

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*33 items*

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT) U.S. Department of  
Agriculture, Farmer Cooperative Service

2. MAJOR SUBDIVISION  
thru: Economic Management Support Center

3. MINOR SUBDIVISION  
Records, System, and Analysis Branch, ASD

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Leonard E. Vaughan

447-5671

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>APR 26 1976</b>	JOB NO. <b>NC - 814-75-1</b>
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.	
<u>5-18-76</u> Date	<u>James B. Rhoads</u> Archivist of the United States

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency and will not be needed after the retention periods specified.

4/22/76  
(Date)

Leonard E. Vaughan  
(Signature of Agency Representative)

Assistant Branch Chief  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>FARMER COOPERATIVE SERVICE</u>  1110 OBJECTIVES AND POLICY. Correspondence of Administrator relating to overall program direction.  -PERMANENT-  <u>TRANSFER TO FEDERAL ARCHIVES AND RECORDS CENTER (FARC) 5 YEARS AFTER END OF FY REPRESENTED. OFFER TO NATIONAL ARCHIVES AND RECORDS SERVICE (NARS) WHEN 10 YEARS OLD.</u>	NN-465-32 item 2(e)	
2.	1120/2410/2420 PROCEDURES AND DIRECTIVES. Instructions, procedures and directives, current and non-current.  -PERMANENT-  <u>TRANSFER TO FARC 10 YEARS AFTER END OF FY REPRESENTED. OFFER TO NARS WHEN 15 YEARS OLD.</u>	NN-465-32 item 1(a)	
3.	1130/1132 LEGAL. Legislation affecting FCS and farmer cooperatives (to include pending and proposed); acts; decisions; opinions; and interpretations.  -PERMANENT-  <u>TRANSFER TO FARC 15 YEARS AFTER END OF FY</u>	NN-465-32 item 2(a)	

*Copy to Agency & NCW 5-20-76*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3. cont'd	REPRESENTED. OFFER TO NARS WHEN 20 YEARS OLD.		
4.	1140 ORGANIZATIONAL AND FUNCTIONAL CHARTS. Current and obsolete. Maintained in the Office of the Secretary, Office of Management & Finance.  -PERMANENT-  TRANSFER TO FARC 10 YEARS AFTER END OF FY REPRESENTED. OFFER TO NARS WHEN 15 YEARS OLD.	NN-465-32 item 1(b)	
5.	1310 DELEGATIONS OF AUTHORITY. For official delegations of authority.  (a) Delegations of continuing authority.  -PERMANENT-  TRANSFER TO FARC 3 YEARS AFTER END OF FY REPRESENTED. OFFER TO NARS WHEN 10 YEARS OLD.  (b) Temporary or limited delegations.  -DESTROY WHEN SUPERSEDED OR OBSOLETE-	II-NNA- 1227 Item 1	
6.	1350 ADVISORY COMMITTEES. Minutes and reports of cooperative advisory committees. <i>official minutes of</i> (a) If <sup>recording secretary or</sup> <sup>minutes of</sup> only government member <i>in attendance</i>  -PERMANENT-  TRANSFER TO FARC 3 YEARS AFTER END OF FY REPRESENTED. OFFER TO NARS WHEN 10 YEARS OLD.  (b) <del>Other</del> minutes/reports <i>of other members</i>  -DESTROY 3 YEARS AFTER CURRENT FY-	NN-465-32 Item 2(c)	
7.	1360 ADMINISTRATOR'S STAFF MEETINGS. Recorded minutes.  -PERMANENT-	NN-465-32 Item 2(b)	

