ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent
(T) Temporary

ITEM	STATUS	WHY INACTIVE
1 / a	P (Inactive)	superseded by n1-103-87-003 , 1 a / c, 9 a /c which was then superseded by n1-103-11-001 / 1.1
1 / b	T (Inactive)	superseded by n1-103-87-003 , 1 b / d , 9 b / d
1 / c	T (Inactive)	superseded by n1-103-87-003 , 1 b / d , 9 b / d which was then superseded by n1-103-99-002, 3 a
1 / d	T (Inactive)	superseded by n1-103-87-003 , 1 b / d , 9 b / d
2 /.a	P (Inactive)	superseded by n1-103-87-003, 10 a
2 / b	T (Inactive)	superseded by n1-103-87-003, 10 b
3 / a	P (Inactive)	superseded by n1-103-87-003, 11 a
3 / b	T (Inactive)	superseded by n1-103-87-003, 11 b
3 / c	T (Inactive)	superseded by n1-103-87-003, 11 c
4	P (Active)	
5	P (Inactive)	superseded by n1-103-87-003, 14
6	P (Inactive)	superseded by n1-103-89-004, 1 which was then superseded by n1-103-11-001, 1.5
7	P (Inactive)	superseded by n1-103-89-004, 2 which was then superseded by n1-103-11-001, 1.5, 5.1
8	P (Inactive)	superseded by n1-103-89-004, 2 which was then superseded by n1-103-11-001, 1.5, 5.1
9	P (Inactive)	superseded by n1-103-89-004, 2 which was then superseded by n1-103-11-001, 1.5, 5.1
10 / a	P (Active)	
10 / b	T (Active)	

10 / c	T (Active)	
11	T (Active)	
12 / a	P (Inactive)	superseded by n1-103-94-003, 1 c which was then superseded by n1-103-11-001 / 1.3
12 / b	T (Active)	
13 / a	P (Inactive)	superseded by n1-103-11-001 / 3.1
13 / b	T (Inactive)	superseded by n1-103-11-001 / 3.2
14 / a	P (Inactive)	superseded by n1-103-94-003, 1 a which was then superseded by n1-103-11-001 / 1.2
14 / b	T (Active)	
15 / a	P (Inactive)	superseded by n1-103-94-003, 1 d
15 / b	T (Active)	
16 / a	P (Inactive)	superseded by n1-103-89-001, 1 which was then superseded by n1-103-94-003, 1 e and then superseded by n1-103-11-001 / 1.2 and 1.4
16 / b	T (Active)	
17	P (Active)	
18 / a	P (Active)	
18 / b	T (Active)	
19 / a	P (Active)	
19 / b	T (Active)	
19 / c	T (Active)	
20 / a	P (Active)	
20 / b	T (Active)	
21 / a	P (Inactive)	superseded by n1-103-94-003, 1 b which was then superseded by n1-103-11-001 / 1.4
21 / b	T (Active)	
21 / c	T (Active)	
22	P (Active)	
23	T (Active)	
24	P (Active)	
25	T (Active)	
26 / a	P (Inactive)	superseded n1-103-87-003, 2 which was then superseded by n1-103-99-002, 4 a
26 / b	T (Active)	
26 / c	T (Active)	
26 / d	T (Active)	
27 / a	P (Active)	
27 / b	T (Active)	

27 / c	T (Active)	
28 / a	P (Inactive)	superseded by n1-103-01-001, item 2 /a which was then superseded by n1-103-11-001 / 1.2
28 / b	T (Active)	
28 / c	T (Active)	
29 / a	T (Active)	
29 / b	T (Active)	
30 / a	T (Inactive)	superseded by n1-103-86-001, a / c which was then superseded by n1-103-89-003 / 1
30 / b	T (Active)	
30 / c	T (Active)	
30 / d	T (Active)	
31 / a	T (Inactive)	superseded by na-103-87-002 / 2 which was Superseded by n1-103-99-001, 3a and then superseded by n1-103-11-001, 2.3
31 / b	P (Inactive)	superseded by na-103-87-002 / 1 which was then superseded by n1-103-99-001, 3a then superseded by n1-103-11-001, 2.3
31 / c	P (Inactive)	superseded by na-103-87-002 / 1 which was then Superseded by n1-103-99-001, 3a then superseded by n1-
31 / d	P (Inactive)	superseded by na-103-87-002 / 1 which was then Superseded by n1-103-99-001, 3a then superseded by n1-103-11-001, 2.3
31 / e	T (Inactive)	superseded by na-103-87-002 / 2 which was Superseded by n1-103-99-001, 3a and then superseded by n1-103-11-001, 2.3
32	T (Inactive)	superseded by na-103-87-002 / 2 which was Superseded by n1-103-99-001, 3a and then superseded by n1-103-11-001, 2.3
33	T (Active)	
34	T (Active)	
35	T (Active)	
36	T (Active)	
37 / a	P (Active)	
37 / b	T (Active)	
38 / a	P (Active)	

38 / b	T (Active)	
38 / c	T (Active)	
39 / a	P (Active)	
39 / b	T (Active)	
39 / c	T (Active)	
40	T (Active)	
41 / a	T (Active)	
41 / b	T (Active)	
41 / c	T (Active)	
42 / a	T (Active)	
42 / b	T (Active)	
42 / c	T (Active)	
43 / a	T (Active)	
43 / b	T (Active)	
44 / a	P (Active)	superseded by n1-103-94-003, 1 b which was then superseded by n1-103-11-001 / 1.4
44 / b	T (Active)	
44 / c	T (Active)	
45	T (Active)	
46 / a	P (Active)	
46 / b	T (Active)	
46 / c	T (Active)	
47	T (Active)	
48	T (Active)	
49	T (Active)	
50	P (Active)	
51 / a	T (Inactive)	superseded by n1-103-89-004, 2 which was then superseded by n1-103-11-001, 1.5, 5.1
51 / b	T (Inactive)	superseded by n1-103-89-004, 2 which was then superseded by n1-103-11-001, 1.5, 5.1
52 / a	P (Active)	
52 / b	T (Active)	
52 / c	T (Active)	
52 / d	T (Active)	
53	T (Active)	
54 / a	P (Inactive)	superseded by n1-103-94-003, 1 f which was then superseded by n1-103-11-001 / 1.2
54 / b	T (Active)	
55 / a	P (Active)	
55 / b	T (Active)	

