

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-221-80-1	
DATE RECEIVED May 30, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 12-30-80	<i>Russell Owensley</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
 Rural Electrification Administration

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Russell Owensley

5 TEL EXT
 7-3583

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 33 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 5/28/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Curtis L. Bryant</i>	E. TITLE Chief, Management Analysis & Services Branch Management Services Division
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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 schedule supersedes the records disposal schedules designated:</p> <p style="text-align: center;">NN-166-70 NC-221-75-1</p> <p>The Rural Electrification Administration is authorized to make insured and guaranteed loans to finance (1) the construction, acquisition and operation of electric distribution and transmission lines or systems and generating plants to furnish electric energy to persons in rural areas who are not receiving central station service; (2) the wiring of premises of persons in rural areas, and acquisition and installation of electrical and plumbing appliances or equipment, and machinery; and (3) the improvement, expansion, construction, acquisition and operation of telephone lines, facilities or systems to furnish and improve telephone services in rural areas.</p> <p>Upon inquiry, REA furnishes full information on methods of applying for REA and Rural Telephone Bank loans. If a loan application is approved by the Administrator after legal, engineering, economic and financial studies, the loan is approved, funds are obligated by a loan contract,</p>		<i>105 items</i>

*Closed Out: 1-6-81: KIT-D.
 Copy sent to Agency & NNF
 Copy sent to NCW, NNF, NNB, NNR, & NNU*

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	<p>and the borrower gives a note, mortgage, and in some cases, other security if required. No loans can be made unless the Administrator finds and certifies that in his judgment the security therefore is reasonable adequate and such loans will be repaid within the time agreed.</p> <p>Electric and telephone loans must be repaid within 35 years. Loan funds are advanced to borrowers under a drawing account system as needed.</p> <p>REA furnishes its borrowers with technical assistance in engineering, accounting and operations as required in support of the security of loan.</p> <p>The functions of REA are directed by an Administrator, a Deputy Administrator, and three Assistant Administrators - one for each of the two programs, rural electrification and rural telephone, and one for administration.</p> <p>REA has a line and staff organizational structure. Separate line offices, known as the Northeast, Southeast, North Central, Southwest and Western Area Offices, administer the electric and telephone programs for an assigned geographical area relating to loans, engineering design, construction and management and operation of borrowers' rural electric and rural telephone systems. Staff offices perform assignments pertaining to the development of proposed policies, standards and procedures concerning loans and operations, engineering, and accounting aspects of the electric and telephone programs and personnel, budget, fiscal information services, administrative management, program analysis, statistical and general services activities of the Agency.</p> <p>All records pertaining to electric and telephone program activities are generally classified as relating to (1) loans and operations, and (2) engineering, including both design and construction. The records are maintained as borrowers' case files, State general files, and general correspondence files.</p> <p>All REA records are decentralized to the point of use, but under central administrative control. Except as otherwise indicated, new files are made every two years, and one year after the new files are set up, those for the previous two-year period are transferred to Non-Current Records for retention in agency storage space, transferred to Federal Records Center, or destroyed.</p>		

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	<p>REA will use the General Records Schedule as disposal authority for its' administrative and housekeeping records.</p>		

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1.	<p style="text-align: center;">PROGRAM ADMINISTRATION</p> <p><u>Administrator's Subject Files</u></p> <p>Arranged alphabetically by subject and thereunder chronologically. Includes correspondence of the Deputy and Assistant Administrators.</p> <p>a. <u>Program Subjects</u></p> <p>Memoranda, reports, correspondence and other REA records relating to program reorganizations within REA, appropriations, budget, insured loan funds, staffing plans, accounting allotments; correspondence with members of Congress, officials of the White House and its' staff, and other Federal and state government agencies. Also correspondence with foreign governments concerning providing electrical and telephone technical expertise in foreign countries. Correspondence with members of the House and Senate Committees on Agriculture.</p> <p><u>PERMANENT</u></p> <p>Start new files each year; Transfer prior year folders to Noncurrent Records 1 year thereafter, Transfer to FARC when 5 years old. Offer to National Archives when 20 years old <i>in 10 year blocks.</i> <i>SC 12-23-80</i></p> <p>b. <u>Administrative Subjects</u></p> <p>Memoranda and correspondence related to such administrative functions such as personnel, travel, supplies and equipment and etc.</p> <p>Start new files each year; Transfer prior year folders to Noncurrent Records 1 year thereafter, Screen files annually. Destroy in accordance with General Records Schedules.</p>	<p>NC 221-75-1 (5) NV 166-70 (61)</p>	<p>10 cu. ft. <i>W.</i></p>

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2.	<p><u>Administrator's State Files</u></p> <p>Arranged alphabetically by state and thereunder by the following subseries: Congressional, Electric, Public Relations, Statewide, and Telephone.</p> <p>Memoranda, reports, correspondence and records related to electric and telephone services, the management of borrowers affairs, irregularity reports, correspondence with members of Congress, other electric and telephone associations, individuals, state and government officials and the general public. Approvals of Federal Register notices and administrator's approval of various actions taken by the REA.</p> <p><u>PERMANENT</u></p> <p>Start new files each year. Transfer prior year folder to Noncurrent Records 1 year thereafter. Transfer to FARC when 5 years old. Offer to National Archives when 20 years old.</p>		10 cu. ft. /y
3.	<p><u>System Standards</u></p> <p>Correspondence and subject files relating to the development of standards and other technical data for equipment and materials and for design and construction, and operation and maintenance of rural electrical and telephone systems.</p> <p>Transfer to Noncurrent Records when no longer needed in operating office. Transfer to Federal Records Center 2 years after receipt in Noncurrent Records.</p> <p><i>Destroy when administrative use class. SC 9-4-80</i> Offer to National Archives 10 years thereafter.</p>	NC221-75-1 (6)	2 cu. ft. /y
4.	<p><u>Studies and Projects, Special:</u></p> <p>Correspondence and subject files relating to special studies and projects relating to rural electric and rural telephone systems, market and price information relating to equipment and materials, rates, tool traffic agreements, new uses of electric in rural areas and operation of rural electric and rural telephone systems.</p>	(7)	

