

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

**NI-103-87-3**

DATE RECEIVED

**8-11-87**

**TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM (Agency or establishment)

Farm Credit Administration

2. MAJOR SUBDIVISION

Records & Projects Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Cheryl Thomas

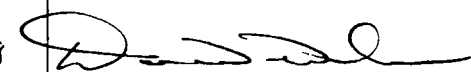
5. TELEPHONE EXT.

883-4119

DATE

2/25/88

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 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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
8/6/87	<i>Cheryl Thomas</i>	Information Resources Management Specialist

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	Records of the Farm Credit Administration Board and the Federal Farm Credit Board. For description, see attached sheets.	NC1-103-77-1	

Records Relating to the Farm Credit Administration Board

1. Minutes of the Farm Credit Administration Board.

The Farm Credit Administration Board was established as the policy making body of FCA by the Farm Credit Amendments of 1985. The Board consists of three members who are appointed by the President, with the advice and consent of the Senate, for 6 year terms. No more than two members may be members of the same political party. The Chairman of the Board also serves as the chief executive officer of the Farm Credit Administration. The Board holds one official, scheduled meeting per month; other meetings may be held on an as needed basis. (NOTE: The Farm Credit Administration Board succeeded the Federal Farm Credit Board as the policy making body for FCA. The records of the Federal Farm Credit Board are evaluated in item 9.)

The records of the meetings of the Farm Credit Administration Board consist of: (a) minutes; and (b) meeting folders prepared for each member prior to the meetings that contain documentation relating to the topics to be discussed.

- a. Record copy of minutes (bound, signed copy)

PERMANENT. May be transferred to the Federal Record Center. Transfer to NARA in five year blocks when the most recent records are 10 years old.

- b. Second bound, signed copy of minutes

Maintain in FCA and destroy when no longer needed for reference.

- c. Meeting folders

PERMANENT. May be transferred to Federal Records Center. Transfer to NARA in five year blocks when the most recent records are 10 years old.

- d. Drafts, working papers, routine correspondence concerning arrangements, and other related materials.

Destroy when 2 years old or when no longer needed for reference, whichever is sooner.

2. Notational Votes of the Farm Credit Administration Board.

The Farm Credit Administration Board will on occasion vote on items using a written, or notational, voting process rather than voting during a Board meeting. The notational voting process involves the circulation of documentation discussing the issue to each Board member. The Board member records his written vote for or against the proposal in the circulated documentation. Each proposal circulated for notational voting is assigned a notational vote control number.

The Secretary of the Board maintains the file of notational votes. The file consists of the circulated documentation; the votes and comments of the Board members; and a log containing a subject index that references the notational vote number.

PERMANENT. Transfer to NARA in five year blocks when the most recent records are 10 years old.

3. Data and Decision Files of the Farm Credit Administration Board.

Contains photocopies of pages from the Farm Credit Administration Board meeting minutes that have been classified and filed by subject. The file begins in January, 1986 when the Farm Credit Administration Board was established. (NOTE: The Data and Decision Files of the Federal Farm Credit Board are evaluated in item 12.)

PERMANENT. Transfer to NARA in five year blocks when the most recent records are 10 years old. \* Series planned but not developed by agency. No records accumulated. Series closed in final.

4. Rules for the Transaction of Business by the Farm Credit Administration Board

The Board Administrative Policy Directives, which establish policy rules for the Board itself, are included as an addendum to the Rules for the Transaction of Business.

PERMANENT. Transfer to NARA in accumulations of one cubic foot or when 20 years old, whichever is sooner.

5. Certification of Closed Meetings of the Farm Credit Administration Board; Required by the Sunshine Act.

Destroy when 3 years old.

6. Administrative Files of the Farm Credit Administration Board.

Contains non-record, working files such as duplicate copies of the Board policy statements and various housekeeping records.

Destroy when no longer needed for reference.

JP 2-12-90

7. **Withdrawn.**

8. **Board Approved Enforcement Actions**

The Secretary of the Board also serves as the clerk of the court when the Board sits as a court regarding supervisory actions. The Board's file of enforcement actions contains only the main action (Notice of Charges, Notice of Appearance, etc.). It does not include copies of documents that led to the action or documents showing compliance with the action. The file is arranged chronologically by the the date of the action. Under the enforcement statute (12 USC 2666), all actions are confidential.

Destroy 5 years after termination of action.

