

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-173-00-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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 703-883-4120

LEAVE BLANK (NARA use only)	
JOB NUMBER N9-103-99-1	
DATE RECEIVED JUN 04 1999	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 10-22-99	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>

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 <u>11</u> 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 5/25/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheryl Thomas</i>		TITLE <i>Records Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Electronic copies used for creation, updating, revision or reference purposes for records where the record copy has a NARA-approved disposition authority (See attached list with proposed disposition for electronic copy)		

COPY TO AGENCY
Copy to agency

Electronic copies used for creation, updating, revision or reference purposes – FCA records series where the record copy has already been scheduled.

The table below lists FCA record series that have been scheduled, but need disposal authorities for the associated electronic copies. To assist NARA in scheduling the electronic copy, we have included the series number from FCA's Comprehensive Records Schedule (CRS) and its corresponding page number in the CRS. We have also extracted these record schedules from our CRS and have attached them. The remaining items in FCA's records schedule either do not have electronic copies associated with them, are scheduled under the GRS, or have been submitted to NARA for approval under a separate SF-115.

Record Series	Disposal Authority	CRS#	CRS Page#
Farm Credit System - General & Bank Subject Files	N1-103-89-4 2	CF-1	1-1
Farm Credit Administration - General Subject Files	N1-103-89-4 1	CF-2	1-1
Association Correspondence Files	N1-103-91-3 1	CF-3	1-1
Corporate Papers of Farm Credit System Financial Institutions	N1-103-89-3 2	CF-4	1-2
FCA Published Materials	N1-103-94-3 1	CF-6	1-2
Training Materials	N1-103-94-3 2a	CF-8	1-4
Loan Correspondence Files	NC1-103-77-1 36	CF-11	1-5
Regulation Development Files	NC1-103-77-1 13a	CF-12	1-5
Reading/Chronological Files	NC1-103-77-1 10c	OFC-2	2-1
Reference or Working Files	NC1-103-77-1 11	OFC-3	2-1
Internal Control Files and Workpapers	N1-103-91-1	OFC-7	2-2
Minutes of the Farm Credit Administration Board	N1-103-87-3 1a,b,d	OB-1	4-1
Board Meeting Briefing Books (Meeting folders)	N1-103-87-3 1c	OB-2	4-1
Board Digest and Board Actions	N1-103-87-3 3	OB-4	4-2
Administrative Files of the Farm Credit Administration Board	N1-103-87-3 6	OB-5	4-2
Agency Administrative Law Judge Records	N1-103-87 3 8	OB-6	4-2
Official Files of Members of Farm Credit Administration Board	N1-103-89-4 4	OB-7	4-3
Appointee Vetting and Clearance Files	N1-103-96-1 1	OCPA-1	4-3
Examination Permanent Reference Files	N1-103-92-3 1	OE-2	5-1
Routine Records of Short-Term Value	N1-103-87-2 4	OE-3	5-1
Examiner Commissioning Files	N1-103-93-3 1	OE-4	5-2
Enforcement Case Files	N1-103-92-2 1	OE-6	5-3
Litigation Case Files	N1-103-94-7 1	OGC-1	6-1
Criminal Referrals	N1-103-94-7 2	OGC-4	6-1
Examiner Commissioning Files and Tests	N1-103-93-3 1	HARD-6	8-3
Public Rulemaking Files	NC1-103-77-1 13	OPA-1	9-1
Funding Approval Requests	N1-103-94-8 1	OPA-4	9-3

DISPOSITION Electronic copies used for creation, updating, revision or reference purposes. -- Destroy when no longer needed for creation, updating, revision or reference, but no later than the destruction or transfer date for the record copy (New authority)

CF-1 **Farm Credit System - General & Bank Subject Files** . Consists of correspondence and other records written to, from, or about the financial institutions and other entities of the Farm Credit System. The records relate to the administration, organization, functions, and operations of the System institutions or entities

ARRANGEMENT

From 1933 to July 1988 these records were organized by (1) type of organization (Federal Land Bank, Bank for Cooperatives, etc), (2) district, and (3) numeric classification scheme