55 / c	T (Active)	
56 / a	P (Inactive)	superseded by n1-103-94-003, 1 g which was then superseded by n1-103-11-001 / 1.2
56 / b	T (Active)	
57 / a / 1	P (Active)	
57 / a / 2	P (Active)	
57 / a / 3	P (Active)	
57 / a / 4	P (Active)	
57 / a / 5	P (Active)	
57 / a / 6	P (Active)	
57 / b	T (Active)	
Obolete Series		
58	P	offer to NARA upon approval of schedule
59	P	offer to NARA upon approval of schedule
60 / a	P	offer to NARA upon approval of schedule
60 / b	P	offer to NARA upon approval of schedule
60 / c	T	destroy upon approval of schedule
60 /d	P	offer to NARA upon approval of schedule
61	T	destroy when legal use ceases
62	P	offer to NARA upon approval of schedule
63	T	destroy upon approval of schedule
64	P	offer to NARA upon approval of schedule
65	T	destroy upon approval of schedule
66	T	destroy upon approval of schedule
67	T	Destroy when 5 years old
68	P	offer to NARA upon approval of schedule
69	T	destroy upon approval of schedule
70	P	offer to NARA upon approval of schedule

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO NC1 103 77 1
NC1 103 77 1

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

DATE RECEIVED
10 MAY 1977

1. FROM (AGENCY OR ESTABLISHMENT)
Farm Credit Administration

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

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 stamped "disposal not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
Paul Mitchell	755-4129
James R. Randolph, Jr.	755-4374

5-25-77 James B. Rhoads
Date — 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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5/3/77	Paul C. Redmon	Director, Administrative Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

This comprehensive records disposition schedule supersedes all previously approved records schedules of the Farm Credit Administration. Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.

Records covered by the General Records Schedules are disposable without further authorizationn

Rent copies SNCC 7-17-78

115-107

Sent to agency, NNF, NNB, 1NC, 2NC, 4NC, 6NC, 8NC, 9NCS, 10NC - 5/31/77

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

Records Relating to Federal Farm Credit Board Activities

1. Minutes of the Federal Farm Credit Board. The FFCB was created in 1953 when FCA was separated from the U.S. Department of Agriculture and established as an independent agency. The Board serves as the chief policy making body of FCA and is required to meet at least four times annually. It consists of not more than 13 members. One is designated by and serves at the pleasure of the Secretary of Agriculture. The remainder, one from each farm credit district, are appointed by the President, with the advice and consent of the Senate. Generally, these 12 members are chosen from nominees submitted by FCA and representation is divided equally between those representing the Federal Land Bank Associations, the Production Credit Associations, and Farmer Cooperatives.

The records of the FFCB consist of minutes; "notebooks," which are issued to members prior to the meetings and include the agenda and necessary correspondence and other documentation relating to the topics to be considered; and drafts and other records relating to the arrangements for the meeting. In addition, there is an index to the FFCB minutes.

a. Record copy of minutes, notebook, and index.

PERMANENT. Offer to NARS 5 years after a set of minutes is bound in volume form.

b. One reference copy of minutes, notebook, and index.

Maintain in FCA and destroy when no longer needed for reference.

c. All other copies of minutes, notebook, and index.

Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

d. Drafts, working papers, routine correspondence concerning arrangements, and all other material.

Destroy when 2 years old or when no longer needed for reference, whichever is sooner.

