

REQUEST FOR RECORDS DISPOSITION AUTHORITY	
(See instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment)	
Farm Credit Administration	
2. MAJOR SUBDIVISION	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
John von Reyn	703-883-4120

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-103-00-1	
DATE RECEIVED 12/14/99	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES
10-10-00	<i>John W. Carl</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 1 page(s) are not now needed for the business of 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,

is not required; is attached; or has been requested.

DATE 12/8/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheyl Thomas</i>	TITLE <i>Records Officer</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
* 1	FCA Computer System - Backup Files. FCA routinely makes backup copies of the files stored on FCA's computer system in order to have the capability to restore files that have been damaged or inadvertently erased. An annual backup is typically performed on October 1st each year. DISPOSITION: a. <u>Monthly/Weekly/Daily backups.</u> - Delete when no longer needed to restore files or when 2 years old whichever is sooner. b. <u>Annual backup files.</u> -- Delete when 3 years old. Justification for exception to GRS: Based on past experience, FCA has needed the annual backup files longer than the "subsequent backup" referenced in GRS 20, item 8. We have used them in order to restore older database files.	GRS 20, item 8	WITHDRAWN
2	Financial and Statistical Reports (F&Rs) for which Reports of Operation Exist. (a) <u>F&Rs where data has not been entered in the Consolidated Reporting System.</u> - Destroy when 30 years old. (b) <u>F&Rs where data has been entered in the Consolidated Reporting System.</u> - Destroy upon approval of schedule.	N1-103-88-2.1(c)2	
3	Loan Performance Report. (Pre-1988) DISPOSITION: Record copy. - Destroy upon approval of schedule. Justification for reduced retentions for items 2 & 3: Records are no longer being produced and are stored at Washington National Records Center (32 cubic feet -	N1-103-88-2.1(d)1	

* Withdrawn by agency, 2/25/2000. *RTJ*

- in some cases Loan Performance Reports and F&Rs have been retired in same accession). The current retention schedules (N1-103-88-2.1[c]2 & N1-103-88-2.1[d]1) call for their destruction when they are 30 years old. The responsible office at FCA has reviewed these records and determined which ones are no longer needed for Agency business. After this schedule is approved, FCA will permanently withdraw the accessions that have both F&R's and Loan Performance Reports in them, destroy the LPR's and the F&R's that have been entered in the Consolidated Reporting System. FCA will then re-retire the F&Rs that are still needed for the 30 year retention.

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
(Microsoft Office Version - FCA 9/98)