After July 1988, the records were organized by case files for each institution or entity plus a general case file for records pertaining to a class of organizations (For example, a "General--Farm Credit Bank" file for records pertaining to Farm Credit Banks as a whole) By 1992, because of the low volume of materials collected, the "class" series had been combined into a single "General--System" series. Within a class and bank file, arrangement is by a subject classification scheme

DISPOSITION PERMANENT Offer to National Archives in 10-year segments when 20 years old (Authority N1-103-89-4, item 2 Supersedes NC1-103 77-1, items 7,8,9)

CF-2 **Farm Credit Administration - General Subject Files** Includes records received or created by FCA related to the administration, organization, policies and functions of FCA as an agency

ARRANGEMENT

From 1933 - July 1988 these records were organized by a decimal filing scheme consisting of 3 digits from 000 through 999 with an added digit after the decimal point in some cases. For example, 378.7

After July 1988, the records were organized by a new classification scheme in which subjects were arranged alphabetically

DISPOSITION PERMANENT Offer to National Archives in 10-year segments when 20 years old (Authority N1-103-89-4, item 1 Supersedes NC1-103 77-1, item 6)

CF-3 **Association Correspondence Files.** General correspondence relating to the administration and operations of Farm Credit System associations, including production credit associations, Federal land bank associations, agricultural credit associations, Federal land credit associations, etc

ARRANGEMENT Alphabetical by name of institution

DISPOSITION Cut off when association liquidates, merges, or otherwise ceases conducting business. Retire to FRC when no longer needed for frequent reference (Normally 5 years after cutoff. Destroy 20 years after cutoff (Authority N1-103-91-3, item 1)

CF-4 **Corporate Papers of Farm Credit System Financial Institutions.** The corporate papers of the banks and associations may include new or amended charters or articles of incorporation (or articles of association), agreements on consolidation, merger, or transfer of territory, resolutions of association and bank boards, stockholder's resolutions, and executed agreements of consolidation, merger, or transfer of territory

ARRANGEMENT Alphabetical by name of institution

DISPOSITION PERMANENT Transfer to NARA 10 years after financial institution liquidates, merges, or otherwise ceases conducting business (Authority N1-103-89-3, item 2)

CF-6

FCA Published Materials: Periodic publications, Reports/Studies, Directives, Organization Documents, Speeches, Press Release Files, and Biographical Information.. This series consists of the record copy of materials published by the Farm Credit Administration. It includes periodic publications, reports/studies, directives, organization documents, speeches, press releases, and biographical information on FCA officials.

DISPOSITION Permanent Retire the types of FCA published materials listed below (items a to g) to FRC in 5-year blocks when most recent records are 15 years old. Offer to NARA in 10 year segments when 20 years old (Authority N1-103-94-3, item 1)

- a **Periodic Publications of or related to the Farm Credit Administration** Includes the following: Annual Report, FCA This Week, Annual Strategic Examination Plan, and other publications of the FCA published on a periodic basis. Also includes the following publications of the Federal Farm Credit Bank Funding Corporation (formerly published by the FCA): Summary Report of Condition and Performance of the FCS, Report to Investors and Annual information statement. Does not include the following reports, which are scheduled separately:

Examination reports, N1-103-87-2, item 1a
Report of Operations, N1-103-88-2, item 3a
Loan Performance and Activity Reports, N1-103-88-2, item 3b(1)
Financial and Statistical Reports (F&R's), N1-103-88-2, item 1c(2)

Supersedes NC1-103-77-1, item 14, "Publication Files"
N1-103-87-2, item 3 - "Annual Strategic Examination Plan"
N1-103-89-3, item 5c - "Summary Report of Condition and Performance of Farm Credit System"
N1-103-89-3, item 5a - "Report to Investors" and "Annual Information Statement"

- b **Reports/Studies** Covers record copy of all one-time special reports and studies of a substantive nature issued by FCA. Smaller (3 pages or less) and less substantive reports and studies which are filed by subject in the FCA or FCS general subject files.

Arrangement Alphabetical by report/study title

Supersedes NC1-103-77-1, item 21 - "Other Committee Minutes and Reports"
NC1-103-77-1, item 44 - "Research Studies", NC1-103-87-4, item 3c - "FCA Bond issuances - other statistical reports"

- c **Directives** Covers record copy of policy and procedural directives, manuals, and handbooks and other guidance, both internal and external, published by the Farm Credit Administration. Administrative directives are disposable when superseded or obsolete under GRS 16 1a & b.