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5.	<p>Transfer to inactive file when final report is approved. Transfer inactive files to Noncurrent Records at the end of each year. Transfer to Federal Records Center 2 years thereafter. <i>Destroy when Administrative use class. SC 9-4-80</i> Offer to National Archives 5 years thereafter, except that material needed for future technical reference.</p> <p>Working papers:</p> <p>a. Relating to special studies or projects resulting in agency policy being established, rescinded or evaluated.</p> <p style="padding-left: 40px;">Destroy 3 years after completion of report on the special study or project.</p> <p>b. Informal notes, rough drafts, or other documentation which is considered as preliminary material only.</p> <p style="padding-left: 40px;">Destroy 6 months after final action or completion of study.</p> <p><u>General Files (Filed by Subject)</u></p> <p>6. Correspondence files maintained by operating units responsible for program administration, pertaining to the administration and operation of the unit.</p> <p style="padding-left: 40px;">Destroy 2 years after date of file.</p> <p>7. Correspondence and subject files, including correspondence with associations, suppliers, manufacturers and other firms or individuals, relating to activities of offices responsible for program functions, which are not otherwise covered in this schedule.</p> <p style="padding-left: 40px;">Destroy 5 years after date of file.</p> <p>8. Correspondence and subject files of line offices responsible for administering rural electric and rural telephone programs for an assigned geographical area, relating to accounting, loans, operation and engineering activities. These files do not include correspondence relating to development of policies and procedures.</p> <p style="padding-left: 40px;">Destroy 5 years after date of file.</p>	<p>2</p> <p>NN166-70 (65)</p> <p>(66)</p> <p>(67)</p> <p>(68)</p>	<p>2 cu. ft.</p>

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9.	<p>Correspondence and statements of qualifications and experiences of contractors, engineers, architects and certified public accountants approved for performing services for rural electric and rural telephone borrowers. (Filed by name of firm or individual.)</p> <p>Make folder when necessary data and information for firm or individual is received. Transfer to an inactive file when firm becomes inactive. Transfer inactive file to Noncurrent Records at the end of each calendar year.</p> <p>Destroy 2 years after firm or individual discontinues services for borrowers.</p>	<p><i>NN 166-70 (69)</i></p>	
10.	<p><i>Borrower's Timber Products Inspection Reports</i> Copies of timber products inspection reports submitted by borrowers.</p> <p>Destroy 1 year after date of file.</p>	<p><i>(71)</i></p>	
11.	<p><u>Financial Operations (Loans Receivable)</u></p> <p>Borrower's correspondence, Statement of Loan Accounts and Transactions, borrower's checkstubs, and copy of CPA confirmations.</p> <p>Start new file every 2 years. Transfer prior 2 year files to Noncurrent Records 2 years thereafter.</p> <p>Destroy 6 years from date of file.</p>		
12.	<p>Drafts of REA Bulletins and Staff Instructions (or equal) relating to program functions, including comments on drafts by reviewing offices. (Filed by number)</p> <p>Destroy 1 year after revision or rescission is issued.</p>	<p><i>(70)</i></p>	
13.	<p>REA Bulletins and Staff Instructions; supplements and partial revisions issued as internal directives at the agency or division level for the Electric and Telephone Programs and Administration. (Filed by number)</p> <p>File original copy of each bulletin, staff instruction, supplement and partial revision in division or office responsible for issuance.</p>		

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	<p>Transfer to Noncurrent Records when revised, superseded or canceled. (Destroy all other copies when superseded)</p> <p>Transfer to FRC 2 years thereafter. <i>after revised, superseded, or cancelled. SC 1-4-80</i></p> <p><u>PERMANENT</u></p> <p>Offer to National Archives ^{in 10 year blocks} 10 years after directive is completely canceled.</p>		<p>½ cu. ft.</p>
14.	<p><u>Bills Paid (Blue Copy)</u></p> <p>Loans Receivable copy of Statements of Interest and Principal Due (original or processing copy filed in collection jackets).</p> <p>Destroy 1 year after date of file.</p>		
15.	<p><u>Collection Jackets</u></p> <p>Adjusting voucher, REA Forms 660 (or equivalent), collection jackets, and computer printouts of advances, billings, collections, new notes, adjustments, and controls.</p> <p>Retain in operating office or agencies' records depository until completion of GAO audit.</p> <p>Dispose of in accordance with General Records Schedule.</p>		
16.	<p><u>Community Development</u></p> <p>Rural Area Development files consisting of correspondence, forms and printed material received from and sent to agencies of the Department, Federal agencies Members of Congress, state and local governments, borrowers, industries, associations and the public, employment statistics, studies and surveys, economic feasibility project applicants, vists, findings and discussions involving various problems and phases of the area development program.</p> <p>Transfer prior 2 year file to Noncurrent Records 1 year after start of current 2 year file. Transfer to Federal Records Center 2 years thereafter.</p> <p>Destroy 10 years after date of file.</p>	<p><i>NC 221-25-1 (8)</i></p>	

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17.	<p><u>Travel 10 Field Reports</u></p> <p>Copy of field activities reports of Washington office and field employees relating to visits to borrowers; attendance at meetings of associations, manufacturers, technical societies and training conferences. (Case filed by name of employee)</p> <p>Transfer prior 2 year file to Noncurrent Records 1 year after start of current 2 year file.</p> <p>Destroy 5 years after date of file.</p>	<p><i>NN166-70 (75)</i></p>	

