

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
Farm Credit Administration

2 MAJOR SUBDIVISION
Data Administration and Records Management Branch

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
John von Reyn

5 TELEPHONE
(703) 883-4120

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-103.94.3

DATE RECEIVED
4.8.94

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE
11-7-94

Andrew
ARCHIVIST OF THE UNITED STATES
Randy Heskamp Peters

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 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, 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

3/31/94

SIGNATURE OF AGENCY REPRESENTATIVE

Cheryl Thomas *Cheryl Thomas*

TITLE

Chief, Data Administration and Records Management Branch

ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	FCA Published Materials (see attached).		
2.	Training Materials Developed by or for FCA (see attached).		

Copies sent to NIST, NND, NCF, Agency, DIA

1. FCA Published Materials.

This series consists of the record copy of materials published by the Farm Credit Administration. It includes periodic publications, reports/studies, directives, organization documents, speeches, press releases, and biographical information on FCA officials.

Disposition: Permanent. Retire the types of FCA published materials listed below (items a to g) to FRC in 5-year blocks when most recent records are 15 years old. Offer to NARA in 10 year segments when 20 years old.

- a. Periodic Publications of or related to the Farm Credit Administration. Includes the following: Annual Report; FCA This Week; Annual Strategic Examination Plan; and other publications of the FCA published on a periodic basis. Also includes the following publications of the Federal Farm Credit Bank Funding Corporation (formerly published by the FCA): Summary Report of Condition and Performance of the FCS, Report to Investors and Annual information statement. Does not include the following reports, which are scheduled separately:

Examination reports, N1-103-87-2, item 1a
Report of Operations, N1-103-88-2, item 3a
Loan Performance and Activity Reports, N1-103-88-2, item 3b(1)
Financial and Statistical Reports (F&Rs), N1-103-88-2, item 1c(2)

Arrangement: Alphabetical by periodical title

Volume in cubic feet: 3 (1985-present)

Annual accumulation: 4"

Supersedes: NC1-103-77-1, item 14, "Publication Files"
N1-103-87-2, item 3 - "Annual Strategic Examination Plan"
N1-103-89-3, item 5c - "Summary Report of Condition and Performance of Farm Credit System"
N1-103-89-3, item 5a - "Report to Investors..." and "Annual Information Statement"

- b. Reports/Studies. Covers record copy of all one-time special reports and studies of a substantive nature issued by FCA. Smaller (3 pages or less) and less substantive reports and studies which are filed by subject in the FCA or FCS general subject files.

Arrangement: Alphabetical by report/study title

Volume in cubic feet: 3 (1985-present)

Annual accumulation: 4"

Supersedes: NC1-103-77-1, item 21 - "Other Committee Minutes and Reports"
NC1-103-77-1, item 44 - "Research Studies"
NC1-103-87-4, item 3c - "FCA Bond issuances - other statistical reports"

- c. Directives. Covers record copy of policy and procedural directives, manuals, and handbooks and other guidance, both internal and external, published by the Farm Credit Administration.
- Arrangement: Alphabetical by directive title
- Volume in cubic feet: 5 (1983- present - 1 dated 1969; 1 dated 1957)
- Annual accumulation: 6"
- Supersedes: NC1-103-77-1, item 12, "Directives"
- d. Organization documents. Covers record copy of organization charts, functional statements and telephone directories of the Farm Credit Administration..
- Arrangement: Chronological
- Volume in cubic feet: 1 (1985 to present)
- Annual accumulation: 1"
- Supersedes: NC1-103-77-1, item 15, "Organizational Charts and Directories"
- e. Speeches. Record copy of speeches made by Board members and other senior officials of the Farm Credit Administration.
- Arrangement: Chronological by date of speech
- Volume in cubic feet: 1 (1985 to present)
- Annual accumulation: 1"
- Supersedes: N1-103-89-1, item 1 - "Speech Files"
- f. Press Release Files. Record copy of press or news releases issued by FCA.
- Arrangement: Chronological by date of release
- Volume in cubic feet: 1 inch (1990 to present)
- Annual accumulation: >1"
- Supersedes: NC1-103-77-1, item 54 - "Press Release Files"

- g. Biographical information. Record copy of biographical information sheets on Board members and senior officials of the Farm Credit Administration.