Arrangement Alphabetical by directive title

Supersedes NC1-103-77-1, item 12, "Directives"

- d **Organization documents** Covers record copy of organization charts, functional statements and telephone directories of the Farm Credit Administration

Arrangement Chronological

Supersedes NC1-103-77-1, item 15, "Organizational Charts and Directories"

- e **Speeches** Record copy of speeches made by Board members and other senior officials of the Farm Credit Administration

Arrangement Chronological by date of speech

Supersedes N1-103-89-1, item 1 - "Speech Files"

- f **Press Release Files** Record copy of press or news releases issued by FCA

Arrangement Chronological by date of release

Supersedes NC1-103-77-1, item 54e "Press Release Files"

- g **Biographical information** Record copy of biographical information sheets on Board members and senior officials of the Farm Credit Administration

Arrangement Alphabetical by name

Supersedes NC1-103-77-1, item 56 - "Biographical data"

CF-8

Training materials developed by or for FCA.

Arrangement Alphabetical by name of training

- a Training materials related to Examiner Commissioning Course outlines with associated training materials

DISPOSITION Permanent Retire to FRC in 5-year blocks when most recent records are 15 years old Offer to NARA in 10 year segments when 20 years old (Authority N1-103-94-3, item 2a Supersedes N1-103-89-2, item 3 - "Examiner Commissioning Training Materials")

- b Training Materials related to FCA's primary functions Includes all handbooks, manuals, course outlines and associated training materials

DISPOSITION Permanent Retire to FRC in 5-year blocks when most recent records are 15 years old Offer to NARA in 10 year segments when 20 years old (Authority N1-103-94-3, item 2b)

- c Administrative training Includes handbooks manuals related to training in strictly administrative functions such as generic computer training and training related to administration of FCA's personnel and budget functions

DISPOSITION Destroy when 10 years old or when no longer needed, whichever is sooner (Authority N1-103-94-3, item 2c)

CF-11 **Loan Correspondence Files** Loans involving congressional inquiries or borrower complaints

ARRANGEMENT Chronological by year

DISPOSITION Destroy 6 years after inquiry or complaint (Authority N1-103-87-5, item 1b Superseded authorization NC1-103-77-1, item 36e)

CF-12 **Regulation Development Files.** The responsible office maintains these files which document the development of FCA regulations or changes to FCA regulations. Each file contains minutes from the regulation work group, internal FCA comments, management direction from the board, and other materials that document the development of the rule. Files are maintained by the project manager responsible for developing the rule. After the regulation has been adopted, the folder(s) are labeled with the OMB's Regulation Identification Number, effective date, and subject matter of rule. The file is then be transferred to Central Files. Central Files maintains the file until it is ready for transfer to the Federal Records Center. The Public Rulemaking Files, covering the official public notice and comment process, are maintained separately in the unit responsible for this process.

ARRANGEMENT Numerical by OMB Regulation Identification Number

DISPOSITION Permanent Transfer to Federal Records Center 10 years after promulgated or killed Offer to NARA 15 years after promulgated or killed (Authority NC1-103-77-1, item 13a)

OFC-2 **Reading/Chronological Files.** Chronological file copies of letters sent from FCA maintained by offices

DISPOSITION Destroy when 2 years old (Authority NC1-103-77-1, item 10c)

OFC-3 **Reference or Working Files.** Files not otherwise specified in this schedule which consist solely of nonrecord reference material or short-term, routine administrative records which are not part of Central Files or a decentralized files. Reference or working files are maintained in operating offices for purposes of convenience and day-to-day routine operations.

DISPOSITION Cutoff every 3 years, carry forward documents of continuing value, destroy all others (Authority NC1-103-77-1, item 11)

OFC-7 **Internal Control Files and Workpapers.** OMB Circular A-123, issued in October 1981, promulgated standards for establishing and maintaining systems of internal controls to address fraud, waste, and abuse of government resources. Each agency is required to conduct an annual evaluation of its system of internal accounting and administrative control. The policies and procedures used by FCA managers in evaluating their programs and administrative functions are documented in PPM 102.