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18.	<p style="text-align: center;"><u>ADMINISTRATIVE ACTIVITIES</u></p> <p><u>Personnel Records</u> will be destroyed in accordance with General Records Schedule, with the following exception:</p> <ul style="list-style-type: none"> a. Records relating to awards made at the departmental level or higher. . Destroy 6 years after date of file or upon separation of employee, whichever is sooner. b. Training aids, such as manuals, textbooks, syllabus, and other training aids developed by the agency. <p style="padding-left: 40px;">Destroy when revised, superseded or becomes obsolete.</p>	<p>nn/166-70) (76)</p>	
19.	<p><u>Administrative Management Records</u></p> <p>Records pertaining to management functions of the Agency, such as procurement of supplies, equipment, property accountability, budgeting, payroll, obligation and other accounting, travel, transportation of things, space, communications activities, records management, personnel management, etc., will be disposed of as follows: (Set up new files every 2 years)</p> <ul style="list-style-type: none"> a. Correspondence, forms, reports, and memoranda concerning routine transactions and matters, housekeeping functions and legislative reporting of a general nature not covered in other schedules. <p style="padding-left: 40px;">Destroy 5 years from date of file.</p> <ul style="list-style-type: none"> b. Records of a continuing nature which can not be destroyed because of unsettled or continued matters. <p style="padding-left: 40px;">Destroy 5 years from date matter is recinded, completed or closed.</p> <ul style="list-style-type: none"> c. Records copy of specific items - Destroy in accordance with GSA General Records Schedule. 		

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	<u>STATISTICAL RECORDS</u>		
20.	<p><u>Machine Readable Records - Accounts System File</u></p> <p>Initial data is informational accounts system of Rural Electrification Administration electric and telephone borrowers accounts also RTB and FFB borrowers and consist of:</p> <ul style="list-style-type: none"> a. Accounts File - all financial accounts of all electric and telephone borrowers. b. Transaction File - on going records in regard to any changes in the accounts file. c. Borrowers File - name, address, and status of all electric and telephone borrowers. d. Insurance File - record of all REA borrowers insurance policies, type of policy, expiration date of policy, names of insurance companies holding borrowers policies. <p>Destroy 18 months from date of file.</p>		
21.	<p><u>Annual Statistical Report System</u></p> <p>Format or file layout for the REA Annual Statistical Report (Published Report) data is also used in maintaining REA borrowers operating report data and for producing other requested statistical data. <i>Master file for item 20.</i></p> <p>Destroy 10 years from date of file.</p>		
22.	<p>Computer printouts and worksheets of statistical reports of agency administrative and management activities, such as personnel, budget, fiscal, supply matters, travel, etc.</p> <p>Destroy when 2 years old.</p>	<p><i>NN166-70 (9)</i></p>	
23.	<p>Computer printouts and worksheets of financial and statistical reports of agency program activities, such as loans, analysis of borrowers' operation, advances, energy purchased, number and amount of loans by state, KWH studies, electrified farm surveys, interest payments, etc.</p>	<p><i>NC 221-75-1 (9)</i></p> <p><i>NN166-70 (93)</i></p>	

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	<p>a. Published Reports - transfer to FRC when 5 years old.</p> <p><u>PERMANENT</u></p> <p>Offer to National Archives when 10 years old.</p> <p>b. Working Papers - destroy when 1 year old.</p> <p>c. Printouts (Reports):- destroy when 3 years old.</p>		<p>½ cu. ft.</p>
24.	<p>Correspondence subject files maintained by operating units responsible for preparation and processing of statistical reports pertaining to the administration and operation of the units.</p> <p>Destroy 2 years after date of file.</p>	<p><i>NN166-70 (94)</i></p>	
25.	<p><u>Legislation</u></p> <p>Correspondence and state and subject file relating to proposed and enacted Federal and state legislation and problems affecting agency programs in individual states, including copies of bills, resolutions and reports.</p> <p>Destroy when 10 years old.</p>	<p><i>NC221-75-1 (10) NN166-70 (45)</i></p>	
26.	<p>Correspondence subject files maintained by operating unit responsible for legislative activities pertaining to the administration and operation of the unit.</p> <p>Destroy 2 years from date of file.</p>	<p><i>(96)</i></p>	
27.	<p><u>Program Analysis</u></p> <p>a. <i>Director's File</i> Correspondence and subject files relating to program analysis and evaluation, including compilation of data, reports and studies such as those relating to surveys of telephone loan applications, appliances, markets, construction plan and loan requirements, power sales, soil, etc.</p> <p>Make new folders every 4 years. Transfer to Non-current Records 3 years after new files are set up. Transfer to Federal Records Center 5 years thereafter.</p> <p><u>PERMANENT</u> <i>Offer to NARS in 10 year blocks 20 years from date of file.</i></p> <p>b. <i>all other working papers, correspondence, and subject file related to program analysis.</i> Offer to NARS when 10 years old. <i>Destroy 15 years from date of file. SC 11-6-80</i></p>	<p><i>NC221-75-1 (11) NN166-70 (97)</i></p>	<p>2 cu. ft.</p>

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28.	Correspondence files maintained by operating units responsible for program analysis pertaining to the administration and operation of the unit. Destroy 2 years after date of file.	N/N 166-70 (97)	
29.	Application and loan and construction control cards for electric generation and telephone borrowers. (Filed by state and borrower) Transfer to inactive file when card is no longer used. Destroy 1 year after card becomes inactive.	(102)	
30.	Correspondence files maintained by operating unit responsible for production control, pertaining to the administration and operation of the unit. Destroy 2 years after date of file.	(104)	