Arrangement: Alphabetical by name

Volume in cubic feet: 2 inches (1971 to present)

Annual accumulation: >1"

Supersedes. NC1-103-77-1, item 56 - "Biographical data"

2. Training materials developed by or for FCA.

Arrangement: Alphabetical by name of training

- a. Training materials related to Examiner Commissioning. Course outlines with associated training materials.

Volume in cubic feet: 2 (1990 to present)

Annual accumulation: 6"

Disposition: Permanent. Retire to FRC in 5-year blocks when most recent records are 15 years old. Offer to NARA in 10 year segments when 20 years old.

Supersedes: N1-103-89-2, item 3 - "Examiner Commissioning Training Materials"

- b. Training Materials related to FCA's primary functions. Includes all handbooks, manuals, course outlines and associated training materials.

Volume in cubic feet: 3 (1985 to present)

Annual accumulation: 4"

Disposition: Permanent. Retire to FRC in 5-year blocks when most recent records are 15 years old. Offer to NARA in 10 year segments when 20 years old

Supersedes: New.

- c. Administrative training. Includes handbooks manuals related to training in strictly administrative functions such as generic computer training and training related to administration of FCA's personnel and budget functions.

Disposition: Destroy when 10 years old or when no longer needed, whichever is sooner.

Supersedes: New.

Current Disposal Schedules of FCA published materials - 3/94
(These will be superseded by new schedule.)

Directives (NC1-103-77-1, item 12)	Offer to NARA in annual segments when 10 years old.
Publications (ARs, spec reps/studies handbooks, etc). (NC1-103-77-1, item 14)	Transfer to FRC in annual segments when 1 year old. Offer to NARA in annual segments when 5 years old.
Organization Charts & Directories (NC1-103-77-1, item 15)	Offer to NARA in annual segments when 10 years old.
Speeches (N1-103-89-1, item 1)	Offer to NARA in annual segments when 5 years old.
Press Releases (NC1-103-77-1, item 54)	Transfer to FRC when 3 years old. Offer to NARA when 10 years old.
Biographical Data (NC1-103-77-1, item 56)	Offer to NARA 5 years after individual is separated from FCA.
Other Committee Minutes and Reports Minutes and summary reports of committees not covered elsewhere in this schedule. (NC1-103-77-1, item 21)	Offer to NARA in 5 year segments when 20 years old.
Research Studies (NC1-103-77-1, item 44)	Transfer to FRC. Offer to NARA in annual segments when 5 years old.
Annual Strategic Exam Plan (N1-103-87-2, item 3)	May transfer to FRC when 5 years old. Transfer to NARA in 5 year blocks when the most recent records are 5 years old.
FCA Bond Issuances - Other Statistical Reports (N1-103-87-4, item 3c)	Perm. Transfer to NARA in 5 year blocks when the most recent records are 10 years old.
Report in Investors of FCS & Annual Information Statement (N1-103-89-3, item 5a)	Perm. Transfer accum to NARA in 1990. Transfer in 10 year accums thereafter.
Summary Report of Condit and Perf of FCS (N1-103-89-3, item 5c)	Perm. Transfer accum to NARA in 1990. Transfer in 10 year accums thereafter.

FCA Published Materials and FCA Training Materials Background Information on Proposed New Schedules

FCA Published Materials

FCA is re-scheduling 12 dispositions that exist for a variety of published materials produced by Farm Credit Administration, where the permanent record copy is maintained in FCA's Central Files unit. Rescheduling them will result in four of the twelve being combined.

The reason for rescheduling these items is to standardize the holding/storage periods in Central Files. These periods now range from 1 to 20 years. The proposed disposition will set a standard period for storing and retiring these records, which mirrors the same retention period as FCA's subject files; i.e. in 5 year blocks when the most recent records are 15 years old. Standardizing the disposition of published materials with that of the subject files will have the following benefits:

FCA will be able to reduce the number of retirements of small quantity items. Most accumulate in small amounts, less than 4 inches per year. Retiring them all together in large blocks will reduce the amount of time and labor spent handling these records.

By having a standard retention, it will be easier to keep track of which published materials are maintained in our Central Files unit.

Because the proposed retention/storage will be the same as FCA's general subject files, FCA staff will have access to published materials that may be referenced in the subject files. Under the current disposition schedules, many of these would be retired and therefore not immediately accessible to staff.

FCA Training Materials

Currently only the Examiner Commissioning Training Materials are scheduled. The proposed schedule below will cover all of FCA's training materials. Training materials will also be retained for 15 years in the Central Files unit.