

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

LEAVE BLANK	
JOB NO.	<b>NCI 114 78 B</b>
DATE RECEIVED	<b>30 MAY 1978</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-5-79 Date	 Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**U.S. Department of Agriculture**

2. MAJOR SUBDIVISION  
**Soil Conservation Service**

3. MINOR SUBDIVISION **Comprehensive Records Schedule for  
 National office and all functions below this level.**

4. NAME OF PERSON WITH WHOM TO CONFER  
**H. Ted Evans, Records Specialist**

5. TEL. EXT  
**447-3907**

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 72 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 <b>MAY 23 1978</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE <b>Administrator, Soil Conservation Service</b>
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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
	<p>This comprehensive records schedule supersedes all previously approved records schedules of the Soil Conservation Service or its predecessor agencies.</p> <p>The Soil Conservation Service (SCS) was established by the Soil Conservation Act of 1935 (Pub. L. 74-46, 49 Stat. 163 (16 U.S.C. 590 (a-f)). SCS is responsible for developing and carrying out a national program of conservation of soil, water, and related resources. Programs administered by SCS include basic soil and water conservation, watershed protection, flood prevention, cooperative river basin surveys and investigations, Great Plains conservation, resource conservation and development, and others as assigned by the Secretary of Agriculture.</p> <p>The SCS organization consists of a national office located in Washington, D.C., 4 technical service centers, 50 state offices and an equivalent office in the Caribbean Area, approximately 3300 area and field offices, approximately 285 specialized other offices, and 20 plant materials centers.</p>		<i>313 items</i>