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31.	<p style="text-align: center;"><u>LOANS AND OPERATIONS RECORDS</u></p> <p><u>Borrowers' Case Files</u> include all records of transactions and correspondence with an individual borrower regardless of their form or organizational location within the Agency, except those correspondence files directly related to special studies of borrowers' operations, equipment, materials or procedures. Borrowers' case files also include all correspondence relating to loans, operations, construction and engineering in a state not associated with a specific borrower. Borrowers' case files are arranged by state and borrower's designation and subject.</p> <p><u>Loan Docket Files</u></p> <p>a. <u>Electric</u></p> <p>Original basic documents for approval and rescission of loans, including loan recommendation to Administrator, loan feasibility study, loan budget, cost estimates and engineering data, memorandum approving retail rates and copies of borrower's retail rate schedule, wholesale rate memorandum or power cost study or memorandum as appropriate, financial and operating report data, FFB (guaranteed) loan data, environmental, food protection and equal employment data, status of Section 4 loans, KWH certification memorandum, statement of economic and social condition of agriculture (prior to 1947); and when applicable, stop orders or conditional agreements, funds and materials for proposed facilities, headquarters facilities data, pump irrigation conclusion and recommendation, acquisition report, acquisition legal opinion, summary of generation facilities, copy of letters transmitting summary of generation facilities to House and Senate Committees, power requirements study, rescission recommendation and board resolution. (Not all of the documents listed are included in each loan docket.)</p> <p>Make folder when each loan is approved. Transfer to Noncurrent Records 2 years after each loan is repaid, or rescinded. Transfer to Federal Records Center when ^{after loan is repaid.} 7 years old.</p> <p>Destroy when ^{after loan is repaid.} 10 years old.</p>	<p>NC 27-75-1 (2a) NV 166-70 (2a)</p> <p>SC 9-4-80</p>	

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	<p>b. <u>Telephone</u></p> <p>Original basic documents for approval and rescission of loans and release of funds, including administrative findings, loan recommendation to Administrator, feasibility study, status of loans, master telephone budget, adjusted telephone budget, adjusted balance sheet, equity requirement determination including request memorandum, statement of adequacy of borrower's records, balance sheet and operating statement, valuation memorandum, request for preloan study, cost allocation for urban and rural engineering memoranda, preloan data for telephone system, net toll revenue and rate schedules, connecting company commitments, sketch map of service area, area survey summary, population data, economic report, manager concurrence memorandum, character references, nonduplication report, loan application, applicant concurrence, and any other memoranda, forms and reports required to document the loan. (Not all of the documents listed are included in each loan docket.)</p> <p>Make folder when each loan is approved. Transfer to Noncurrent Records 2 years after each loan is repaid, or rescinded. Transfer to Federal Records Center when 7 years old.</p> <p>Destroy when 10 years old.</p>	<p>NE 224-75-1 (2b)</p>	
32.	<p><u>Loan Contracts and Mortgages</u></p> <p>Loan contracts, recorded and unrecorded copies or mortgages, indentures, deeds of trust, pledges of revenues and amendments or supplements, and related recordation and filing certificates and endorsements.</p> <p>All Documents - Return to borrower when all loans are repaid.</p>	<p>WN 166-70 (3)</p>	
33.	<p><u>Notes and Correspondence</u></p> <p>Notes for loans, and correspondence and forms relating to loans contracts, mortgage notes and related agreements.</p> <p>a. Notes - Return to borrower when loan is repaid or note is cancelled.</p>	<p>(4)</p>	

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34.	<p>b. Correspondence - Transfer to Federal Records Center when all loans are repaid.</p> <p>Destroy 10 years after loans are repaid.</p> <p><u>Loan File Status Report</u></p> <p>Records of loans, and principal and interest payment. Microfilm and proof each December 31st report and ascertain that microphotographic records have been made in accordance with standards of the National Archives Council and are adequate substitutes for paper records. Also, the provision of FPMR 101-11.5.</p>		
35.	<p>a. Microfilm copy, destroy 10 years after all loans on each microfilm reel is repaid.</p> <p>b. Paper copy, destroy after ascertaining that microfilm copy is an adequate substitute for the paper records.</p> <p><u>Loans</u></p> <p>Copy of loan docket, together with loan announcement letter and telegram file on the right side of the folder, and all correspondence with the borrower, its attorney and other REA offices in support of the loan, release of funds, rescission, disapproved loan, and correspondence pertaining to acquisitions and boundaries filed on the left side of the folder.</p> <p>Retain file in operating office for current year and previous two-year period or last loan. Transfer all others to Noncurrent Records.</p> <p>Destroy when 5 years old.</p>	<p>NA 166-70 (6) II NNA 1276 (13, 20, 338)</p>	
36.	<p><u>Loan Support Data</u></p> <p>Maps and membership tabulations, engineering studies and other bulky material submitted in the support of the loan, including Area Coverage Design Maps used by telephone offices in consideration of the loan.</p> <p>Make folder when maps are received. Transfer to Noncurrent Records when loan is approved or disapproved or funds released.</p>	<p>NA 166-70 (7) II NNA 1276 (55)</p>	

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37.	<p>a. Destroy approved loans 1 year after construction is completed. b. Destroy disapproved loans 5 years after request has been disapproved.</p> <p><u>Loans 19 Power Requirements - Electric</u></p> <p>Copy of power requirements studies.</p>	<p>NA/46-70 (8)</p>	
38.	<p>a. Destroy Operations Section copy when 5 years old. c. All other copies destroy when 3 years old or when superseded by new study.</p> <p><u>Irrigation - Electric</u></p> <p>Correspondence, forms and reports pertaining to irrigation load studies.</p> <p>Destroy when 3 years old.</p>	<p>(9)</p>	
39.	<p><u>Loans 19-1 Power Requirements Work File - Electric</u></p> <p>Correspondence, forms and reports pertaining to consumer data, KWH estimates and number of consumers. These records are used in preparation of Power Requirements Studies.</p> <p>Make folder when study is initiated.</p> <p>a. Retain correspondence, field reports, historical sales records by classes (REA Form 156), supply substation (REA Form 733a), and request for consumer data (REA Form 345) for 11 years. b. Destroy all other data when new study (new form completed) is made.</p>	<p>(10)</p>	
40.	<p><u>Power Requirement - KWH - Electric</u></p> <p>Correspondence relating to request for and approval of KWH estimates and power requirements study, including one copy of the latest study.</p> <p>Retain file in operating office for current year and previous three-year period. Transfer all other to Noncurrent Records. Transfer to Federal Records Center 5 years thereafter.</p> <p>Destroy when 10 years old.</p>	<p>(11)</p>	

