

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-103-89-3

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

DATE RECEIVED

June 6, 1989

1. FROM (Agency or establishment)

Farm Credit Administration

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Cheryl Thomas

5. TELEPHONE EXT.

883-4119

DATE

9/6/89

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 3 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 6/12/89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheryl Thomas</i>	D. TITLE Information Resources Management Specialist
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<u>Association Correspondence Files</u>	N1-103-86-1, item (a)	
2.	<u>Organization Papers of Farm Credit Financial Institutions</u>	N1-103-86-1, item (d)	
3.	<u>Stockholder Disclosure Information Relating to Farm Credit System Financial Institutions</u>	N1-103-86-1, item (e)	
4.	<u>Miscellaneous Reports Produced by System Institutions or Entities</u>		
5.	<u>Annual Financial Reports Prepared by the Farm Credit System</u> See attached description.		

Copies sent to agency

RCF MTTMA 9/12/89

1. Association Correspondence Files

General correspondence relating to the administration and operations of Farm Credit System associations, including production credit associations, Federal land bank associations, agricultural credit associations, Federal land credit associations, etc.

Destroy 10 years after association liquidates, merges or otherwise ceases conducting business, or when all administrative use ceases, whichever is longer. Do not retire to the FRC.

Supersedes N1-103-86-1, item (a).

2. Organization Papers of Farm Credit Financial Institutions

The organization papers of the banks and associations may include new or amended charters or articles of incorporation (or articles of association); agreements on consolidation, merger, or transfer of territory; resolutions of association and bank boards; stockholder's resolutions; and executed agreements of consolidation, merger, or transfer of territory.

Permanent. Transfer to NARA 10 years after financial institution liquidates, merges, or otherwise ceases conducting business.

Supersedes N1-103-86-1, item (d).

3. Stockholder Disclosure Information Relating to Farm Credit System Financial Institutions

Farm Credit System banks and associations that request preliminary and final approval by FCA or mergers or consolidations must follow certain requirements in disclosing information to stockholders before the stockholders vote on the proposals. The disclosure information must meet regulatory requirements as determined by FCA before it can be mailed to stockholders.

Destroy 5 years after the stockholders vote on the consolidation or merger.

Supersedes N1-103-86-1, item (e).

4. Miscellaneous Reports Produced by System Institutions or Entities

Includes: Annual Report to Shareholders and Quarterly Report to Shareholders prepared by each institution to document its financial condition; Annual Meeting Information Statements; Farm Credit Capital Corporation reports, etc.

Destroy when 5 years old.

5. Annual Financial Reports Prepared by the Farm Credit System

- (a) Report to Investors of the Farm Credit System and the Annual Information Statement enclosed with the Report to Investors. Prepared by the Funding Corporation.

Permanent. Transfer the accumulation on hand to NARA in 1990. Transfer in 10 year accumulations thereafter (i.e. 2000, 2010, etc.).

- (b) Quarterly Information Statements prepared by the Funding Corporation that update the Annual Information Statement described in item (a).

Destroy when 5 years old.

- (c) Summary Report of Condition and Performance of the Farm Credit System. Prepared by the Farm Credit Corporation of America.

Permanent. Transfer the accumulation on hand to NARA in 1990. Transfer in 10 year accumulations thereafter (i.e. 2000, 2010, etc.).