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	Newsletter for FFCB Members. An informal newsletter with enclosures issued by the Governor's Office on an irregular basis several times annually. Includes a wide variety of information relating to FCA activities and farm credit generally. a. Record copy with enclosures. PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 10 years old. b. All other copies. Destroy when 3 years old.		
3.	Records Relating to the Selection of Nominees for FFCB Membership. Correspondence and other documents relating to the nomination of candidates to be considered by the President in making appointments to FFCB. a. Notification of results or announcement of appointments, changes in policy as to the manner in which nominations are conducted, legal interpretations of the law regarding procedures, eligibility of directors, plans to stimulate interest, and analyses of voting and of any unusual situations. For records concerning the appointment of FFCB members, see item 4. PERMANENT. Offer to NARS when 10 years old. b. Ballots, registration forms, talley sheets, and routine correspondence. Destroy when 6 years old. c. Letters, resumés and personnel questionaires of nominees and proposed nominees not appointed by the President. Destroy when 1 year old or when no longer needed for reference, whichever is sooner.e	NN-171-147	
4.	FFCB Appointment Files. Arranged chronologically with one folder for each year, these files consist of the most significant documentation relating to the appointment of individuals nominated for FFCB membership. Included are correspondence with the White House, the		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKENOO
	certificate of appointment, executed oath of office, press releases, published biographical information sheet, notice of confirmation by Senate, individual financial statements, and other similar essential documentation. For records relating to the selection of candidates for nomination, see item 3. PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.		
5.	FFCB District Policy Files. Arranged by districts represented by individual FFCB members except for a few folders relating to general FFCB policies. Records include only essential policy correspondence relating to the individual districts. Cutoff every 10 years. PERMANENT. Transfer to FARC 5 years after cutoff. Offer to NARS 10 years after cutoff.		
	General Records of the Farm Credit Administration		
6.	General Decimal Subject File ("Codeless File"). Arranged by a decimal filing scheme consisting of 3 digits from 000 thru 999, although in some cases there may be an added digit after the decimal point, e.g., 378.2. Letters received and copies of letters sent and other documentation relating to the administration, organization, policies, and functions of FCA. Other decimal file subject records relating to particular organizations or functions of FCA are included under items 7 thru 9. Cutoff every 10 years. PERMANENT. Offer to NARS in 10 year segements when 20 years old.		
7.	District Decimal Subject Files. Previously known as the General Agent Decimal Subject Files, these files are arranged by district, denoted by decimals 200 thru 212, and thereunder by subject, denoted by 3 additional decimal numbers, e.g., 201-151. Consist of correspondence and other records exchanged between FCA and the districts relating to the administration, operation, organization, and functions of the districts. Cutoff every 10 years at the same time that the records in item 6 are cutoff. PERMANENT. Offer to NARS in 10 year segments when 20 years old.		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	Bank Decimal Subject Files. Arranged by bank system (Banks for Cooperatives, 300 series; Federal Intermediate Credit Banks, 400 series; and Federal Land Banks, LB series, previously 600 series); thereunder by individual bank; thereunder by subject. Consist of correspondence and other records exchanged between FCA and banks relating to the administration, organization, functions, and operations of the individual banks. Previously, at the beginning of each bank system subseries, there were general subject folders containing correspondence relating to all the banks in that system. Since about 1948, however, the folders for the Springfield banks have served as the master. Cutoff every 10 year at the same time that the records in item 6 are cutoff. PERMANENT. Offer to NARS in 10 year segments when 20 years old.		
9.	Decimal Subject Files for Other FCA Organizations and Functions. Arranged by organization or function and thereunder by subject. Includes correspondence relating to the organization, administration, functions, policies, and operations of various functions and organizations of FCA, including such defunct offices as those of Appraisers, 1934-72 (100.2); the Registrars, 1934-72 (100.1); the Federal Farm Mortgage Corporation, 1934-57 (500.XXX); and the Production Credit Corporation, 1933-57 (700.XXX). Cutoff every 10 years at the same time that the records in item 6 are cutoff. PERMANENT. Offer to NARS in 10 year segments when 20 years old.		
10.	Reading Files. Chronological file copies of letters sent from FCA. a. Governor's reading files PERMANENT. Transfer to FARC when 5 years old. Offer to NARS in annual segments when 10 years old. b. Consolidated agency reading file in General Files Destroy when administrative use ceases or when 2 years old, whichever is soonern		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	c. All other reading files. Destroy when 2 years old.		
11.	Reference or Working Files. Files not otherwise specified in this schedule which consist solely of nonrecord reference material or short-term, routine administrative records which are not part of the decimal subject files (items 6 thru 9). Reference or working files are maintained in operating offices for purposes of convenience and day-to-day routine operations. This item does not include Personnel Subject Files, for which see item 51. Cutoff every 3 years, carry forward documents of continuing value, destroy all others.		
12.	Directives. A complete set of directives issued by or for the Governor of FCA or any office or division thereof together with supporting case files, if any. Included are FCA numbered circulars, with indexes, which have not been issued since 1971; FCA numbered orders; and numbered clarification letters issued by Credit and Operations Division. Excluded are unnumbered "bookletters," which are to be filed under the subject to which they related and disposed of in accordance with instructions for that subject. a. Record copy. PERMANENT. Offer to NARS in annual segments when 10 years old. b. All other copies. Destroy when superseded or obsolete.		
13.	Rules and Regulations Files. All files which document the preparation, review, and clearance of rules and regulations and amendments thereto promulgagted pursuant to the statutory requirements of FCA. a. Proposed briefs, drafts, comments, analyses and/or summaries of responses, and record copy of published rules and regulations. PERMANENT. Transfer to FARC 10 years after promulgated or killed. Offer to NARS 15 years after promulgated or killed.		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	b. All other copies of (a), related papers and working files. Destory when 5 years old.		
14.	Publications Files. Published or processed documents (not included elsewhere in this schedule) that contribute to an understanding of the organization and functions of FCA. Should include but not be limited to posters, charts, pamphlets, leaflets, booklets, volumes, annual reports, handbooks, special reports and studies, and similar material together with supporting papers showing inception, scope, and procedure. a. Official record copy. PERMANENT. Transfer to FARC in annual segments when 1 year old. Offer to NARS in annual segments when 5 years old. b. Other copies review annually. Destroy when superseded, obsolete, or no longer needed for referencen		
15.	Organizational Charts and Directories. Organizational charts and directories that reflect structural changes in the organization of FCA. a. Record copy. PERMANENT. Offer to NARS in annual segments when 10 years old. b. All other copies. Destroy when superseded or obsolete.		
16.	Speech Files. Official speeches made by FFCB members and the Governor and Assistant Governors of FCA concerning policies and programs of FCA. a. Record copy. PERMANENT. Offer to NARS in annual segments when 5 years old. b. All other copies.		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Destroy when 3 years old or when no longer needed, whichever is sooner.		
17.	Forms Files. One copy of each form developed by FCA with related papers showing inception, scope, and purpose of form. PERMANENT. Offer to NARS in annual segments when 10 years old.		
18.	Special Studies and Training Courses for FCA prepared by Private Firms. Special studies of management and program areas of FCA and training courses for FCA personnel prepared by private firms under contract to and by authority of FCA. Examples include "A Review of President's Salaries in the Farm Credit System" by Organization Resources Counselors; a report on regional computer service by Price, Waterhouse and Co.; "Financing the Needs of the Farm Credit System" by Paul Smith of the Wharton School; the Situation Dynamics training course for FCA executives; and the McKinsey and Company study, "Toward a New Funding Strategy." a. Record Copy. PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old. b. All other copies. Destroy when no longer needed for reference.		
19.	Minutes of FCA Executive Staff Meetings. Weekly meetings attended by the Governor and deputy governors and/or one of their assistant to discuss and report on matters relating to FCA policies, procedures and operations. a. Record copy of minutes PERMANENT. Offer to NARS in 5 year segments when 20 years old. b. All other copies. Destroy when 5 years old or when no longer needed for reference, whichever is sooner.		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	c. Drafts, informal notes and all other materials. Destroy when 2 years old.		
20.	Minutes of FCA General Staff Meetings. Bimonthly meetings held shortly after Federal Farm Credit Board meetings for the purpose of disseminating information about and preparing to implement the decisions of the FFCB meeting. Members include the Governor of FCA and all division directors. a. Record copy of minutes. PERMANENT. Offer to NARS in 5 year segments when 20 years old. b. All other copies. Destroy when 5 years old or when no longer needed for reference, whichever is sooner.		
21.	Other Committee Minutes and Reports. Minutes and summary reports of committees not covered elsewhere in this schedule. a. Record copy of minutes and summary reports. PERMANENT. Offer to NARS in 5 year segments when 20 years old. b. All other copiesn Destroy when 5 years old or when no longer needed for reference, whichever is sooner. c. Drafts, notes, and all other material. Destroy when 2 years old.		
22.	White House Correspondence. Correspondence from White House personnel concerning FCA policies and functions. PERMANENT. Offer to NARS when 10 years old.		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
23.	Emergency Preparedness Filesn Records accumulated by the office responsible for the preparation and issurance of plans and directives. Included is a record copy of each plan or directive issued with related background papers. Destroy when superseded or obsolete.		
24.	Histories of FCA or Its Organizationsn Substantive narrative histories of FCA or its organizations and programsn Includes a 12 volume history of the Production Credit System, 1956, and other similar histories. PERMANENTn Offer to NARS when 20 years old.		
	General Records Relating to the Activities of Districts, Banks, and Associations		
25.	Minutes of Meetings of Boards for Individual Farm Credit Districts and Banks. The boards of the Federal land bank associations, production credit associations, and cooperatives in the respective Farm Credit districts jointly elect two members to the district board. A seventh director - the director-atn-large - is appointed by the Governor of FCAn The district directors also serve as the board members for all three banks in their respective districts and, as such, hire management and set policy for the individual banks. These boards, although supervised by FCA, are not entities of the Federal Government but rather are creations of private associations. These nonrecord copies of minutes are stored in FCA headquarters as vital records of the districts and banks. Destory when no longer needed.		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
26.	Records Relating to the Nomination and Election of District Farm Credit Board Directors and the Central Bank for Cooperatives Board Directors. Correspondence and other documents relating to the nomination and election of directors to the District Farm Credit Boards and the Central Bank for Cooperatives Board. a. Notification of results or announcement of appointments, changes in policy as to the manner in which nominations are conducted, legal interpretations of the law regarding procedures, eligibility of directors, plans to stimulate interest, and analyses of voting and of any unusual situations. PERMANENT. Offer to NARS when 10 years old. b. Ballots, registration forms, talley sheets, and routine correspondence. Destroy when 3 years old. c. Letters, resumés, and personnel questionnaires of nominees proposed but not elected. Destroy when 1 year old or when no longer needed for reference, whichever is sooner. d. Letters, resumés, and personnel questionnaires of board directors. Destroy 1 year after expiration of term.	NN-171-147	
27.	Annual Conferences of Key District and Bank Personnel. Annual conferences of District Directors, of Bank Presidents, or Bank Treasurers, and of General Counsels and Attorneys for Farm Credit Banks at which key FCA headquarters staff personnel report on current FCA policies, procedures, operations, problem areas, and other matters of interest to the participants. At the conclusion of the conference, a summary report of the proceedings is published. a. Record copy of summary report of proceedings. PERMANENT. Offer to NARS when 5 years old. b. All other copies.		

