

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-103-89-2

DATE RECEIVED

1-10-89

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM *(Agency or establishment)*

Farm Credit Administration

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Cheryl Thomas

5. TELEPHONE EXT.

883-4119

DATE

4/27/89

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 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
11/30/88	<i>Cheryl Thomas</i>	Information Resources Management Specialist

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	Records Relating to the Commissioning of Examiners. See attached.		

*Copies sent to Agency
 NNT, NNA 5/2/89*

Records Relating to the Commissioning of Examiners

1. Examiner Commissioning Files

The file for each examiner documents completion of the formal training courses and on-job training required in preparation for the commissioning examination. The file also includes 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.)

Destroy five years after termination of employee.

2. Examiner Commissioning Tracking System

This automated system contains much of the data contained in the files described in item a above. The system is used as a management tool to track the progress of the examiners.

Revise, correct, or update as necessary. One year after termination of employee, output information in hardcopy format. File hardcopy output in paper files described in item a above and purge electronic system.

3. Examiner Commissioning Training Materials

(a) Course outlines and printed materials used in the examiner courses.

Permanent. Maintain a record set of course outlines with associated training materials. Transfer to NARA in 5-year blocks, beginning in 1990.

(b) Tests taken at end of each training course.

Destroy when successful completion of course is recorded in examiner commissioning files and tracking system.

Per Helen
W. Clarke
4-21-89
jpm