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41.	<p><u>Acquisitions - Electric</u></p> <p>Correspondence, forms and reports pertaining to acquisition of electric facilities by REA borrowers.</p> <p>Make folders when first correspondence is received.</p> <p>Destroy when 10 years old.</p>	<p>NN166-70 (12)</p>	
42.	<p><u>Valuation - Telephone</u></p> <p>Correspondence, forms and reports relating to the valuation of property owned or to be acquired by REA telephone borrowers.</p> <p>Make new folders every 4 years. Three years after new files are made, transfer those for the previous 4-year period to Noncurrent Records.</p> <p>Destroy when 10 years old.</p>	<p>(13)</p>	
43.	<p><u>Audit Reports</u></p> <p>Audit reports made by certified public accountants and REA accountants, together with a copy of the audit review letter.</p> <p>Retain Staff Offices last audit report. Retain Line Offices last 3 audit reports. Transfer previous reports to Noncurrent Records as new reports are received. Transfer to Federal Records Center 2 years thereafter.</p> <p>a. Destroy records copy 8 years after date of report. b. All other copies, destroy as new reports are received.</p>	<p>(14)</p>	
44.	<p><u>Audit</u></p> <p>Correspondence relating to the audit of borrowers, comments on audit reports, and a copy of field activities reports of REA accountants.</p> <p>Transfer prior two-year file to Noncurrent Records 1 year after current two-year folder is started.</p>	<p>(15)</p>	

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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
45.	<p>Destroy record copy 2 years after receipt in Noncurrent Records. All other copies, destroy 1 year after date of file.</p> <p><u>Boundaries - Electric</u></p> <p>Correspondence relating to borrower's service area, adjustments, disposal of property, and encroachment on electric borrower's territory by other suppliers.</p> <p>Make folders as required. Transfer to an inactive file when case is completed. Transfer inactive file to Noncurrent Records at end of each calendar year. Transfer to Federal Record Center 5 years thereafter.</p> <p>Destroy when 10 years old.</p>	<p>NN166-70 (16)</p>	
46.	<p><u>By-Laws-Electric</u></p> <p>Copy of borrower's by-laws and related correspondence.</p> <p>Make folders as required.</p> <p>Destroy when copy of amended by-law is received.</p>	<p>(17)</p>	
47.	<p><u>Contracts - Telephone</u></p> <p>Copy of contracts for operation and maintenance, extended area service, trunk leases, floor space, toll traffic and over connecting services, and related correspondence.</p> <p>Transfer contracts and related correspondence to an inactive file when contracts are superseded or cancelled. Transfer inactive file to Noncurrent Records at end of each calendar year.</p> <p>Destroy 2 years after contracts are superseded or cancelled.</p>	<p>(18) II NNVA1276 (324)</p>	
48.	<p><u>Financial Operations</u></p> <p>Correspondence, forms and reports relating to advance payments, accounting procedure, depreciation, reserve funds, continuing property records, delinquencies and</p>	<p>NN166-70 (19) II NNVA1276 (13)</p>	

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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>defaults, interest and principal payments, rescheduling and refunding of loans, basis date and extension agreements, debt services, loan security, the use of general funds, and the purchase of 2% Treasury Bonds.</p> <p>Transfer prior two-year file to Noncurrent Records 1 year after current two-year folder is started. Transfer to Federal Records Center 2 years after receipt in Noncurrent Records.</p> <p>Destroy when 10 years old.</p>		
49.	<p><u>Insurance</u></p> <p>Correspondence, forms and reports relating to insurance coverage, and expiration and renewal of policies.</p> <p>Destroy when 5 years old.</p>	<p><i>NN166-70 (20)</i></p>	
50.	<p><u>Insurance 5-4 Fidelity Bond Claims (Irregularities)</u></p> <p>Correspondence, forms and reports relating to defalcations of borrower's employees and recovery of loss from the bonding company.</p> <p>Make folders as required.</p> <p>Destroy 10 years after date of final action.</p>	<p><i>(21)</i></p>	
51.	<p><u>Labor Relations</u></p> <p>Correspondence, forms and reports pertaining to labor relations, labor contracts and agreements, job position descriptions, wage and hour laws, and union activities among REA borrowers.</p> <p>Make new folders every 2 years. Two years after new files are made, transfer files for the previous two-year period to Non-current Records.</p> <p>Destroy when 5 years old.</p>	<p><i>(22)</i></p>	