GPO : 1975 O - 579-337

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10.B ACTION TAKEN
	Destroy when 5 years old or when no longer needed for reference, whichever is sooner. c. Drafts, working papers, transcripts, routine correspondence concerning arrangements, and all other similar material. Destroy when 2 years old.		
28.	National Committees of Associations and of Cooperatives. Known incorrectly as Advisory Committees until 1973, these committees are composed of representatives of Farm Land Bank Associations, Production Credit Associations, and cooperatives who meet quarterly to exchange information. Their meetings coincide with those of the Federal Farm Credit Board but they have no official advisory status with FFCB. a. Record copy of minutes, recommendations, resolutions, and reports. PERMANENT. Offer to NARS in 5 year segments when 5 years old. b. All other copies. Destroy when 5 years old. c. Drafts, agendas, and all other materials. Destroy when 2 years old.		
29.	Reports of Bank Presidents. Monthly or quarterly and annual reports in printed, booklet form from individual bank presidents to the board of directors for the same bank. Primarily consist of financial data, such as, tabulations of loans, statements of condition, bonds outstanding, operating expenses, lists of individual borrowers, and similar information. In some cases narrative comment is included, although it is generally minimal. Almost all of the data in these reports is included in summary reports issued by FCA headquarters (see items 31, 32, 35 and others). The reports from the bank presidents are forwarded to FCA on an irregular basis for information only and are non-Federal, non-record documents.	346-S244; 346-S289; 350-S294	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9.8 SAMPLE ORO JOB NO.	10. ACTION TAKEN
	a. Annual reports. Destroy when 2 years old. b. Monthly and quarterly reports. Destroy when 1 year old.		
30.	Individual Association Case Files. Case files of Production Credit Associations (092) and of Federal Land Bank Associations, previously National Farm Loan Associations (093). Arranged by type of association, thereunder alphabetically by name of association, and thereunder into the following four folders for each association: a. General correspondence relating to the routine administration and operations of the association (XXX-1) (Note: for litigation cases filed with general correspondence, use disposition instructions for item 52.) Destroy when 5 years old. b. Examination reports (XXX-2) See item 31 for disposition instructions. c. Credit reviews (XXX-2) See item 35 for disposition instructions. d. Document file containing the charter, bylaws, organization papers, and similar records of long-term administrative value (XXX-3) Destroy 5 years after association liquidates, merges, or other wise ceases conducting business. Records Relating to Specific Program Activities of the Farm Credit Administration	347-S254; II-NNA-2864; NN-165-24; NC-174-199; II-NNA-1169; NN-165-24; NC-174-199	
31.	Examination Reports. Concise statements on the financial status of Farm Credit System organizations and operations at the time of examination. Reports are prepared annually for each bank and association, the Fiscal Agent, and some FCA Staff offices. They contain both monetary figures and narrative comments and are similar to and serve as comprehensive audits. Some	351-S8, NN-165-24, NC-103-76-1	

