

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC 1 310 77 1
DATE RECEIVED	22 FEB 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-15-77 <i>Date</i>	<i>James B. Phelan</i> <i>Archivist of the United States</i>

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
Agricultural Research Service

3. MINOR SUBDIVISION
General Services Division

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 1 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 3/3/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>June T. Green</i>	E. TITLE <i>Management Analyst</i>
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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.	Budget Correspondence File. Arranged by subject. Letters, memorandums, tabulations, reports, and other correspondence relating to the preparation of the annual budget of the Agricultural Research Service and predecessor agencies. Records include input from subordinate units, preliminary estimates and justifications, record of changes and modifications, and other procedural correspondence documenting how the budget was arrived at. This series does not include the final official file copies of budget estimates and justifications, for which see item 2 immediately following. DESTROY WHEN 10 YEARS OLD.	<i>NN-173-18, items 12-13</i>	
2.	Budget Estimates and Justifications. Official file copies of budget estimates and justifications, comprising appropriation language sheets, narrative statements, project and geographic reports, and related schedules and supporting data. <i>Destroy when 10 years old.</i> <i>Federal Archives and</i> PERMANENT Transfer to Records Center when 5 years old. Offer to National Archives and Records Service when 20 years old. Destroy records NARS does not wish to accession.	<i>NN-173-18, items 14-15</i>	

115-107
Sent to agency, NCW, NNF and all. FRC's except
3/NC-N and NCPC 3/18/77 LB