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7. cont'd	TRANSFER TO FARC 3 YEARS AFTER END OF FY REPRESENTED. OFFER TO NARS WHEN 10 YEARS OLD.		
8.	1380 AGREEMENTS, CONTRACTS, MEMORANDA OF UNDERSTANDING. Documents defining basis for joint action between FCS and other organizations <del>(all non current with exception of those in 1385, below.)</del>  -DESTROY 3 YEARS AFTER TERMINATION-	II-NNA-1227 item 7(c)	
<i>Deleted 90</i>	<del>9. 1385 ARCHIVAL COPIES OF 1380. Other than those retained by EMSC. (10 representative samples selected at 5-year intervals).  -PERMANENT-  TRANSFER TO FARC 5 YEARS AFTER END OF FY REPRESENTED. OFFER TO NARS WHEN 10 YEARS OLD.</del>	<del>NN-465-32 item 2(g)</del>	
10.	1420 AUDITS-OA, CAO, and other comprehensive audits. <i>RECORD COPIES</i>  -PERMANENT--  TRANSFER TO FARC 3 YEARS AFTER END OF FY REPRESENTED IF AUDIT HAS BEEN SUPERSEDED. OFFER TO NARS WHEN 10 YEARS OLD.	NN-465-32 item 2(d)	
11.	1460 REPORTS, ADMINISTRATOR'S ANNUAL AND SPECIAL. Reports of the Administrator describing major program accomplishments. (Including annual reports summarizing work progress and accomplishments of program divisions.)  -PERMANENT-  TRANSFER TO FARC 3 YEARS AFTER END OF FY REPRESENTED. OFFER TO NARS WHEN 10 YEARS OLD.	NN-465-32 item 1(c) &(d) II-NNA-1227 item 10(a)	
12.	1473 COMPLIANCE ASSURANCE AND REVIEW (TITLE VI CIVIL RIGHTS ACT OF 1964). Non-discrimination certification in membership and service by associations for which FCS is rendering technical assistance.	not previously scheduled	

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12. cont'd	TRANSFER TO FARC 5 YEARS AFTER END OF FY REPRESENTED. DESTROY WHEN 20 YEARS OLD.		
13.	1510/1520, 1610/1620/1630 PROGRAM CORRESPONDENCE Correspondence of the Administrator, Deputy Administrator and Assistant Administrators of significance to the documentation of the conduct of FCS business.  -PERMANENT-	NN-465-32 item 2(e) 3,4,5	
14.	INFORMATION AND PUBLICATIONS		
	(a) <u>1710 INFORMATION, GENERAL</u> . Correspondence and related material other than policy and procedure.	II-NNA-1227 item 3	
	-DESTROY WHEN 2 YEARS OLD.		
	(b) <u>1720 GENERAL INQUIRIES</u> . Requests for information from general public and replies involving no policy decisions and no special compilations or research for reply (including Congressional routine requests).	II-NNA-1227 item 3	
	-DESTROY WHEN 2 YEARS OLD-		
	(c) <u>1730 MATTERS REFERRED TO OTHER AGENCIES</u> . Referred matters of primary interest to other agencies.	II-NNA-1227 item 3	
	-DESTROY WHEN 2 YEARS OLD-		
	(d) <u>1740 PRESS RELEASES</u> . Periodic releases to the public including bulletins, radio, television and press (the record copy of which is retained by the USDA Office of Communication)	NN-465-32 item 1(e) II-NNA-1227 item 8(d)	
	-DESTROY WHEN 2 YEARS OLD-		
	(e) <u>1750 RELEASES</u> . (Memos to Coop. Press). Periodic releases to the Coop. Press. (These are not filed with the Office of Communication, USDA.)	NN-465-32 item 1(e)	

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14. cont'd	<p style="text-align: center;">-PERMANENT-</p> <p>TRANSFER TO FARC 3 YEARS AFTER END OF FY REPRESENTED. OFFER TO NARS WHEN 10 YEARS OLD.</p> <p>(f) <u>1760 CONGRESSIONAL INFORMATION</u>. Requests and correspondence with the Congress involving program, policy decisions, special compilations or that of research nature.</p> <p style="text-align: center;">-PERMANENT-</p> <p>TRANSFER TO FARC 3 YEARS AFTER END OF FY REPRESENTED. OFFER TO NARS WHEN 10 YEARS OLD.</p> <p>(Routine requests - See 14(b) above).</p> <p>(g) <u>1770 INFORMATION REQUESTS (FREEDOM OF INFORMATION ACT)</u>. Correspondence regarding requests for information where doubt exists as to legal right to reply.</p> <p style="text-align: center;">-DESTROY WHEN 2 YEARS OLD-</p> <p>(h) <u>1790 SPEECHES</u>. Speeches of the Administrator, Deputy Administrator and Assistant Administrators.</p> <p style="text-align: center;">-PERMANENT-</p> <p>TRANSFER TO FARC 5 YEARS AFTER END OF FY REPRESENTED. OFFER TO NARS WHEN 10 YEARS OLD.</p> <p>(i) <u>1820 PUBLICATIONS MANAGEMENT</u>. Correspondence and related material other than policy and procedures.</p> <p style="text-align: center;">-DESTROY WHEN 2 YEARS OLD-</p> <p>(j) <u>1830 FCS PUBLICATIONS (RECORD COPY)</u>. One copy of all published FCS reports surveys, pamphlets, bulletins and studies.</p> <p style="text-align: center;">-PERMANENT-</p>	<p>NN-465-32 item 2(e)</p> <p>not previously scheduled</p> <p>NN-465-32 item 1(e)</p> <p>not previously scheduled</p> <p>II-NNA-1227 item 9(a) NN-465-32 item 5(f)</p>	