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
31. Cont.	reports include a "confidential" or "limited comments" section, which is bound and filed separately because of the nature of its contents, an evaluation of the management and officers of the individual bank or association. Also an integral part of the examination report are "workpapers," which are rather formal accounting tabulations documenting how the figures innn the final report were arrived at. a. Examination report, including confidential section, but excluding reports in (b) thru (d) below. Destroy when 10 years old. b. Last examination report on liquidated associations and Farm Credit Banks no longer in operationn PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 10 years old. c. Last examination reports on Federal Farm Mortgage Corporation, 155; Production Credit Corporation, 1956; Surplus Property Disposal Program of the Federal Farm Mortgage Corporationn, including both Project and District Office reports; and the last report on liquidated Joint Stock Land Banks. PERMANENT. Offer to NARS upon approval of this schedule. d. All examination reports on Joint Stock Land Banks in receivership and on the Agricultural Marketing Act Revolving Fund. PERMANENT. Offer to NARS upon approval of this schedule. e. All work papers for (a) thru (d). Destroy when 10 years old.		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
32.	Special Examination Reports. These reports are similar to periodic examination reports except that they are prepared for a particular reason, such as, the appearance of irregularities in the annual examination report. Transfer to FARC when 10 years old. Destroy when 15 years old.	NC-103-76-1, item 10	
33.	Appointments of Credit Examiners. Information copies of letters from banks to individual FLBA's, PCA's, and cooperatives notifying them of the name of the credit examiner appointed to examine them. Copies in FCA headquarters were forwarded for information only. Destroy when examiner is relieved.		
34.	Report on Credit and Operations of Individual Banks. Prepared annually by FCA, this narrative report focuses on the performance of the top level management of the bank and on efficiency of the administration of the bank. NOTE: This item covers only reference copies of this report. The record copy is filed with and disposed of in accordance with instructions for items 8 and 9. Destroy when 2 years old or when no longer needed for reference, whichever is sooner.		
35.	Credit Review Reports. Previously known as credit examination reports, these are prepared annually by individual banks on associations to which they lend funds. They are not as broad in scope as examination reports or audits (see item 31) but are primarily supervisory in nature and consist only of a review of the quality of loans made by the association and the administration incident to the making and collecting of such loans. These are non-Federal records and the copies forwarded to FCA are for information only. Destroy when 5 years old or when no longer needed for reference, whichever is sooner.		
36n	Loan Case Filesn Arranged by type of loan and thereunder alphabetically by individual borrower. Includes letters, telegrams, application for loans, congressional inquiries, approval or disapproval of loans, and other similar records. These case files in FCA headquarters are		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
36. Cont.	duplicates of these in the individual banks and only those loans requiring FCA approval are forwarded by the banks. Also included are folders containing Justice Department reports on some individual borrowers. NOTE: For litigation cases against borrowers who default in repayment, see item 52. Destroy 3 years after approval of loan by FCA or when 3 years old, as appropriate.		
37.	Production Credit Association Loan Summaries and Membership Reports (FCA 645F & R). A monthly report forwarded to FCA headquarters and showing amounts of loans and number of members to whom loans were made during the month. The information is summarized for all the production credit associations in FCA headquarters and this summary is issued monthly on an unnumbered form, the format of which has changed several times. a. FCA headquarters summary. PERMANENT. Offer to NARS when 15 years old. b. FCA 645 F & R forwarded by Production Credit Associations. Destroy when 2 years old.	NC-103-76-1, item 13; II-NNA-2006, item 4	
38.	Minutes of Finance Committees. Known as Debenture Committees until 1972, these consist of a variety of committees and subcommittees with interlocking memberships and all of which are under the aegis of and coordinate with the Finance Division of FCA. As such, they deal strictly with financial matters and approve the issuance of all bonds by the bank systems. Included among the Finance Committees are committees and subcommittees for each of the three bank systems, the members of which are the bank presidents of the respective system. In addition, there are Joint Finance Committees and Subcommittees, consisting of bank presidents from all three systems, which deal with topics of intersystem financing. a. Record copy of minutes of each committee and subcommittee. PERMANENT. Offer to NARS in 5 year segments when 5 years old.		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9B SAMPLE OR JOB NO.	10.88 ACTION TAKEN
	b. All other other copies. Destroy when 5 years old or when no longer needed for reference, whichever is sooner. c. Drafts, agendas, and all other material. Destroy when 2 years old.		
39.	Financial and Statistical Reports. Monthly statements on FCA forms forwarded to FCA headquarters by the various banks and associations (except farmers cooperatives) and other organizations in the system. The forms prepared by the banks are entitled Financial and Statistical Reports and those forwarded by the associations are entitled Statements of Financial Condition. In some cases these reports are on computer printouts rather than on the specified forms. Included are the following: Federal Land Banks (FCA 266 F&R) Federal Intermediate Credit Banks (FCA 189 F&R) Bank for Cooperatives (FCA 227 F&R) Federal Land Bank Associations (FCA 39-LB) Production Credit Associations (FCA 771 F&R) Agent of the Land Bank Commissioner or Federal Farm Mortgage Corporation (FCA 6 F&R, obsolete), 1933-56. Production Credit Corporation (FCA 325 F&R, obsolete), 1933-56. a. June and December reports only. PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old. b. Reports for other months. Destroy when 3 years old. c. Workpapers and related material. Destroy when 2 years old.	NC-103-76-1, item 11; II-NNA-2006, item 1	
40.	Production Credit Associations Operating Statistics. A publication, until recently referred to as the "blue book," that shows financial and statistical information broken down by individual PCA's. Although published by FCA headquarters, which also adds a summary page,		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	the information is collected and compiled by the banks and associations. Destroy when 20 years old or when no longer needed for reference, whichever is sooner.		
41.	Reports of Operations. Prepared semiannually in June and December for each bank system and association or cooperative system, these reports are based primarily on source figures in Financial and Statistical Reports (item 39) but are more summary in nature and involve some manipulation of the source figures. a. Record copy. Destroy when 10 years old or when no longer needed for reference. b. All other copies. Destroy when 5 years old or when no longer needed for reference, whichever is sooner. c. Working papers. Destroy when 3 years old or when no longer needed for reference, whichever is sooner.		
42.	Comparative Analysis of Operations. This publication contains no original data but is based upon tabulations in the Reports of Operations (item 41) and Financial and Statistical Reports (item 39). This analysis is prepared simply to serve as a convenient working tool since it compares some basic financial statistics over several years. a. Record copy. Destroy when 10 years old or when no longer needed for reference. b. All other copies. Destroy when 5 years old or when no longer needed for reference, whichever is sooner.		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	c. Working papers. Destroy when 3 years old or when no longer needed for reference, whichever is sooner.		
43.	Other Periodic Financial and Statistical Tabulations. Brief financial and statistical tabulations which do not contain any original data and which are prepared for handy reference. Includes selected monthly loan data and other similar tabulations. a. Record copy. Destroy when 10 years old or when no longer needed for reference, whichever is sooner. b. All other copies and working papers. Destroy when 3 years old or when no longer needed for reference, whichever is sooner.		
44.	Research Studies. Substantive narrative or statistical studies of agricultural credit and related subjectsn Consist of both one-time studies as well as periodic, usually annual, studies, including economic analyses of crops and commodities, statistical analyses of bank loans, a research journal and a projection of the outlook for agriculture and credit for the coming yearn The periodic studies are usually printed but nonrecurring studies may be in printed, processed, or typescript form. a, Record copy of final study. PERMANENT. Transfer to FARC when 1 year old. Offer to NARS in annual segments when 5 years old. b. All other copies. Destroy when no longer needed for reference. c. Workpapers, drafts, related correspondence, and similar material. Cutoff every 3 years, carry forward documents of continuing value, destroy all others.		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
45.	Bond Sale Case Files. Case files for bonds issued by each of the individual bank systems. Included in each case file are correspondence, TWX messages, monthly summaries of bond sales, public notices of the sale, accounting data, retirement authorizations, and similar records. Included as an integral part of this series but filed in separate folders are applications to FCA headquarters to issue the bond, a record that is no longer prepared. Destroy 3 years after bond reaches maturity.		
46.	Summary Statistical Reports Relating to FCA Bond Issuances. Concise statistical and financial reports concerning bonds issued by FCA bank systems. Includes such reports as Estimated Proceeds Needed from Public Bond Sales for the coming year ("New Money Estimates"); a semi-annual report of total bonds issued and sold; "Bond Facts," issued monthly and whenever a new bond is issued and showing dates of issue and of maturity term, par amount, face rate, and cost to banks. a. Record copy. PERMANENT. Offer to NARS in 5 year segments when 10 years old. b. All other copies. Destroy when no longer needed for reference. c. Workpapers, drafts, and similar material. Destroy when 2 years old.		
47.	Daily Financial Reports Received from Other Agencies. Daily reports received by FCA from other Federal agencies, especially the Federal Reserve Bank System and the Bureau of Public Debt, relating to the status of FCA cash and bond accounts. Included are such reports as daily shipping advices from the Bureau of Public Debt and daily reports of security charges from the Federal Reserve Bank of New York. Destroy when finally reconciled or when 1 year old, whichever is sooner.	351-S119, items 7, 24, 27 and others.	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
48n	Securities Ledger Cardsn Cards maintained by FCA and showing securities on deposit in the Federal Reserve Bank of New York. These cards are updated as daily shipping advices (item 47) are received. These cards are zeroed out when the securities on deposit reach maturity and a withdrawal advice indicating such is received. On occasion these cards may be zeroed out earlier if the Federal Reserve Bank of New York closes its account before the security reaches maturity. Destroy 1 year after account is zeroed out.		
49.	Safekeeping Account Statementn A bi-monthly statement from the Federal Reserve Bank of New York indicating FCA securities on deposit in that bank. This statement is used to check securities ledger card entries (item 48). Destroy upon receipt of next quarterly statement.		
	Records Relating to Specific Support Activities of the Farm Credit Administration		
50.	Budget Estimates. Budget estimates prepared for the forthcoming year and documenting the allocation of monies for specific FCA programs and activities. Consists of appropriations, narrative statements and related schedules and data. PERMANENT. Offer to NARS when 15 years old.		
51.	Personnel Subject Filen Although arranged by a decimal filing system similar to that of the FCA General Files, this is in fact a separate series of correspondence relating strictly to personnel matters. a. Correspondence relating to FCA's continuing personnel policy and its implementation in the banks FCA regulates, and approval by FCA of retirement plans and other employee benefits provided by individual banks. Destroy when superseded or obsoleted. b. Routine personnel correspondence relating to short-term administrative matters. Destroy when 3 years oldn		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
52.	Litigation Case Files. (Arranged by case) Records of legal cases in which FCA, or a System bank or association was a party. Includes motions, interrogatories, court orders, and similar documents. a. Landmark cases in which FCA or the Governor was a party. Landmark cases are those based on the following criteria: Cases that result in precedential court decisions that significantly interpret legislation or regulations. Cases that result in legal opinion establishing precedent, policies and procedures regarding laws, regulations, directives, decisions and/or legislation; Cases of value that are heard by appellate or higher court; Cases that are determined valuable for investigative or litigative procedures; Cases that gain national attention because of Congressional or public interest; Cases of major economic impact; and Cases that show possible conflicts of interest. PERMANENT. Offer to NARS 20 years after the case is closed. b. All other cases in which FCA or the Governor was a party. Destroy 10 years after case is closed. c. Landmark cases in which a System bank or association was a party but in which FCA was not directly involved. This item refers to the duplicate copy in FCA; the original copy is in the bank or association. Destroy when no longer needed for legal reference. d. All other cases in which System banks or associations were a party but in which FCA was not directly involved. These case files are duplicates of the originals in the banks or associations.		

