

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

*Rec'd NCO 12 Jul 80*

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

1 FROM (AGENCY OR ESTABLISHMENT)

Farm Credit Administration

2 MAJOR SUBDIVISION

Farm Credit Banks and Associations

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Robert A. Smith

5 TEL EXT

755-4128

LEAVE BLANK	
JOB NO	<b>NCL-103-80-1</b>
DATE RECEIVED	<b>July 8, 1980</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<b>9-25-80</b> <i>PCNM Way</i> 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.

**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
<i>6-26-80</i>	<i>Paul C. Redner</i>	<i>Director, Administrative Division</i>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<del>Circular Letters. Numbered letters issued by various officers of the banks to the associations they supervised, e.g. from FICB to PCA and from FLB to NFLA's. These letters promulgated changes in policies and procedures and document in summary form the day-to-day operations of the banks and their impact upon subordinate associations and borrowers. (1918-56 - Destroy Immediately) <i>Baltimore Bank Permanent.</i> <i>all other banks Destroy immediately SC 8-19-80</i></del>	Not Scheduled	WITHDRAWN
2	Liquidated Production Credit Associations Case Files. Financial statements, summary of delinquent loans, letters and other correspondence relating to the liquidation of PCA's by consolidation, mergers, bankruptcy, etc. 1933-56 - Destroy immediately	Not Scheduled	
3.	Financial and Statistical Reports. Monthly statements on FCA forms forwarded to FCA headquarters by the various banks and associations 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. 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)	Not Scheduled	

*Closed out: 10-2-80: (K.T.D.)  
Copies sent to 9NC-S, 10NC, 1NC, 2NC,  
Agency, NNF, 4NC, 6NC & 8NC*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 of 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	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)  1918-56 - Destroy immediately		
4	<u>Report of Bank Presidents.</u> 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, statement of conditions, bonds outstanding, operating expense, list of individual borrowers, and similar information. In some cases narrative comment is included, although it is minimal. Almost all of the data in these reports is included in summary reports issued by FCA headquarters. 1918-56 - Destroy immediately	Not Scheduled	
5	<del><u>Correspondence Relating to FICB Baltimore Office in Puerto Rico.</u> Subject file maintained by the FICB Baltimore of its correspondence with its office in Puerto Rico. Subjects include the establishment of the Land Authority of Puerto Rico in 1941, loans to the authority securing court judgements against defaulters and similar matters. 1941-56 - Destroy immediately</del>	Not Scheduled	WITHDRAWN
6	<u>Records Relating to National Defense Activities.</u> Letters, pamphlets, bulletins, forms and other correspondence relating to the role of the FCA district banks in the development of a unified agricultural mobilization program during World War II, the post war period and the Korean War. Series consist primarily of printed and processed publications received by the banks from the Department of Agriculture and other agencies. Subjects include transportation problems, salvage, priorities, consumers credit and the like. 1941-56 - Destroy immediately	Not Scheduled	
7	<u>Certificates of Participation in Commodity Loans.</u> Standardized forms certifying that individuals district banks have advanced to the Central Bank for Cooperatives monies for use by other district banks in the system. 1933-56 - Destroy immediately	Not Scheduled	
8	<u>Reports of Audit Relating to Operations of Federal Farm Mortgage Corporation.</u> Audit reports relating to reimbursable expenses claimed by Federal Land Banks for operating the Federal Farm Mortgage Corporation. 1934-56 - Destroy immediately	Not Scheduled	

**Request for Records Disposition Authority - Continuation**

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
9	<p><del>Loan Case Files.</del> Arranged by type of loan and thereunder alphabetically or numerical. Includes general correspondence, loan applications, appraisal reports, loan action sheets, deed of trust, mortgage, agreements, sheriff's certificates, settlement records, purchase money mortgages, etc. 1918-56 - Destroy when administrative use ceases.</p>	<p>Not Scheduled</p>	<p>WITHDRAWN</p>