

REQUEST FOR RECORDS DISPOSAL AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB # NI-355-90-1

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

DATE RECEIVED
10/2/89

1. FROM (Agency or establishment)
U. S. Department of Agriculture

2. MAJOR SUBDIVISION
National Agricultural Statistics Service

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

Sharon M. Flynn

447-4612

DATE ARCHIVIST OF THE UNITED STATES

8/27/90

[Signature]

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; 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 9/26/89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Keith W. Anderson</i> Keith W. Anderson	D. TITLE Chief, Management Analysis Branch
--------------------	--	---

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 GRS OR SUPERSEDED JOB CITATION	10.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.	<p>NATIONAL AGRICULTURAL STATISTICS SERVICE (NASS)</p> <p>ADMINISTRATIVE RECORDS</p> <p><u>Policy and guidelines</u> covering administrative management functions not included in official directives and handbooks.</p> <p><u>Destroy</u> when no longer needed.</p>	<p>RECEIVED BY 11:20 AM '90 NATIONAL ARCHIVES & FINANCE</p>	
2.	<p><u>Management Projects.</u> (Arrange by file code, the alphabetically by subject.) Projects relating to the management activities of the National Agricultural Statistics Service. Includes correspondence on approved projects have precedential significance, basic documentation, final report, and other substantive material. Also includes one-time projects.</p> <p>Break files annually. <u>Destroy</u> 6 years after file break, or when no longer needed for reference, whichever is sooner.</p>		

Copies sent to agency, NCF 8/31/90