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
52. Cont.	Destroy 5 years after case is closed. e. Cases involving individual borrowers accused of defaulting on payment of loans by banks or associations. These case files duplicate the originals in the banks or associations. Destroy 3 years after case is closed.		
53.	Foreign Visitors Training and Orientation Case Files. Case files consisting of itineraries and other correspondence relating to routine arrangements for orientation and training of foreign visitors. All the documents in the files are non-record and the program is conducted under the auspices of the Agency for International Development. Destroy when 3 years old or when no longer needed for reference, whichever is sooner.		
54.	Press Release Files. Press or new releases issued by FCA. a. Record copy. PERMANENT. Transfer to FARC when 3 years old. Offer to NARS in annual segments when 10 years old. b. All other copies. Destroy when 3 years old or when no longer needed, whichever is sooner.		
55.	Reports and Minutes of Public Information Committees. Reports and minutes of various committees established to deal with public relations, advertising, and information training. The membership of these committees may consist of bank presidents and/or other bank personnel, especially information specialists, who meet periodically under the aegis of FCA headquarters. These committees are generally formed along bank system lines and may produce minutes and/or very comprehensive semi-annual reports, as is the case with the very active Federal Intermediate Credit Banks' Public Relations, Advertising and Training (PRAT) Committee. a. Record copy of minutes and reports.		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	PERMANENT. Offer to NARS in annual segments when 1 year old. b. All other copies. Destroy when no longer needed for reference. c. Drafts, notes, and all other material. Destroy when 1 year old.		
56.	Biographical Data Files. Arranged alphabetically by surname of individual, these files consist of a photograph and one-page biographical sketch of key staff personnel and are prepared for public distribution. a. Record copy. PERMANENT. Offer to NARS 5 years after individual is separated form FCA. b. All other copies. Destroy 1 year after individual is separated from FCA or when no longer needed for reference, whichever is sooner.		
	Non-Textual Records of the Farm Credit Administration		
57.	Audio-Visual Records. Still pictures, motion pictures, sound and video recordings produced by or attributed to FCA. Also included are those produced cooperatively with other agencies or private organizations or by firms under contract to FCA. 1. Still pictures - the original negative and a captioned print for each black and white photograph and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color photograph. 2. Other still pictorial records such as posters, original artwork, slide sets, and filmstrips - the original and a reference print of each item.		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	3. Motion pictures - the original negative or color original plus optical sound tract, an intermediate master positive and duplicate negative plus optical sound track, and a sound projection print of each motion picture. 4. Video recordings - the original or the earliest generation of each recording or a kinescope of the recording. 5. Sound recordings - the master tape, matrix or stamper, and one disc pressing for each conventional mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recordingn 6. Finding aids and production documentation - existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the above audiovisual records as well as production case files or similar files which include copies of production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release or ownership of the audiovisual production. DISPOSITION: PERMANENT. Offer to the National Archives when obsolete or after 5 years whichever occurs first. b. Additional duplicate prints or recordings of items identified in (a.) DISPOSITION: Destroy when obsolete or after 5 years whichever occurs first.		
	Obsolete Series		
58.	Index to the Minutes of the Federal Farm Loan Board, 1927-33. The FFLB was a predecessor to FCA and this card index to its minutes only coveres the last seven years of its existencen It is arranged alphabetically by subject with a small name index, also arranged alphabetically, at the end. Each card provides as synopsis of the action of the board, the date, and the volume and page of the minutes where the entry may be located. PERMANENT. Offer to NARS upon approval of this schedule.		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
59.	General Subject Files, 1926-39n This series consists of the files maintained in the central files unit of FCA and includes records created by the Federal Farm Loan Board. Central files maintained the records of each major function or organization of FCA separately and arranged then thereunder alphabetically by subject. Included are the files of the Registrar, the Fiscal Agent, districts, banks, and associations. Some of these records, such as, those relating to Federal Land Banks have previously been accessioned by NARS. PERMANENT. Offer to NARS upon approval of this schedule.		
60.	Joint Stock Land Bank Subject Files, 1917-38n Arranged alphabetically by bank and thereunder alphabetically by subject except that there are, at the beginning of the series and arranged alphabetically by subject, general folders relating to the bank system as a whole. Decimal numbers have been assigned to some folders...but these are interfiled with subject folders. Under the Federal Farm Loan Act of 1916 private persons were authorized to organize joint stock land banks to carry on the business of lending on farm mortgage security and issuing farm loan bonds to obtain funds with which to make loans. The Federal Government was specifically prohibited from purchasing capital stock in these banks so that they would remain strictly private in nature. From 1917 to 1931 some 88 such banks were chartered. The Emergency Farm Mortgage Act of 1933 ordered the liquidation of those banks still in operation. Most of them liquidated and provided for payment of their bonds in full, but 7 ere placed in receivership and have never paid their bonds in full. These 7 banks remain in receivership today and FCA still receives requests for payment. For related files originated by the banks in receivership, see item 61. a. Folders at beginning of series relating to the Joint Stock Land Bank system generally. PERMANENT. Offer to NARS upon approval of this schedule. b. Subject Files for banks in receivership. PERMANENT. Offer to NARS when administrative use ceases.	346-S330; 72A-2089	