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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
52.	<p><u>(Technical) Management Assistance</u></p> <p>Copies of correspondence, forms and reports relating to financial and management activities of borrowers, and methods of improving the quality of such activities.</p> <p>Transfer prior two-year file to Noncurrent Records 1 year after current two-year folder is started. Transfer to Federal Records Center 2 years after receipt in Noncurrent Records.</p> <p>Destroy when 10 years old.</p>	<p>NN166-70 (23)</p>	
53.	<p><u>Meetings</u></p> <p>Copy of minutes of annual and board meetings of borrower's directors, stockholders and members, including the manager's report to the board and related correspondence, including invitations to REA personnel to attend such meetings. (These files are maintained for power-type and certain selected telephone borrowers.)</p> <p>Transfer prior two-year file to Noncurrent Records 1 year after current two-year folder is started. Transfer to Federal Records Center 2 years after receipt in Noncurrent Records.</p> <p><i>Permanent. Offer to NARS in 10 year blocks when 10 years old.</i> Destroy when 10 years old. SC 11-6-80</p>	<p>(24) II NNA1276 (327)</p>	<p>7 cu. ft. / yr.</p>
54.	<p><u>Non-Discrimination</u></p> <p>Correspondence, forms and reports (REA Form 267 and 268 or equal) relating to non-discrimination among beneficiaries of REA programs (except the original copy of REA Form 166 or equal which is filed in the Requisition File) filed on the right side of the folder and a copy of the operations field representative's routine compliance review on equal employment opportunity and any other correspondence, forms and reports relating to equal employment opportunity where the filing is not specified otherwise filed on the left side of the folder.</p>	<p>NN166-70 (25)</p>	

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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
55.	<p>Transfer prior two-year file to Noncurrent Records 1 year after current two-year folder is started. Transfer to Federal Records Center 2 years after receipt in Noncurrent Records.</p> <p>Destroy 5 years after date of file.</p> <p><u>Operating Reports</u></p> <p>Monthly, quarterly and annual financial and statistical report of borrower's operations. The file in line offices also contains related correspondence including Standard Form 41 (or equal) and related correspondence for borrowers (excepting agencies of government) having 50 or more employees.</p> <p>a. Original - Make new folders every 4 years. Transfer to Noncurrent Records 2 years after new files are made. Transfer to Federal Records Center 2 years thereafter</p> <p>Destroy 10 years after date of file.</p> <p>b. <u>Electric Line Offices</u> - Destroy monthly and semiannual reports after 3 years; ⁽¹⁾year end reports after 5 years.</p> <p>c. <u>Telephone Line Offices</u> - Transfer to Noncurrent Records 18 months after new files are made.</p> <p>Destroy 2 years after date of file.</p>	<p>NW166-70 (27)</p>	
56.	<p><u>Public Relations 2 Inquiries/Complaints - Telephone</u></p> <p>Correspondence, summaries of telephone conversations with members of Congress, and correspondence with subscribers, applicants and the general public relating to telephone services, rates or the management of the borrower's affairs.</p> <p>This does not include inquiries and complaints covered by GRS which may be destroyed in 3 months.</p>	<p>(28)</p>	

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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
57.	<p style="text-align: center;">Destroy 1 year after date of file.</p> <p><u>Rates - Telephone</u></p> <p>Correspondence, forms and reports relating to rate schedules, division or toll revenues, toll separations and toll calls and revenue.</p> <p>Make new folders every 4 years. Transfer to Noncurrent Records 3 years after new files are made. Transfer to Federal Records Center 2 years thereafter.</p> <p style="text-align: center;">Destroy 10 years after date of file.</p>	<p><i>NN/66-70 (29)</i></p>	
58.	<p><u>Rates 1 Retail - Electric</u></p> <p>Correspondence and forms relating to retail rates, rate revision studies and approval of rate schedules.</p> <p>Make new folder every 2 years. Retain new folder and 2 previous folders (prior four years) in operating office. Destroy all other folders.</p> <p style="text-align: center;">Destroy 6 years after date of file.</p>	<p><i>(30)</i></p>	
59.	<p><u>Rates 2 Wholesale - Electric</u></p> <p>Correspondence and forms relating to wholesale rates, provisions of power contracts, approval of contracts and cost of electric power.</p> <p>Make new folder every 2 years. Retain new folder and 2 previous (prior four years) in operating office. Destroy all other folders.</p> <p style="text-align: center;">Destroy 6 years after date of file..</p>	<p><i>(31)</i> <i>JL/NA 1276</i> <i>(338)</i></p>	
60.	<p><u>Rates 2-4 Power Bills - Electric</u></p> <p>Copies of wholesale power bills received by borrowers from power suppliers.</p>	<p><i>NN/66-70 (32)</i></p>	

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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
61.	<p>Make new folder each year. Retain current year folder and prior year folder in operating office. Destroy all other folders.</p> <p>Destroy 2 years after date of file.</p> <p><u>Rates 2-5 Power Contracts - Electric</u></p> <p>Copy of approved wholesale power contracts between REA borrowers and power suppliers.</p> <p>Transfer contracts to an inactive file when they are superseded or cancelled. Transfer the inactive file to Noncurrent Records at the end of each calendar year. Transfer to Federal Records Center 2 years thereafter.</p> <p>Destroy 10 years after contract is superseded or cancelled.</p>	<p>NN/66-70 (33)</p>	
62.	<p><u>Rates 3-2 Schedules - Electric</u></p> <p>Copy of retail rate schedules and a copy of the letter to the borrower concurring in the proposed rates.</p> <p>Transfer schedules to an inactive file when they are superseded or cancelled. Transfer the inactive file to Noncurrent Records at the end of each calendar year. Transfer to Federal Records Center 2 years thereafter.</p> <p>Destroy 10 years after schedule is superseded or cancelled.</p>	(34)	
63.	<p><u>Survey 4 Management Analysis - Electric</u></p> <p>Correspondence relating to management analysis surveys and remedial plans and a copy of the survey or plan.</p> <p>Transfer to an inactive file when plan is superseded or cancelled. Transfer the inactive file to Noncurrent Records at the end of each calendar year. Transfer to Federal Records Center 2 years thereafter.</p> <p>Destroy 10 years after plan is superseded or cancelled.</p>	(3b)	

