



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

LEAVE BLANK

JOB NO.

N1-103-89-4

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

DATE RECEIVED  
June 6, 1989

1. FROM (Agency or establishment)  
Farm Credit Administration

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Cheryl Thomas

883-4119

9/6/89



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; 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
6/12/89	<i>Cheryl Thomas</i>	Information Resources Management Specialist

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<u>General Agency Files Pertaining to the Farm Credit Administration</u>	N1-103-77-1, item 6	
2.	<u>General Files Relating to the Farm Credit System</u>	N1-103-77-1, items 7, 8, 9 and 51.	
3.	<u>Index Cards to Classified Files 1927-1988</u>		
4.	<u>Official Files of Former Members of Farm Credit Administration Board.</u>  See attached description.		

1. General Agency Files Pertaining to the Farm Credit Administration

Includes records received or created by FCA related to the administration, organization, policies and functions of FCA as an agency.

From 1933 - July 1988 these records were organized by a decimal filing scheme consisting of 3 digits from 000 thru 999 with an added digit after the decimal point in some cases. For example, 378.7.

After July 1988, the records were organized by a new classification scheme in which subjects were arranged alphabetically.

Permanent. Offer to National Archives in 10 year segments when 20 years old.

Supersedes N1-103-77-1, item 6.

2. General Files Relating to the Farm Credit System

Consists of correspondence and other records written to, from, or about the financial institutions and other entities of the Farm Credit System. The records relate to the administration, organization, functions, and operations of the System institutions or entities.

From 1933 - July 1988 these records were organized by: (1) Type of organization (Federal Land Bank; Bank for Cooperatives, etc.) (2) district; and (3) numeric subject headings.

After July, 1988, the records were organized by case files for each institution or entity plus a general case file for records pertaining to a class of organizations. (For example, a "General--Farm Credit Bank" file for records pertaining to Farm Credit Banks as a whole.) Within a case file, arrangement is by alphabetical subject headings.

Permanent. Offer to National Archives in 10 year segments when 20 years old.

Supersedes N1-103-77-1 items 7, 8, and 9.

3. Index cards to Classified Files 1927-1988

Finding aid to the central agency files of the Farm Credit Administration (N1-103-77-1, items 6, 7, 8, and 9) and possibly to files of precursor organizations. These files have been appraised as permanent records.

The cards relate to records dated 1927 to 1988 when the indexing was discontinued. A total of 70 linear feet of 3x5 cards (7.28 cubic feet) are in the series.

Permanent. Offer to Archives upon approval of this schedule.

4. Official files of former members of Farm Credit Administration Board.

Transfer to Federal Records Center at the end of the term of the Board member. Destroy 30 years after end of term of the Board member.