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	c. Subject Files, except those noted in (d) below, for banks that liquidated voluntarily. Destroy upon approval of this schedule. d. Subject Files, for banks which liquidated voluntarily, including the application for charter, the cancelled surrendered charter, and related documents, such as, agreements to liquidate, published notices of liquidations, and copies of resolutions. These are usually found in Organization and By-laws and General correspondence in the pre-1939 files and 110 Organization and Reorganization and 114 Liquidation in the post-1938 files. PERMANENT. Offer to NARS upon approval of schedule.		
61.	Books and Records Received from Joint Stock Land Banks that went into Receivership. Books, ledgers and other records originated by the 7 Joint Stock Land Banks that went into receivership in 1933-36. These records were forwarded to FCA at that time and have not been destroyed because they have continuing legal and administrative valuen Destroy when administrative and legal use ceases.		
62.	Bound volumes in the FCA Reference Library. Most of the records included under this item are scheduled elsewhere (esp. item 13) but are listed here because they are filed together, are similar in type, and are no longer created. In addition, they are cited separately so they will not be overlooked, since these are record copies. Included are the following: Report to Members of Congress, 3 vols., 1933-36. Copies of letters to individual Congressmen and to the whole Congress concerning the policies and programs of FCA. Copies of Reports on Loans and Discounts are often included. GAO Audits of FCA, 3 volsn, 1945-64n Farm Credit Quarterly, 6 vols., 1936-41n An FCA publication with articles and financial tabulations outlining the achievements of FCA and its organizations for the quarter.		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

