

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

NI-103-87-4

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

DATE RECEIVED

8-24-87

1. FROM (Agency or establishment)

Farm Credit Administration

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Records and Projects Division

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Cheryl Thomas

5. TELEPHONE EXT.

883-4119

DATE

8/25/87

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 4 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                                    |
|---------|---------------------------------------|---|
| 8/20/87 | <i>Cheryl Thomas</i>                  | Information Resources Management Specialist |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i> | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|-------------|--|-----------------------------------|--|
|             | See attached sheets.   |                                   |  |

1. Records Relating to the Nomination and Election of District Farm Credit Board Directors and the Central Bank for Cooperatives Board Directors.

Correspondence and other documents relating to the nomination and election of directors to the District Farm Credit Boards and the Central Bank for Cooperatives Board.

- a. Precedential items concerning legal questions, changes in election policies, or unusual situations.

PERMANENT. These records are physically filed in the District Decimal Subject files which are scheduled as permanent records in NC1-103-77-1, item 7.

- b. Routine election material such as voting lists, director lists, ballots, tally sheets, election summary sheets, announcements, certification sheets, form letters, and routine correspondence.

Destroy when 3 years old.

- c. Reference files including biographical sketches of the candidates for election, "history cards" for each director (stating term of office, address, successor, etc), routine questions about procedures, and various other records of a housekeeping nature.

Purge files every 3 years. Carry forward documents of continuing value; destroy all others.

2. Litigation Case Files.

Records of legal cases in which FCA, or a System bank or association was a party. Includes motions, interrogatories, court orders, and similar documents.

- a. Landmark cases in which FCA, the Governor, or the Chairman was a party. Landmark cases are those based on the following criteria:

Cases that result in precedential court decisions that significantly interpret legislation or regulations. Cases that result in legal opinion establishing precedent, policies and procedures regarding laws, regulations, directives, decisions and/or legislation;

Cases of value that are heard by appellate or higher court;

Cases that are determined valuable for investigative or litigative procedures;

Cases that gain national attention because of Congressional or public interest;

Cases of major economic impact; and

Cases that show possible conflicts of interest.

PERMANENT. Transfer to NARA in five year blocks 20 years after most recent case is closed.

- b. All other cases in which FCA, the Governor, or the Chairman was a party.

Destroy 10 years after case is closed.

- c. Landmark cases in which a System bank or association was a party but in which FCA was not directly involved. This item refers to the duplicate copy in FCA; the original copy is in the bank or association.

Destroy 10 years after case is closed.

- d. All other cases in which System banks or associations were a party but in which FCA was not directly involved. These case files are duplicates of the originals in the banks or associations.

Destroy 5 years after case is closed.

- e. Cases involving individual borrowers accused of defaulting on payment of loans by banks or associations. These case files duplicate the originals in the banks or associations.

Destroy 3 years after case is closed.

- f. Lawsuits in which the FCA is not a named party but in which a party to the litigation seeks documents or testimony from the FCA in connection with a pending lawsuit.

Destroy 5 years after FCA responds to the request for information.

### **3. Summary Statistical Reports Relating to FCA Bond Issuances.**

Prior to June, 1985, FCA issued concise statistical and financial reports concerning bonds issued by the Farm Credit System. These reports included "Estimated Proceeds Needed from Public Bond Sales" for the coming year ("New Money Estimates"); a semi-annual report of total bonds issued and sold; and "Bond Facts," which was issued monthly or whenever a new bond was issued. "Bond Facts" showed the dates of issue and of maturity term, par amount, face

rate, and cost to banks. Since June 1985, the Funding Corporation of the Farm Credit System has issued "Bond Facts".

Due to the Farm Credit Admendments Act of 1985, FCA no longer performs functions associated with the sale, servicing, and redemption of Farm Credit securities. Therefore, "Bond Facts" published after June, 1985, are not Federal records and the copies forwarded to FCA are for informational purposes only.

- a. "Bond Facts" published prior to June, 1985

PERMANENT. Transfer to NARA in five year blocks when the most recent records are 20 years old.

- b. "Bond Facts" published after June, 1985

Destroy when 20 years old or when no longer needed for reference, whichever is shorter.

- c. Other statistical reports described above that were created by FCA.

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