This series includes the case files created as part of the annual evaluations. The case files include the workpapers created during the evaluations and the feeder reports created by lower tier organizations. The final reports of the agency are included in the general agency files (scheduled under NARA authorization N1-103-89-4, item 1)

DISPOSITION Destroy when 3 years old (Authority N1-103-91-1)

OB-1

Minutes of the Farm Credit Administration Board. The Farm Credit Administration Board was established as the policy making body of FCA by the Farm Credit Amendments of 1985. The Board consists of three members who are appointed by the President, with the advice and consent of the Senate, for 6-year terms. No more than two members may be members of the same political party. The Chairman of the Board also serves as the chief executive officer of the Farm Credit Administration. The Board holds one official, scheduled meeting per month, other meetings may be held on an as needed basis.

The records of the meetings of the Farm Credit Administration Board consist of (a) minutes, and (b) meeting folders prepared for each member prior to the meetings that contain documentation relating to the topics to be discussed. The Minutes are bound as volume warrants.

ARRANGEMENT Chronological by meeting date

DISPOSITION

- a Record copy of minutes (bound, signed copy) -- PERMANENT May be transferred to the Federal Records Center. Transfer to NARA in 5-year blocks when the most recent records are 10 years old (Authority N1-103-87-3, item 1a)
- b Second bound, signed copy of minutes -- Maintain in FCA and destroy when no longer needed for reference (Authority N1-103-87-3, item 1b)
- d Drafts, working papers, routine correspondence concerning arrangements, and other related materials -- Destroy when 2 years old or when no longer needed for reference, whichever is sooner (Authority N1-103-87-3, item 1d)

OB-2

Board Meeting Briefing Books (Meeting folders). Record copy of the briefing materials prepared for each member prior to each Board meeting. Contains background documentation relating to the topics to be discussed.

ARRANGEMENT Chronological by meeting date

DISPOSITION PERMANENT May be transferred to Federal Records Center. Transfer to NARA when the most recent records are 10 years old (Authority N1-103-87-3, items 1c)

(Note Board Secretary will normally retain until they are 6 year's old (based on Board member's term length. Board Books are then transferred to the Federal Records Center)

OB-4

Board Digest and Board Actions. The Board Digest is a summary of all board actions voted on by Board Members, either in a Board meeting or by notational vote. Series began in 1986. Board Actions are one-to-two page summaries signed by the Board Secretary that document the votes by Board members in Board meetings or as Notational Votes. The Board Secretary began compiling Board Actions in 1991.

ARRANGEMENT Chronological by year

DISPOSITION Permanent Transfer to NARA in five year blocks when the most recent records are 10 years old (Authority N1-103-87-3, item 3)

OB-5 **Board Secretary Reading Files/Administrative Files.** Contains nonrecord, working files such as duplicate copies of correspondence signed by the Board Secretary and various housekeeping records

ARRANGEMENT Chronological

DISPOSITION Destroy when no longer needed for reference (Authority N1-103-87-3, item 6)

OB-6 **Agency Administrative Law Judge Records.** The Secretary of the Board also serves as the clerk of the court when the Board sits as a court regarding supervisory actions. The Board's file of enforcement actions contains only the main action (Notice of Charges, Notice of Appearance, etc.) It does not include copies of documents that led to the action or documents showing compliance with the action. The file is arranged chronologically by the date of the action. Under the enforcement statute (12 U.S.C. 2666), all actions are confidential. This series was previously titled Board-Approved Enforcement Actions.

ARRANGEMENT Chronological by year

DISPOSITION Destroy 5 years after termination of action (Authority N1-103-87-3, item 8)

OB-7 **Official Files of Members of Farm Credit Administration Board.** These are typically subject files maintained for members of the Board containing copies of correspondence, memos, reports, that have been received by the Board member. The record copy of these materials are filed in FCA's official files. It may also include background/supporting information on trips taken by the Board member and some administrative materials. The Board members' copies are maintained for information/reference purposes.