Federal Farm Board Annual Reports 1-3, 1 vol., 1930-32.

Federal Farm Board Bulletins 1-11 and Circulars 1-4, 1 vol., 1930-32. Publications containing information of interest to farmers and cooperative associations, especially regarding the organization of cooperativesn Bulletins were more detailed and lengthier than circulars, which often were used to explain the programs of the Federal Farm Board.

FCA Circulars C 101-129, 2 vols., 1936-43n These are not the same as records described in item 12 but were publications issued by the Cooperative Division to inform farmers concerning cooperative marketing associations and their operations.

FCA Circulars WC 1-10, 1 vol., 1942-43n Similar to the volumes described immediately above and published by the then Cooperative Research and Service Division.

FCA Bulletins 1-49, 5 vols., 1935-41. Publications similar to the FCA Circulars described immediately above except that these apparently were written not so much for the general farmer as for individuals more deeply involved in the management of cooperatives and farm credit. Also published by the Cooperative Research and Service Division.

FCA Bulletins CR 1-4, 1 vol., 1939--3. Published by the Economic and Credit Research Division, these are scholarly studies of agricultural credit in Germany, Denmark, Canada, and Mexico, respectively.

Farmer Co-Ops, Ala.-Wisc., 1 vol., 1940n Publications prepared by each of the individual Banks for Cooperatives, with the assistance of Cooperative Research and Service Division of FCA, outlining the history, services, and status of farmer cooperatives in many states and regions.

Statements of Condition of Federal Land Banks, Joint Stock Land Banks, and Federal Intermediate Credit Banks, 2 vols., 1928-35. Published reports.

Joint Stock Land Banks Statements of Condition, Including Progress in Liquidation Report, 7 vols., 1934-41. Published reports with some duplication

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	for 1936-38n PERMANENT. Offer to NARS upon approval of schedule.		
63.	Records Relating to the Agricultural Marketing Act Revolving Fund, 1929-58. The Agricultural Marketing Act Revolving Fund was established in 1929 to make loans to cooperative associations and commodity stabilization corporations in order to stabilize commodity prices. When Banks for Cooperatives were chartered in 1933, the subscription to their stock was paid for by FCA from this fund. Since that time these banks have assumed the functions of this fund, the outstanding loans of which have been liquidated or declared uncollectible. The records of the fund consist of general subject folders, arranged by subject but not alphabetically, and individual loan folders, arranged alphabetically by borrower. Most of the records are routine forms, work papers, financial reports, and correspondence. There are few reports and letters of a substantive nature. Destroy upon approval of this schedule.	349-S162	
64.	Production Credit Associations and National Farm Loan Association Coordination Progress Reports (FCA 992 F&R, obsolete), 1936-49. Quarterly reports thru 1944 and semiannual thereafter which document which facilities and officers served both associations in each district. PERMANENT. Offer to NARS upon approval of schedule.	NC-103-76-1, item 12; II-NNA-2006, item 2	
65.	Records Relating to Mineral Rights. In the 1930's some Federal Land Banks acquired mineral rights to lands due to the failure of farmers to repay loans. Since that time these rights have been sold or transferred to the Department of the Interior. These records are arranged by parcel of land and consist of correspondence, financial data, legal documents and similar records. Destroy upon approval of this schedulen		
66.	Books and Records of Liquidated National Farm Loan Associations, 1933-59n Ledgers, balance sheets, and ofther financial records shipped in from the field and created by associations for which FCA became the legal custodian as a result of liquidation proceedings. These associations were the predecssors of the Federal Land Bank Associations.	NC-103-76-1, item 7	

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Destroy upon approval of this schedule.		
67.	Records relating to the transfer of functions of the Office of the Farm Loan Registrars to the Farm Credit Banks. This transfer took place in 1971 and the records in this series were created only for that year. Destroy when ~~10~~ 5 years old.	NC-103-76-1, item 9	
68.	Information Division "Historical" File, 1933-46. Includes older records of series covered, for the most part, elsewhere in this schedule but which, in this case, were filed together for the purpose of writing an agency history, The Farm Credit System, by W. Gifford Hoag (1976). Consists of weekly resumes of FCA activities, 1933-46; correspondence concerning the 20th and 25th anniversaries of Federal Land Banks, 1936 and 1941; unofficial "personnel" folders, which contain narrative biographical sketches, photographs, and, on occasion, speeches of key FCA staff personnel 1933-46; and a few publications, press releases, and other similar material. PERMANENT. Offer to NARS upon approval of this schedule.		
69.	Appraisal Review Reports. Consists of brief standard forms including annual performance reports on individual bank appraisers, summaries of these annual reports, and reviews of appraiser's reports on the credit-worthiness of loan applicants. FCA ceased creating this record in 1960. Destroy upon approval of this schedule.	NN-166-193	
70.	Appraisal Standards Studies, 1935-49. Arrange by districts thereunder by study. Comprehensive and substantive studies prepared by FCA headquarters in order to provide appraisal standards by which farms may be evaluated and loans made. Each study includes a statistical narrative report, statistical tables, and information concerning the financial conditions of individual farms. PERMANENT. Offer to NARS upon approval of this schedule.		