

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-103-93-1</i>	DATE RECEIVED <i>5-21-93</i>
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 disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER John von Reyn	5. TELEPHONE (703) 883-4120	DATE <i>9-28-93</i>	ARCHIVIST OF THE UNITED STATES <i>Cindy Huskamp Peters</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>5/17/93</i>	SIGNATURE OF AGENCY REPRESENTATIVE Cheryl Thomas <i>Cheryl Thomas</i>	TITLE Chief, Data Administration and Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<u>Examiner Commissioning Files.</u>	N1-103-89-2, item 1	
2	<u>Examiner Commissioning Tests.</u> (See attached description.)	New	

Copies sent to agency, 10/7/93

1. Examiner Commissioning Files

These files contain documentation on each examiner's completion of the formal training courses and on-the-job training required in preparation for the commissioning examination. They also include the written portions of the commissioning examination and the evaluations by the test administrators of the oral portions of the examination. (Note: A copy of the letter awarding the final commissioning certificate is also filed in the employee's Official Personnel Folder.)

Accumulation: Series began in 1989. Approximately 12 cubic feet have accumulated, i.e. less than 3 feet per year. Volume is diminishing, as fewer examiners are being commissioned.

Arrangement: Alphabetical by name of examiner.

Storage: Store in office until 1 year after employee receives commission or terminates employment with the agency. Retire to the Federal Records Center.

Disposition: a. Employees who receive commission. - Destroy file 30 years after employee receives commission.
b. Employees who do not receive commission. - Destroy file 30 years after employee terminates employment with the agency.

(Replaces current NARA authorization N1-103-89-2, item 1.)

2. Examiner Commissioning Tests

This series consists of the master tests used by the administrators of the commissioning examination. New tests are created each year and this series contains the various versions that have been administered. Blank test forms and sample answers are included for all knowledge and skill areas tested - such as loan evaluations, board presentations, etc.

Accumulation: Series began in 1989. The series currently consists of approximately ~~three~~ *NINE* cubic feet and accumulates at a rate of ~~2 1/2 inches~~ per year.

2.5 cubic feet

Arrangement: Chronological by year.

RETIRE TO WNRC WHEN 5 YEARS OLD.

Storage: ~~Store in office until no longer needed.~~ Retire to Federal Records Center.

Disposition: Destroy when 30 years old.

(New item.)