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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
64.	<p><u>Travel 10 Field Reports</u></p> <p>The original copy of office employees', operations field representatives', and field accountants' field activity reports.</p> <p>Transfer prior two-year file to Noncurrent Records 1 year after current two-year folder is started.</p> <p>Destroy 5 years after date of file.</p>	<p><i>NN166-70</i> <i>(37)</i></p>	
65.	<p><u>General Files - Line Officers</u></p> <p>Correspondence and forms relating to capital credits; comments on plans and specifications, approval, purchase, lease and sale of headquarters facilities; insurance, labor relations, borrowers meetings, officers and directors, personnel, member service, rural area development, safety, inquiries and complaints concerning electric service; retail and wholesale rates; sales and purchases of borrower's equipment, and any other correspondence which does not fall into any of the other specific categories maintained in line offices.</p> <p>Transfer prior two-year file to Noncurrent Records 1 year after current two-year folder is started. Transfer to Federal Records Center 2 years after receipt in Noncurrent Records.</p> <p>Destroy 10 years after date of file.</p>	<p><i>(38)</i></p> <p><i>II NNA1276</i> <i>(291, 327,</i> <i>324)</i></p>	
66.	<p><u>Community Development Files</u></p> <p>Correspondence and printed material sent to and received from REA borrowers, agencies of the Department, Federal agencies, Members of Congress, state and local governments, industries and associations; including copies of reports, development plans and surveys, technical assistance, and guidelines and procedures for financing and developing specific projects; drawings, appraisals, feasibility and discussions involving proposed projects.</p> <p>Make new folders every 4 years. Three years after new files are made, transfer files for previous four-year period to Noncurrent Records. Transfer to Federal Records Center 1 year thereafter.</p>	<p><i>NN166-70</i> <i>(39)</i></p>	

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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
67.	<p style="text-align: center;">Destroy 10 years after date of file.</p> <p><u>State General File</u></p> <p>Correspondence, forms and reports relating to operation and loan activities within a specific state or within an area of a state which is not served by a specific borrower.</p> <p>Transfer two-year file to Noncurrent Records 1 year after current two-year folder is started. Transfer to Federal Records Center 2 years after receipt in Noncurrent Records.</p> <p style="text-align: center;">Destroy 10 years after date of file.</p>	<p><i>NN/66-70 (40)</i></p> <p><i>NC 221-75 (3)</i></p>	

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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
	<u>ENGINEERING RECORDS</u>		
68.	<p><u>Central Office Equipment - Telephone</u></p> <p>Correspondence, forms and reports relating to central office facilities and related equipment.</p> <p>Transfer prior two-year file to Noncurrent Records 1 year after current folder is started. Transfer to Federal Records Center 2 years after receipt in Noncurrent Records.</p> <p>Destroy 10 years after date of file.</p>	<p><i>NV 166-70</i> (41)</p>	
69.	<p><u>Consumer Devices - Electric</u></p> <p>Correspondence, forms and reports relating to consumer equipment, codes and standards.</p> <p>Transfer prior two-year file to Noncurrent Records 1 year after current two-year folder is started.</p> <p>Destroy 5 years after date of file.</p>	(42)	
70.	<p><u>Engineering</u></p> <p>Correspondence, forms and reports relating to the design and construction of electric and telephone system lines, transmission facilities, generating plants, central office and headquarters buildings, area coverage design, construction cost estimates, selection and approval of contractors, engineers and architects; final inspection, cutover and final inventories. (Correspondence relating to all or more than one generating plant of a power-type borrower is filed by borrower; that relating to an individual plant is filed by borrower, type of plant and plant location; that relating to electric distribution and telephone is filed by borrower.)</p> <p><u>Electric Distribution, Transmission and Telephone</u></p> <p>Transfer prior two-year file to Noncurrent Records 1 year after current two-year folder is started.</p>	(43)	

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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
71.	<p>Destroy 5 years after date of file.</p> <p><u>Individual Generating Plants</u></p> <p>Make folder when first piece of correspondence is received for filing. Transfer to Noncurrent Records 1 year after completion of construction. Transfer to Federal Records Center 2 years thereafter.</p> <p>Destroy 10 years after completion of construction.</p> <p><u>Engineering 4-3 Progress Reports</u></p> <p>Weekly reports of contractors and engineers on the construction of telephone lines, central office and headquarters facilities, and generating plants; and copies of inspection, test and final inventory reports on construction of generating plants.</p> <p>a. <u>Telephone</u></p> <p>Destroy 3 years after date of file.</p> <p>b. <u>Generating Plants</u> - Make folders when first piece of correspondence is received.</p> <p>Destroy after completion of construction.</p>	<p>MM/66-70 (44)</p>	
72.	<p><u>Engineering Planning Pouch - Electric</u></p> <p>System planning reports, work plans and related engineering service contracts.</p> <p>a. <u>Electric Distribution</u> - Transfer pouch to Noncurrent Records upon completion of review.</p> <p>Return superseded planning reports to borrower when new report is received. Return work plans to borrowers as follows; when third biennial or fourth annual plan is received, return oldest one.</p>	<p>(45)</p>	

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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
73.	<p>b. <u>Generating Plants</u> - Transfer to Noncurrent Records when plan is completed. Transfer to Federal Records Center 2 years thereafter.</p> <p>Destroy 5 years after completion of plan.</p> <p><u>Engineering Pouch</u></p> <p>Plans and specifications, maps, engineering contracts, architectural engineering contracts, construction contracts, contracts for materials and supplies, force account proposals, area coverage design, final inventories, final documents and final fee statements.</p> <p>Transfer to Noncurrent Records when final documents are approved. Transfer to Federal Records Center 1 year thereafter.</p> <p>a. Return plans and specifications to borrower's engineer upon approval of contract. b. Dispose of remaining documents 5 years after completion of construction, unless requested by borrowers.</p>	<p>NN/166-70 (46)</p>	
74.	<p><u>Fuel Contract - Electric</u></p> <p>Approved copy of coal, gas, oil coke, and lignite fuel contracts and related correspondence.</p> <p>Transfer contracts to an inactive file when they are superseded or cancelled. Transfer inactive file to Noncurrent Records at the end of each calendar year.</p> <p>Destroy 2 years after contract is superseded or cancelled.</p>	<p>(47)</p>	
75.	<p><u>Joint Use</u></p> <p>Copy of approved contracts for joint or common use of facilities and related correspondence or forms.</p> <p>a. <u>Telephone</u> - Transfer contracts and related correspondence to an inactive file when superseded or cancelled. Transfer inactive file to Noncurrent Records at the end of each calendar year.</p> <p>Destroy 2 years after contract is superseded or cancelled.</p>	<p>(48)</p> <p>II/NA/1276 (144)</p>	