9. **Minutes of the Federal Farm Credit Board.**

The Federal Farm Credit Board served as the policy making body of FCA from 1953, when FCA was separated from the U.S. Department of Agriculture and established as an independent agency, until the agency was restructured by the Farm Credit Act Amendments of 1985. The Board consisted of 13 members who met at least four times annually. One member was designated by and served at the pleasure of the Secretary of Agriculture. The remainder, one from each Farm Credit district, were appointed by the President, with the advice and consent of the Senate. Generally these 12 members were chosen from nominees submitted by FCA. These nominees were selected by the Farm Credit System through an election process.

The records of the FFCB consist of minutes; "notebooks," issued to members prior to Board meetings which include the agenda and necessary correspondence and other documentation relating to the topics to be considered; and drafts and other records relating to the arrangements for the meeting. In addition, there is an index to the FFCB minutes for the period prior to 1976.

- a. Record copy of minutes (bound, signed copy) and index.

PERMANENT. May be transferred to the Federal Records Center. Offer to National Archives in 1996.

- b. Bound, unsigned reference copy of minutes and copy of index.

Maintain in FCA and destroy when no longer needed for reference.

- c. Notebooks.

PERMANENT. May be transferred to the Federal Records Center. Offer to National Archives in 1996.

- d. All other copies of minutes, notebooks, and index.

Destroy no longer needed for reference.

- e. Drafts, working papers, routine correspondence concerning arrangements, and all other material.

Destroy when 2 years old or when no longer needed for reference, whichever is sooner.

10. **Newsletter for FFCB Members.** An informal newsletter with enclosures that were issued by the Governor's Office on an irregular basis several times annually. The Newsletter included a wide variety of information relating to FCA activities and farm credit generally.

- a. Record copy with enclosures.

PERMANENT. Transfer to Federal Records Center when 3 years old. Offer to National Archives in 1996.

- b. All other copies.

Destroy when 3 years old.

11. **Records Relating to the Selection of Nominees for FFCB Membership.**

Correspondence and other documents relating to the nomination of candidates to be considered by the President in making appointments to FFCB.

- a. Notification of results or announcement of appointments, changes in policy as to the manner in which nominations are conducted, legal interpretations of the law regarding procedures, eligibility of directors, plans to stimulate interest, and analyses of voting and of any unusual situations.

PERMANENT. Filed in the District Decimal Subject Files (see NCI-103-77-1, item 7) and scheduled as part of that series.

- b. Ballots, registration forms, tally sheets, and routine correspondence.

Destroy when 6 years old.

- c. Letters, resumes and personnel questionnaires of nominees and proposed nominees not appointed by the President.

Destroy when 1 year old or when no longer needed for reference, whichever is sooner.

12. Data and Decision Files of the Federal Farm Credit Board.

Contains photocopies of pages from the Federal Board meeting minutes that have been classified and and filed by subject. The file ends in December, 1985 when the Federal Farm Credit Board was abolished.

PERMANENT. May be transferred to the Federal Records Center. Offer to National Archives in 1996.

13. Data and Decision Handbook.

Contains a narrative of the policies made by the Federal Board with excerpts from the Board meeting minutes. The narrative has footnotes indicating the relevant page in the bound meeting minutes. The Handbook was not updated after 1976. The Handbook is not of significant historical importance but is of some use as an "index" to the Board meeting minutes.

PERMANENT. May be transferred to the Federal Records Center. Offer to National Archives in 1996.

14. Handbook for the Federal Farm Credit Board and Policy Digest.

The Handbook was used to orient new members of the Board with their responsibilities and duties. Significant items within the Handbook were: (1) the rules by which the business of the Board was conducted; and (2) the Policy Digest, which was an appendix to the Handbook. The Policy Digest provides a short description about the policies and decisions made by the Board since its inception in 1953. The Digest references the month and year of the applicable Board meeting minutes.

PERMANENT. May be transferred to the Federal Records Center. Offer to National Archives in 1996.

15. Federal Farm Credit Board Long-Term Planning Files.

PERMANENT. May be transferred to the Federal Records Center. Offer to National Archives in 1996.

16. Administrative Files of the Federal Farm Credit Board.

Contains non-record, reference files arranged by district and alphabetically. Also includes housekeeping records such as arrangements for special occasions attended by the Board.

Destroy when no longer needed for reference.

17. Certifications of Closed Meetings of the Federal Farm Credit Board;  
Required by the Sunshine Act.

Destroy when 3 years old.

18. Federal Farm Credit Board Meeting Summaries.

Informational bulletins circulated to the Farm Credit System directors and managers. Contained brief descriptions of the principal items of business at the Board meetings.

PERMANENT. May be transferred to the Federal Records Center. Offer to National Archives in 1996.

19. Governor's Reading Files.

Destroy when 5 years old or when no longer needed for reference, whichever is earlier.