

**REQUEST & AUTHORITY  
TO DISPOSE OF RECORDS**  
(See Instructions on Reverse)

Standard Form  
Revised November  
Prescribed by Gen  
GSA Reg 3-IV-1  
115-202

LEAVE BLANK	
DATE RECEIVED <b>11 FEB 1977</b>	JOB NO <i>NC1-96-77-2</i>
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 'with-drawn' in column 10.	
MAR 29 1977 Date	<i>James B. Rhoads</i> Archivist of the United States

**TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
**U.S. Department of Agriculture**

2 MAJOR SUBDIVISION  
**Farmers Home Administration**

3 MINOR SUBDIVISION  
**State Office**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Olin R. Hall**

5 TEL EXT  
**72839**

6 CERTIFICATE OF AGENCY REPRESENTATIVE

7  
ITEM NO

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

*Dec 10, 1976* (Date) *Albert J. Heiger* (Signature of Agency Representative) **Director, Business Services Division** (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>This agency requests immediate disposal authority for printed copies of all directives and forms issued by Farmers Home Administration (FmHA) field offices which are stored in the Washington Records Center. These records are presently scheduled under Job No. NN166-133, item 2, which provides for permanent retention of a master manual set of National Office and field office procedures. FmHA now has a combined file/disposition schedule for the National Office which was approved April 11, 1975, and assigned Job. No. NC-96-75-1. When this schedule was in process, it was determined by the National Archives and Records Service representatives that field instructions and forms were to be removed from the permanent retention category since they implement policies established in National instructions and forms when such implementation is needed because of state statutes and laws. Therefore, field procedures are no longer sent to the National Office for transfer to the records center and then to archives. Field instructions and forms are destroyed by the State Offices after they have met their administrative needs. Subject codes "021D" and "021E" in the National Office records schedule provide for a 10-year retention of State instructions and forms in the National Office. Code "021A, National FmHA Master Manual Records," in the agency schedule does not include field issuances.</p> <p>The records for which we are requesting immediate disposal are covered by the following accessions:</p>		

*Sent to agency and NCW-3/30/77 to*

**APPRAISAL REPORT ON DISPOSITION OF RECORDS**

DATE

March 23, 1977

JOB NUMBER

NC1-96-77-2

**SECTION I - APPROVED FOR DISPOSAL**

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE IT DOES (THEY DO) NOT HAVE SUFFICIENT VALUE FOR PURPOSES OF HISTORICAL OR OTHER RESEARCH, FUNCTIONAL DOCUMENTATION, OR THE PROTECTION OF INDIVIDUAL RIGHTS TO WARRANT PERMANENT RETENTION BY THE FEDERAL GOVERNMENT.

Item 1

GENERAL ACCOUNTING OFFICE CONCURRENCE

SEE COMMENTS OR ATTACHED LETTER.

**SECTION II - APPROVED FOR PERMANENT RETENTION**

ITEM(S) THAT IS (ARE) APPROVED FOR PERMANENT RETENTION, FOR THE REASONS INDICATED IN SECTION VII. THE AGENCY WILL OFFER THESE RECORDS TO THE NATIONAL ARCHIVES AND RECORDS SERVICE AS SPECIFIED IN THE SCHEDULE.

**SECTION III - APPROVED FOR DISPOSAL AFTER CONVERSION TO MICROFORM**

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE THE RETAINED MICROFORM IS AN ADEQUATE SUBSTITUTE FOR THE ORIGINAL RECORDS. THE AGENCY CERTIFIES COMPLIANCE WITH THE STANDARDS SET FORTH IN FPMR 101-11.504.

**SECTION IV - DISPOSAL NOT APPROVED**

ITEM(S) THAT IS (ARE) NOT APPROVED FOR DISPOSAL AT THIS TIME. THE AGENCY WILL RESUBMIT THIS (THESE) ITEM(S) WHEN SUFFICIENT INFORMATION IS AVAILABLE TO DETERMINE THE VALUE OF THESE RECORDS FOR AGENCY AND ARCHIVAL PURPOSES. IF NOT RESUBMITTED WITHIN SIX MONTHS NARS WILL CONTACT THE AGENCY.

**SECTION V - WITHDRAWN**

ITEM(S) THAT HAS (HAVE) BEEN WITHDRAWN AT THE REQUEST OF THE AGENCY.

