

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-103-90-1

DATE RECEIVED

4/10/90

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Farm Credit Administration

2. MAJOR SUBDIVISION

Data Administration and Records Management Branch

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

Cheryl Thomas

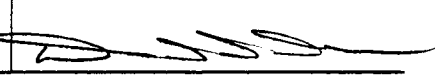
5. TELEPHONE EXT.

883-4119

DATE

8/27/90

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 2 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. is under review.

B. DATE

2/8/90

C. SIGNATURE OF AGENCY REPRESENTATIVE

Cheryl Thomas

D. TITLE

Information Resources Management Specialist

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 GRS OR SUPERSEDED JOB CITATION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)

Farm Credit Administration assessment files
(See attached)

ASSESSMENT FILES

FCA is not an appropriated fund agency; it is funded by assessments on Farm Credit System financial institutions. A formula is utilized to determine the amounts allocated to each assessable institution. This formula is based on specified financial characteristics, such as loan volume, of the assessable institutions. The formula is applied during the fiscal year to allocate FCA operating funds needs to anticipated expenditures.

The assessment files contain a copy of the notification letter to each assessable institution; the notification letter includes an attachment indicating the calculated assessment for that institution. Although the assessment files are consulted to confirm that the amount paid by the institutions equal the amounts assessed, the assessment files do not contain documentation of the receipt of the funds. These records are contained in other fiscal management files scheduled under the General Records Schedules.

Destroy 6 years and 3 months after the close of the relevant fiscal year.