

## REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

TO: NATIONAL ARCHIVES  
and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

**Farm Credit Administration**

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

John von Reyn

5. TELEPHONE

703-883-41240

## LEAVE BLANK (NARA use only)

JOB NUMBER

N1-103-01-1

DATE RECEIVED

2-26-2001

## NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

1-14-03

ARCHIVIST OF THE UNITED STATES

John W. Paul

## 6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required;☐ is attached; or☐ has been requested.

DATE

2/21/01

SIGNATURE OF AGENCY REPRESENTATIVE

Cheryl Thomas

TITLE

FCA Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

1

FCA Web Site (See attachment).

New

2

Audiovisual Records of the Farm Credit Administration. (See attachment).

NC1-103-77-1,  
item 57

3

Retirement Case Files. (See attachment).

GRS 1, item 39

115-109

NSN 7540-00-634-4064

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA

36 CFR 1228

(Microsoft Office Version—FCA 9/98)

6/25/02 Draft revisions concurred  
by JVR

10/30/02 Revised to reflect new (NWML) disposition for email & word processing

11/12/02 RO final concurrence

CC: To Agency; NWCS, NWCTC, NWMLWA 220 1/15/03

1. **FCA Web Site.** The FCA web site is a collection of linked electronic pages and databases used to disseminate information about FCA to the public via the Internet. It consists of a homepage, which contains general information about the Farm Credit Administration and a number of linked pages containing additional information about the mission and activities of the agency. The site primarily contains copies of FCA's published materials, which are already scheduled for disposition in the FCA record series "FCA Publications" - Authority: N1-103-94-3, item 1. Each year, the FCA will save a copy of the web pages containing original information. This copy will be stored in FCA's Central Files.

This series covers FCA records, regardless of the media used to store them. The FCA will transfer the permanent records in paper format until such time an electronic format, acceptable to the National Archives, is available that adequately preserves the records.

**DISPOSITION:**

- (a) FCA web pages containing unique information not published in other agency recordkeeping systems. NOTE: These records will be retired with FCA Published materials (N1-103-94-3, item 1).

**PERMANENT.** Retire to FRC in 5-year blocks when most recent records are 15 years old. Transfer to NARA in 10 year segments when 20 years old (New authority).

- (b) FCA web pages that contain duplicate information maintained in other agency recordkeeping systems.

**TEMPORARY** - Delete these pages as they are superseded.

2. **Audiovisual Records of the FCA.** FCA's audiovisual records consist of still pictures, graphic art, posters and video recordings. Still pictures and graphic art are used to produce agency publications/presentations. Posters are primarily used to announce employee events. Video recordings are used primarily to record employee events and for internal training. FCA no longer produces Motion pictures and Sound recordings. Supersedes N1-103-77-1, item 57. Arrangement: By subject.

This series covers FCA records, regardless of the media used to store them. The FCA will transfer the records in paper format until such time as an electronic format, acceptable to the National Archives, is available that adequately preserves the records.

**DISPOSITION:**

- (a) Still pictures and posters documenting mission-related activities and related production and finding aids - Includes still pictures of FCA officials (1933-present) and those used in the agency's annual report and other mission-related publications.

**PERMANENT.** Transfer to National Archives in 5-year blocks when obsolete or after 10 years whichever occurs first. Volume on hand is less than one foot; annual accumulation is less than one inch.

- (b) All other still pictures, graphic art, and posters - Images and graphic art used for informational publications, FCA's web site and to promote employee events. These are typically produced in-house or downloaded from the Internet or from other electronic publication sources, such as CD-ROMs.

TEMPORARY - Destroy when no longer needed for audiovisual purposes.

- (c) Video Recordings

- 1) Recordings of mission-related events and related production and finding aids. Record copy and a duplicate copy of recordings of conferences, speeches, and other events pertaining to mission-related activities.

**PERMANENT:** Transfer to National Archives in 5-year blocks, when obsolete or after 10 years whichever occurs first. Volume on hand is approximately one foot; annual accumulation is approximately two inches.

- 2) All other Recordings - Record copy recordings of non-substantive events.

TEMPORARY - Review annually. Destroy those no longer needed, or after 5 years, whichever occurs first.

- (d) Additional duplicate audiovisual materials

TEMPORARY - Destroy when obsolete, or after 5 years, whichever occurs first.

3. **Retirement Case Files.** Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits. FCA has its own optional life insurance program. As a result, the agency must retain the Retirement Case files of those FCA retirees covered under the program until their deaths.

**DISPOSITION:**

- a) (a) Retired employees not covered under FCA Life Insurance plan. -- (Authority: exception to GRS 1, item 39 "Destroy when 1 year old.") FCA requests one additional year to assist retirees with any issues or questions that may arise.

TEMPORARY - Destroy 2 years after employee retires.

- (b) Retired employees covered under FCA Life Insurance Plan.

TEMPORARY - Destroy 1 year after notification of death of employee

**Electronic Mail and Word Processing System Copies**

Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DELETE within 180 days after the recordkeeping copy has been produced.

Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DELETE when dissemination, revision, or updating is complete.