SIGNATURE OF APPRAISER

*Daniel J. Rooney*

DATE

*3/23/77*

**SECTION VI - APPROVAL CONCURRENCES**

APPROVAL



DIRECTOR, RECORDS DISPOSITION DIVISION

*Arnold Woodley*

DATE

*3/25/77*

CON-  
CURRENCES



NNF

*Jane F. Smith*

DATE

*3-28-77*

DATE

DATE

**SECTION VII - APPRAISER'S RECOMMENDATION**

COMMENTS

March 17, 1977

NC1-96-77-2

Director, NCD

In this job the Farmers Home Administration requests authority to destroy immediately 61 cubic feet of directives and forms issued by field offices from 1946 to 1971. Under job NN-166-133, item 2, these records were scheduled "retain" along with directives and forms issued by FmHA headquarters. The agency is destroying similar records created after 1971 when 10 years old by authority of NC-96-75-1, items 021D and 021E. These *field* ~~filed~~ instructions simply implement policies established at the national level and are now, and always have been, procedural in nature. Since these records have no archival value and are no longer of administrative value to the agency, I recommend approval of this SF 115.



DANIEL J. ROONEY  
Records Disposition Division

ROUTING AND TRANSMITTAL SLIP		ACTION
1 TO (Name, office symbol or location)  <i>NNF</i>	INITIALS	CIRCULATE
	DATE	COORDINATION
2	INITIALS	FILE
	DATE	INFORMATION
3	INITIALS	NOTE AND RETURN
	DATE	PER CON - VERSATION
4	INITIALS	SEE ME
	DATE	SIGNATURE
<b>REMARKS</b>  <i>NCI-96-77-2</i> <i>Your comments, please.</i>  <i>NNF has no objections to the proposed disposal of the material covered by this job</i> <i>Jan F Smith</i> <i>3-22-77</i>		
Do NOT use this form as a RECORD of approvals, concurrences, disapprovals, clearances, and similar actions.		
FROM (Name, office symbol or location)  <i>D/ Rooney NCD</i>		DATE <i>3/17/77</i> PHONE <i>724-1027</i>

Object Code	File Heading	Retention Period			Authority
		CFU	ERC	Archives	
021	30P45	PROCEDURES AND FORMS (GENERAL)	3		
021A	30P45	National FmHA MASTER MANUAL RECORD OF PROCEDURES AND FORMS (One copy of each issuance from the inception of the Agency.)	25 30		P
021B	30P45	NATIONAL PROCEDURES WORKING PAPERS (BY NUMBER) SERIES 000 thru 029 SERIES 030 thru 495 (Each Instruction and each sheet revision retained in Directives Management Branch until Instruction completely revised.) *Retained in CFU 10 FYs from revision date reflected on folder label.	*10 *10		P
021C	20F54	NATIONAL FORM WORKING PAPERS (BY NUMBERS)	10		
021D	20F54	STATE PROCEDURES WORKING PAPERS (BY STATE IN NUMERICAL ORDER) * Retain 10 FYs from end of FY of latest date on last document.	*10		
021E	20F54	STATE FORMS WORKING PAPERS (BY STATE IN NUMERICAL ORDER) *Retain 10 FYs from end of FY of latest date on last document. (Contains copies of State Instructions which merely implement policies established in National Instructions when such supplementation is needed because of State statutes and laws.)	*10		
021F	30P45	NATIONAL PROCEDURES CORRESPONDENCE (BY NUMBER)	5		
021G	30P45	FINANCE OFFICE PROCEDURES CORRESPONDENCE	3		
021H	30P45	FEDERAL REGISTER CORRESPONDENCE	3		
021I	30P45	FEDERAL REGISTER WORKING PAPERS	10		
		NATIONAL BULLETIN WORKING PAPERS (BY NUMBER)	3		
021J		AUTHORITY REDELEGATIONS (GENERAL.)	3		

*(Extract from NC 96-75-1)*

(95-99-11-1000-000)

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UNITED STATES DEPARTMENT OF AGRICULTURE  
FARMERS HOME ADMINISTRATION  
WASHINGTON, D C 20250

December 10, 1976

Mr. Tom Wadlow, Director  
Records Disposition Division  
Office of Federal Records Centers  
National Archives and Records Service  
General Services Administration  
Washington, D. C.

Dear Mr. Wadlow:

In accordance with GSA Bulletin FPMR B-49, Archives and Records, dated August 7, 1974, paragraph 4, we are attaching three SF 115's covering Farmers Home Administration (FmHA) records presently housed in the Washington National Records Center.

One SF 115 requests immediate disposal authority for directives and forms issued by FmHA field offices. The other two SF 115's recommend a disposal date for unscheduled land acquisition and mineral interest records.

All FmHA records will be scheduled upon approval of a disposition date for records covered by these SF 115's.

Your early consideration of the attached requests for authority to dispose of records will be appreciated.

Sincerely,



ALBERT J. GEIGER, Director  
Business Services Division

447-5777  
Enclosures