FY AFTER DATE OF REPORT. ALL OTHER COPIES DESTROY AS NEW REPORTS ARE RECEIVED.	2	8	30		New	

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			<p>C. Audit Correspondence relating to the audit of borrowers, comments on audit reports, and a copy of field activities reports of RUS accountants.</p> <p>Disposition – temporary Maintain file for two 2 FYs in office. Cut off every 2 FYs. Transfer 1 FY after cut off to Central File. Transfer 8 FY after cutoff to FRC DESTROY/ DELETE files when 30 years old.</p>	2	8	30			
			<p>D. Financial Operations Correspondence, forms and reports relating to advance payments, accounting procedure, depreciation, reserve funds, continuing property records, delinquencies and defaults, interest and principal payments, rescheduling and refunding of loans, basis date and extension agreements, debt services, loan security, the use of general funds, and the purchase of 2 percent Treasury Bonds.</p> <p>Disposition – temporary Cut off every 2 FYs after case is settled and transfer to Central File. Transfer to FRC after 8 years. DESTROY/DELETE 30 YEARS AFTER CASE IS SETTLED.</p>	2	8	30		New	

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2.		1700.32	<p>Program Development & Regulatory Analysis (PDRA)</p> <p>A. Regulatory and Guidance Materials One copy of each issuance, which includes proposed and final rules, notices and RUS bulletins and staff instructions, from the inception of the Agency, is maintained in PDRA Office for 50 years.</p> <p>Disposition - permanent</p> <p>Files maintained in PDRA office.</p> <p>Cut off after each revision or if document becomes obsolete.</p> <p>Transfer to the NARA 50 years after cut off.</p> <p>B Information Collection Packages One copy of information collection packages are maintained in the PDRA office.</p> <p>Disposition – temporary</p> <p>Cutoff after 9 years.</p> <p>DESTROY/DELETE FILES AFTER 9 YEARS.</p>				50	New	
				9				New	