


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-103-91-2	DATE RECEIVED 3-8-91
1 FROM (Agency or establishment) Farm Credit Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Data Administration and Records Management Branch		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 John von Reyn	5 TELEPHONE EXT 703-883-4120	DATE 11/15/91	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 2/15/91	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Chief, Data Administration and Records Management Branch
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1.	<u>Board Meeting Audio Tapes.</u>		
2.	<u>Certification of Closed Meetings of the Farm Credit Administration Board; Required by the Sunshine Act.</u>	N1-103-87-3, item 5	
3.	<u>Stockholder Petitions submitted under Section 7.9(c) and 443 of the Farm Credit Act of 1987.</u>		
4.	<u>Uniform Call Reports - Call Letters, Instructions and Blank Formats.</u>		
5.	<u>Uniform Call Reports - Comment/Correction Correspondence.</u>		
6.	<u>Unsolicited Comments on FCA Rules.</u> See attached description.		

Copies sent to agency, NNS, NNT, NCF 11/20/91

1. Board Meeting Audio Tapes

Pursuant to 5 USC 552b(f) (1) and (2), the Farm Credit Administration maintains audio tapes which record Board meetings closed to the public. Series begins with 1985 records to present.

Permanent. May be transferred to the Federal Records Center. Transfer to NARA in 5-year blocks when the most recent records are 10 years old.

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

Pursuant to 5 USC 552b(f) (1), a written certification is created when the Farm Credit Administration determines that a Board meeting must be closed to the public.

a. Post-1989 Certifications. Certifications will be included with the Board minutes and retired as permanent records under NC1-103-87-3 item 1a.

b. Pre-1990 Certifications. Permanent. Transfer to NARA in 5-year blocks when the most recent records are 10 years old.

Supercedes N1-103-87-3, item 5

3. Stockholder Petitions submitted under Section 7.9(c) and 443 of the Farm Credit Act of 1987.

Under section 7.9(c) of the Farm Credit Act of 1987, stockholders of associations that voluntarily merged with other associations after December 23, 1985 and until January 6, 1988 (the date of the Act) could petition the FCA from one year after adoption of regulations, (i.e., until February 1989) to organize as a separate association.

Under section 433, each Federal Land Bank Association or Production Credit Association, whose chartered territory adjoined the territory of another district, could petition the FCA for a 12 month period after the enactment of the Act to amend the charters of the associations and the adjoining district bank to provide that the territory of the association become part of the adjoining district.

These are petitions containing stockholders' signatures and other identifying information submitted in accordance with these sections. The period for petitioning the FCA has expired. The FCA no longer receives these records.

Destroy 5 years from decision date.

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4. Uniform Call Reports - Call Letters, Instructions and Blank Formats.

These are the letters that transmit financial reporting instructions and blank formats to member institutions.

Destroy when 30 years old.

5. Uniform Call Reports - Comment/Correction Correspondence.

These are letters providing minor corrections or comments on financial information provided by member institutions in their Uniform Call Reports.

Destroy when 5 years old.

6. Unsolicited Comments on FCA Rules.

During the rulemaking process, the Farm Credit Administration solicits comments from the public on its proposed rules. However, occasionally the agency receives unsolicited comments from the public on an existing rule or after a rule has been adopted.

The records consist of correspondence submitted to the FCA and responses.

Destroy 3 years after date of incoming correspondence.