

# FEDERAL ENTITY CEASED OPERATIONS

Schedule Number: NC1-007-79-01

Federal entities may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to state or local government or private control.

## Description:

The Bureau of Plant Entomology and Plant Quarantine was established in the Department of Agriculture, effective July 1, 1934, by the Agricultural Appropriation Act (48 Stat. 486), March 26, 1934. The Bureau of Entomology and Plant Quarantine was abolished by Secretary of Agriculture's Memorandum No. 1320, suppl. 4, November 2, 1953, with functions transferred to the Entomology Research, Plant Pest Control, and Plant Quarantine Branches of the Agricultural Research Service, and to the Forest Insect Research and Blister Rust Control Divisions of the Forest Service.

Date Reported: 07/23/2020

FEDERAL ENTITY CEASED OPERATIONS

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

*Rec'd NCD 27247919*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**HEALTH, EDUCATION, AND WELFARE**

2. MAJOR SUBDIVISION  
**U.S. OFFICE OF EDUCATION**

3. MINOR SUBDIVISION  
**DEPUTY COMMISSIONER FOR RESOURCES AND OPERATIONS**

4. NAME OF PERSON WITH WHOM TO CONFER

**JAMES ARNESON**

5. TEL EXT

**245-8254**

<b>LEAVE BLANK</b>	
JOB NO  <b>NCI-12-79-1</b>	
DATE RECEIVED <b>23 JUL 1979</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>8-14-79</b> Date	<i>James E. O'Neill</i> Archivist of the United States

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 <b>7-12-79</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <b>Division of Management Systems and Analysis</b>	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
21	<p>Official Record Copies of Accountable Officers and Expenditure Accounting records; of Administrative and program accounts created after FY 77.</p> <p>Included are progress reports, and other correspondence related to the accounts.</p> <p>A. Purchase documents, specifications, schedules of delivery, initiating requisitions, invoices, contracts and grant.</p> <p><del>Destroy hard copy immediately after master microfiche has been made, proofed, tested, approved, and indexed.</del></p> <p><del>Retain master microfiche 10 years after date clearance.</del></p> <p>B. Statements of transactions, statements of collection vouchers, disbursement schedules, disbursement vouchers or documents used as schedules.</p>		

*PL 8-14-79*

*cc: [unclear] 8/15/79 [unclear]*  
*cc: Agency: 8-15-79: K L D*

## Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

7.  
ITEM NO.8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9.  
SAMPLE OR  
JOB NO.10.  
ACTION TAKEN

21

~~Destroy hard copy immediately after master micro-  
fiche has been made, proofed, tested, approved,  
and indexed.~~

~~Retain master microfiche 10 years after audit  
clearance.~~

C. Expenditure accounting ledgers, and appropriation  
allotment records.

~~Destroy hard copy immediately after master micro-  
fiche has been made, proofed, tested, approved  
and indexed.~~

~~Retain master microfiche 10 years after audit  
clearance.~~

D. Travel and transportation records, movement of  
goods and persons. Passengers transportation  
and reimbursement records.

*Disposition:* For A, B, C, and D.  
a. Destroy hard copy immediately after master micro-  
fiche has been made, proofed, tested, approved  
and indexed.

~~Retain master microfiche 10 years after audit  
clearance.~~ *in accordance with*

*appropriate disposition instructions of*  
This certifies that the nonpermanent microform records  
described on this form shall adhere to the conditions  
and standards set forth in CFR 41 101-11.506, creation;  
CFR 41 101-11.506-2, preparation; CFR 41 101-11.506-3,  
microfilming; CFR 41 101-11.502-1, storage for nonperma-  
nent records; CFR 41 101-11.508, standards for use of  
microform records to ensure the availability of the in-  
formation for the period of time required.

Concur: *W. L. L...*  
Director, EDCRO, Finance Division

Concur: *Thomas D. Taylor*  
HEW-OS Records Officer

PL  
8-14-79

PL  
8-14-79

PL  
8-14-79

*the General  
Records Section  
etc.*