

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 17 79 8	
DATE RECEIVED 4 DEC 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>2-12-79</i> Date	<i>James B. Hood</i> 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 Bureau of Animal Industry (abolished)	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER June T. Green	5. TEL. EXT. 436-8860

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.

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

C. DATE 11-28-78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>June T. Green</i>	E. TITLE Records Management Officer, SEA
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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
1	<p>RECORD GROUP 17, Records of Bureau of Animal Industry (abolished).</p> <p>Administrative and General correspondence, 1946-48, 5 cu. ft.</p> <p>These records include:</p> <p>A. Personnel records relating to</p> <ol style="list-style-type: none"> 1. Force (Personnel of a station taken as a whole; also, of a division in Washington or traveling.) Includes: assignments; arrangement of work; official station matters; increase or decrease of work. 2. Bureau force as a whole <ol style="list-style-type: none"> a. Civil Service Retirement Act b. Identification of Bureau employees. Includes: cards and photographs; building passes; passports. <p>B. Property records relating to acquisition and accountability for property--miscellaneous equipment and supplies.</p> <p>Accession No. 55-A-533. Boxes 4-8.</p>		
2	<p>Administrative Files for former Bureau of Animal Industry, 1914-50, 11 cu. ft.</p> <p>These records include:</p> <p>A. Accounts--Reimbursement for cost of services and expenses incident to work performed for other government agencies.</p>		<i>6 items</i>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2 Continued	<p>B. Personnel--Force (Personnel of a station taken as a whole; also, of a division in Washington or traveling.) Includes: assignments; arrangement of work; official station matters; increase or decrease of force.</p> <p>C. Personal and real property--Office quarters: field stations.</p> <p>Accession No. 56-A-435. Boxes 1-2 and 13-21.</p> <p>Approval for immediate disposal of the above 2 items is requested.</p>		