DISPOSITION Transfer to Federal Records Center at the end of the term of the Board member. Destroy 30 years after end of term of the Board member (Authority N1-103-89-4, item 4)

OCPA-1 **Appointee Clearance and Vetting Files** Files consist of records resulting from liaison with the White House to evaluate the suitability of individuals for non-career position. The files include correspondence, applications for employment, resumes, background information about individuals, financial disclosure forms, security clearances, notification of personnel action, White House clearance checklists, and other documentation relating to the selection, clearance, and appointment of political appointees.

ARRANGEMENT by job position

DISPOSITION

a Appointees Destroy at the end of the appointee's term, except for any original materials appropriate for filing in OPFs, which should be placed in those files

b Non-appointees Close files on termination of consideration. Destroy 1 year after file is closed but not later than the end of the Presidential administration during which the individual is considered (Authority for a & b N1-103-96-1, item 1)

OE-2 Examination "Permanent" Reference Files. These files, maintained by FCA field offices on each Farm Credit System institution they examine, are used to retain correspondence, materials necessary for the current examination, and material necessary for future examinations. They contain financial, operational, and organizational information about each institution. The field offices refer to them as "permanent" files because they contain institution-specific documentation needed for ongoing reference, as distinguished from the Examination Workpapers (NC1-103-87-2, item 2), which contain documentation that supports a specific examination of an FCS institution.

ARRANGEMENT Alphabetical by name of institution

DISPOSITION Purge files when documentation is no longer needed or when 5 years old, whichever is sooner (Authority N1-103-92-3, item 1)

OE-3 Routine Records of Short-Term Value Not Included in the Official Working Papers Package. Examples include examination plans (except the annual Strategic Examination Plan), examiner's schedules, interim examination reviews, etc.

DISPOSITION Destroy when no longer needed for agency work, normally not to exceed 1 year (Authority N1-103-87-2, item 4)

OE-4 Examiner Commissioning Files. These files contain documentation on each examiner's completion of the formal training courses and on-the-job training required in preparation for the commissioning examination. They also include the written portions of the commissioning examination and the evaluations by the test administrators of the oral portions of the examination. (Note: A copy of the letter awarding the final commissioning certificate is also filed in the employee's official personnel folder.) The Human Resources Division maintains files documenting the overall administration of the program. Office of Examination maintains separate files on examiners who are undergoing the on-the-job portion of the commissioning process. See also OE-4, "Examiner Commissioning Files", ER-8, "Examiner Commissioning Tracking System" & CF-7, "Training Materials".

Storage Store in office until 1 year after employee receives commission or terminates employment with the agency. Retire to the Federal Records Center.

ARRANGEMENT Alphabetical by name of employee

DISPOSITION

- a Employees who receive commission - Destroy file 30 years after employee receives commission
- b Employees who do not receive commission - Destroy file 30 years after employee terminates employment with agency

(Authority N1-103-93-1, item 1 Supersedes N1-103-89-2, item 1)

OE-6 Enforcement Case Files. These files document enforcement actions taken against FCA institutions and the steps taken by these institutions to comply with FCA actions. They contain the documentation described below.

ARRANGEMENT by Farm Credit System district and then by institution

DISPOSITION

- A General/Legal/Compliance Documentation Includes correspondence, legal documents, board minutes and any other materials needed to document the action

Cut off after termination of action Retire to FRC Destroy 5 years after cutoff

- B Temporary Documentation Includes business plans, examination reports, financial information and other temporary documentation This documentation is normally purged from the case file annually

Remove annually Retire to FRC Destroy 5 years after cutoff

(Authority N1-103-92-2, item 1 Supersedes N1-103-88-1, items 1-4)

OGC-1

Litigation Case Files Litigation regarding the Farm Credit Administration and the Farm Credit System and other litigation of interest to FCA

ARRANGEMENT Alphabetical by name of plaintiff

- a Those cases in which the FCA (or one of its employees in the capacity as an employee) is a party, or has a substantial interest, that results in a published opinion or those cases which may have a precedential effect on the policies of the Farm Credit Administration

DISPOSITION Permanent Transfer to Federal Records Center 10 years after case is closed Offer to the National Archives 30 years after case is closed

- b Those cases (other than those retained pursuant to 1 a above), in which the FCA (or one of its employees in his capacity as an employee) is a party

DISPOSITION Transfer to Federal Records Center 6 years after case is closed Destroy 30 years after case is closed

