

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

LEAVE BLANK

JOB NO.

*N1-103-88-5*

DATE RECEIVED

*5-6-88*

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

1. FROM (Agency or establishment)

Farm Credit Administration

2. MAJOR SUBDIVISION

Records and Projects Division

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Cheryl Thomas

5. TELEPHONE EXT.

883-4119

DATE

ARCHIVIST OF THE UNITED STATES

*8/31/88* *Clarence*

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; 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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

*4/29/88*

*Cheryl Thomas*

Information Resources Management Specialist

ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

10. ACTION  
TAKEN  
(NARS USE  
ONLY)

Farm Credit System Personnel Files (see attached)

Addition of item c to NCI-103-77-1, item 51.

## Farm Credit System Personnel Files

~~a. Correspondence relating to FCA's continuing personnel policy and its implementation in the banks FCA regulates, and approval by FCA of retirement plans and other employee benefits provided by individual banks.~~

~~Destroy when superseded or obsoleted.~~

b. Routine personnel correspondence relating to short term administrative matters.

~~Destroy when 3 years old.~~

c. Files concerning Chief Executive Officers (CEO's) of Farm Credit System institutions

Includes records relating to personnel actions, performance evaluations, and salary determinations made concerning individuals occupying CEO positions in the Farm Credit System.

Destroy five years after employee separation date.