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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
76.	<p>b. <u>Electric</u> - Transfer contracts to Noncurrent Records when they are approved.</p> <p>Destroy 2 years after contract is superseded or cancelled.</p> <p><u>Loan Budget</u></p> <p>Copy of the loan budget, notice of receipt of note, consolidated loan budget consisting of individual budget purpose sheets, loan and note control (formerly allocation control), approved budget and encumbrance control for work orders, engineering, construction, operation equipment, and general overhead; normal inventory, copy of letters relating to title clearance, a copy of conditional agreements and stop orders, copy of field activity reports relating to review and approval of funds expenditures, and the record copy of correspondence and forms relating to budgetary adjustments and transfer of funds.</p> <p>Make new folder every 5 years (years divisible by five). Transfer files for previous five-year period to Noncurrent Records 3 years after new files are made. Transfer to Federal Records Center 2 years thereafter.</p> <p>Destroy 10 years after date of file.</p>	<p>NN166-70 (49)</p>	
77.	<p><u>Outside Plants - Telephone</u></p> <p>Correspondence, forms and reports relating to outside telephone facilities, equipment and materials.</p> <p>Transfer prior two-year file to Noncurrent Records 1 year after current two-year file is started.</p> <p>Destroy 5 years after date of file.</p>	<p>(50)</p>	
78.	<p><u>Requisitions</u></p> <p>Copy of financial requirement and expenditure statements for advance of loan funds, and the record copy of correspondence relating to approval of requisitions, authorization for borrower's employees to sign financial requirements statements, the original copy of REA Form 266 (or equal) "Compliance Assurance," and the original copy of memorandum signed by the Assistant Administrator.</p>	<p>(51)</p> <p>BVNA 1274 (19, 20)</p>	

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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>Make new folder every 5 years (devisible by five). Transfer REA Form 266 to new file. Three years after new files are made, transfer the files for previous five-year period to Noncurrent Records. Transfer to Federal Records Center 2 years thereafter.</p> <p>Destroy 10 years after date of file.</p>		
79.	<p><u>Station Equipment Files - Telephone</u></p> <p>Correspondence, forms and reports relating to telephone station equipment.</p> <p>Transfer prior five-year file to Noncurrent Records 3 years after current file is started. Transfer to Federal Records Center 2 years after receipt in Noncurrent Records.</p> <p>Destroy 10 years after date of file.</p>	<p><i>NW 166 70</i> <i>(52)</i></p>	
80.	<p><u>Survey 2 Long-Planning Files - Electric</u></p> <p>Correspondence, forms and reports relating to power cost studies and plans to meet future power requirements of REA electric borrowers.</p> <p>Make new folders every 4 years. Retain files in operating office for last planning study or until all funds under conditional agreement have been released. Transfer to Federal Records Center after receipt in Noncurrent Records.</p> <p>Destroy 5 years after new planning study is made.</p>	<p><i>(53)</i></p>	
81.	<p><u>System Operations and Maintenance File</u></p> <p>Correspondence, forms and reports relating to technical operations and maintenance of the borrower's system.</p> <p>Destroy 5 years after date of file.</p>	<p><i>(54)</i></p>	

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
82.	<p><u>System Protection Files - Telephone</u></p> <p>Correspondence, forms and reports relating to telephone system protection practices, methods and devices.</p> <p>Transfer prior five-year file to Noncurrent Records 3 years after current file is started.</p> <p>Destroy 10 years after date of file.</p>	<p>N/A (66-70 (55)</p>	
83.	<p><u>Timber Products Files</u></p> <p>Correspondence, forms and reports relating to poles, crossarms, maintenance, treatment and specifications for timber products.</p> <p>Destroy 5 years after date of file except those needed for technical reference.</p>	<p>(56)</p>	
84,	<p><u>Transmission File - Telephone</u></p> <p>Correspondence, forms and reports relating to telephone transmission matters including voice frequency, carrier and radio facilities.</p> <p>Transfer prior five-year file to Noncurrent Records 3 years after current file is started. Transfer to Federal Records Center 2 years after receipt in Noncurrent Records.</p> <p>Destroy 10 years after date of file.</p>	<p>(57)</p>	
85.	<p><u>Travel 10 Field Reports</u></p> <p>The original copy of office employees' and field engineers' field activity reports relating to engineering activities.</p> <p>Transfer prior two-year file to Noncurrent Records 1 year after current file is started.</p> <p>Destroy 5 years after date of file.</p>	<p>(58)</p>	

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
86.	<p><u>Work Orders</u></p> <p>Copy of work order inventories and the records copy of related correspondence.</p> <p style="text-align: center;">Destroy 2 years after date of file.</p>	<p><i>NN 166-70 (59)</i></p>	
87.	<p><u>State General Files</u></p> <p>Correspondence, forms and reports relating to design, construction and engineering activities of a number or all borrowers within a specific state.</p> <p style="text-align: center;">Transfer prior two-year file to Noncurrent Records 1 year after current file is started. Transfer to Federal Records Center 2 years after receipt in Noncurrent Records.</p> <p style="text-align: center;">Destroy 10 years after date of file.</p>	<p><i>NC 221-75-1 (4)</i></p> <p><i>NN 166-70 (60)</i></p>	