- c Those cases in which the FCA is not a party but the FCA has monitored the outcome of the litigation, e.g. the FCA has received and reviewed pleadings in a case in litigation but has not entered an appearance or filed any briefs or motions

DISPOSITION Destroy when the litigation is complete

(Authority N1-103-94-7, item 1 Supersedes N1-103-87-4, item 2, N1-103-77-1, item 52)

OGC-4

Criminal Referrals Referrals of known or suspected criminal violations by Farm Credit System borrowers or Farm Credit System employees to the U.S. Attorney's office and FBI or Secret Service for investigation and possible prosecution Series began in 1991

ARRANGEMENT Chronological, in order of receipt

DISPOSITION Transfer to Federal Records Center 6 years after action is completed, or when volume warrants Destroy 20 years after action is completed (Authority N1-103-94-7, item 2)

FRD-1

Assessment Files. FCA is not an appropriated fund agency, it is funded by assessments on Farm Credit System financial institutions. A formula is utilized to determine the amounts allocated to each assessable institution. This formula is based on specified financial characteristics, such as loan volume, of the assessable institutions. The formula is applied during the fiscal year to allocate FCA operating funds needs to anticipated expenditures.

The assessment files contain a copy of the notification letter to each assessable institution, the notification letter includes an attachment indicating the calculated assessment for that institution. Although the assessment files are consulted to confirm that the amounts paid by the institutions equal the amounts assessed, the assessment files do not contain documentation of the receipt of the funds. These records are contained in other fiscal management files scheduled under the General Records Schedules.

DISPOSITION Destroy 6 years and 3 months after the close of the relevant fiscal year (Authority N1-103-90-1)

HARD-6**Examiner Commissioning Files and Tests**

Examiner Commissioning Files These files contain documentation on each examiner's completion of the formal training courses and on-the-job training required in preparation for the commissioning examination. They also include the written portions of the commissioning examination and the evaluations by the test administrators of the oral portions of the examination. (Note: A copy of the letter awarding the final commissioning certificate is also filed in the employee's Official Personnel Folder.) Office of Examination maintains separate files on examiners who are undergoing the on-the-job portion of the commissioning process. See also OE-4, "Examiner Commissioning Files", ER-8, "Examiner Commissioning Tracking System" & CF-7, "Training Materials".

Storage Store in office until 1 year after employee receives commission or terminates employment with the agency. Retire to the Federal Records Center.

DISPOSITION

- a Employees who receive commission - Destroy file 30 years after employee receives commission
- b Employees who do not receive commission - Destroy file 30 years after employee terminates employment with agency

(Authority N1-103-93-1, item 1 Supersedes N1-103-89-2, item 1)

Examiner Commissioning Tests This series consists of the master test used by the administrator of the commissioning examination. New tests are created each year and this series contains the various versions that have been administered. Blank test forms and sample answers are included for all knowledge and skill areas tested, such as loan evaluation, board presentation, etc. Series began in 1989.

DISPOSITION Retire to FRC when 5 years old. Destroy when 30 years old. (Authority N1-103-93-1, item 2 Supersedes NARA authorization N1-103-89-2)

OPA-1

Public Rulemaking Files. The responsible unit maintains these files which document the public rulemaking process for each change/adoption of an FCA regulation. They are maintained according to the guidelines established in A Guide to Federal Agency Rulemaking published by the Administrative Conference of the United States. Each file

contains Federal Register notices, comment letters received from the public, and factual material upon which the final rule is based OGC will keep these files until they are ready for transfer to the Federal Records Center

DISPOSITION Permanent Transfer to Federal Records Center 10 years after promulgated or killed Offer to NARA 15 years after promulgated or killed (Authority N1-103-77-1, item 13)

OPA-4

Funding Approval Records Pursuant to section 4 9(b)(2) of 12 U S&C 2160, the 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 by the Funding Corporation and related background information, offering circulars, term sheets, bank sale confirmations, issuance activity reports, FCA approval/disapproval forms and supporting information, and other similar documentation Series began in 1989

ARRANGEMENT Chronological by year approved

DISPOSITION Destroy 3 years after the year in which the request was approved (Authority N1-103-94-8, item 1)