

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	5. TELEPHONE
John von Reyn	703-883-4120

LEAVE BLANK (NARA use only)	
JOB NUMBER	
N1-103-02-1	
DATE RECEIVED	
3/25/2002	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
9-2-2006	Luis Bellard

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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
3/12/02	Cheeryl Thomas	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 GRS OR SUPERSEDED JOB CITATION	10.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 Subject Files - Administrative (see attachment).	New	
2	Funding Approval Records (see attachment).	N1-103-94-8, Item 1	

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLESTANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
(Microsoft Office Version - FCA 9/98)

SA 9/16/08 Copies sent to Agency, NARA

1. **FCA Subject Files - Administrative.** Includes correspondence and reports received or created by FCA related to administrative matters that are forwarded by FCA units to Central files.

ARRANGEMENT: Arranged alphabetically by a subject classification scheme.

DISPOSITION:

Recordkeeping copy. - Temporary. Cutoff annually at the end of the calendar year. Destroy when records are 20 years old. (Authority: New authority).

2. **Funding Approval Records.** Pursuant to section 4.9(b)(2) of 12 U.S.C. 2160, the Federal Farm Credit Banks Funding Corporation (Funding Corporation) must obtain FCA's prior approval for the distribution and sale of debt obligations (e.g. bonds, medium-term notes, discount notes, master notes and linked deposits). FCA reviews requests submitted by the Corporation and after reviewing them, notifies the Corporation of approval or disapproval. Documentation maintained includes: funding requests submitted Funding Corporation and related background information; offering circulars; term sheets, bank sale estimations; issuance activity reports; FCA approval/disapproval forms and supporting information; and other similar documentation. Series began in 1989.

ARRANGEMENT: Chronological by year approved.

DISPOSITION:

Recordkeeping copy. - Temporary. Destroy 5 years after the year in which the request was approved. (Previous authority: N1-103-94-8, item 1)

3. **Electronic Mail and Word Processing System Copies:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of the records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

DISPOSITION:

- a. Copies that have no further administrative value after 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.

Temporary. Delete within 180 days after the recordkeeping copy has been produced.

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

Temporary. Delete when dissemination, revision, or updating is completed. (Authority: N9-103-99-1, item 1).

Explanatory Notes:

Item 1 will be used in FCA's Central Files operations to file documents that have long-term reference value, but are temporary in nature. Currently we are filing these documents in our permanent subject files (see N1-103-89-4, item 1 & 2). FCA has designed a new subject classification scheme that is being used to classify these documents.

Item 2 is a revision requested by the office that maintains Funding Approval records. These are currently scheduled for destruction when they are 3 years old, but the office needs to maintain them 2 years longer for reference purposes.