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14. cont'd	TRANSFER TO FARC AS REQUIRED BY SPACE. OFFER TO ARCHIVES WHEN 10 YEARS OLD.	II-NNA-1227 item 8(a) & (b)	
	(k) <u>1860/1870 MANUSCRIPTS</u> . Manuscripts of published reports bulletins, pamphlets, leaflets, etc. published as official government publications and manuscript of addresses or articles given and prepared by the Service (See items <u>15(a)</u> and <u>(c)</u> for unpublished manuscript).		
	-DESTROY 1 YEAR AFTER PUBLICATION-		
15.	<u>PROJECTS-RESEARCH AND TECHNICAL ASSISTANCE</u>		
	(a) <u>5100/5200 RESEARCH PROJECTS-COMPLETED OR TERMINATED</u> . Official project folders on approved projects containing the important correspondence and project-related papers to include: authorizations; contracts and agreements (or memoranda of understanding); significant technical correspondence; fiscal and form records; progress reports; and final reports or unpublished manuscript.	II-NNA-1227 item 7 NN-465-32 item 3,4,5	
	-PERMANENT-		
	TRANSFER TO FARC 20 YEARS AFTER END OF FY REPRESENTED. OFFER TO NARS WHEN 30 YEARS OLD.		
	(b) <u>5300/5400 RESEARCH PROJECT-WORKING PAPERS</u> Papers accumulated and maintained during the active life of a project consisting of routine administrative papers, complete schedules and questionnaires, listing sheets, work papers, preliminary reports, etc.	II-NNA-1227 item 6&7(e)	
	-DESTROY 2 YEARS AFTER PROJECT TERMINATION- Except that those the Chief Economist has determined are needed as a data base for future projects will <sup>be</sup> destroyed when no longer needed for reference.		

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15 cont'd	<p>(c) <u>5500/5600 TECHNICAL ASSISTANCE PROJECTS-COMPLETED OR TERMINATED</u>. Material as in item 15(a) above.</p> <p>-PERMANENT-</p> <p>TRANSFER TO FARC 20 YEARS AFTER END OF FY REPRESENTED. OFFER TO NARS WHEN 30 YEARS OLD.</p>	<p>II-NNA-1227                      Item 7                      NN-465-32                      Item 3,4,                      &amp; 5</p>	
	<p>(d) <u>5700/5800 TECHNICAL ASSISTANCE PROJECT-WORKING PAPERS</u>. Material as in item 15 (b) above.</p> <p>-DESTROY 2 YEARS AFTER PROJECT TERMINATION-</p>	<p>II-NNA-1227                      item 6 &amp;                      7(e)</p>	
16.	<p><u>COOPERATIVE ASSOCIATION-DISCONTINUED</u></p> <p>Case file on discontinued Farmer Cooperative Associations consisting of such material as statistical and historical data, including printed by-laws, audit reports, annual reports, reports on examinations, copies of agreements, financial statements and survey questionnaires.</p> <p>(a) <u>6300 REGIONAL ASSOCIATIONS</u></p> <p>-PERMANENT-</p> <p>TRANSFER TO FARC 3 YEARS AFTER END OF FY REPRESENTED. OFFER TO NARS WHEN 10 YEARS OLD.</p>	<p>II-NNA-3404                      item 1                      NN-465-32                      item 5(c)</p>	
	<p>(b) <u>6900 LOCAL ASSOCIATIONS</u></p> <p>-DESTROY 3 YEARS AFTER DISCONTINUANCE-</p>		
17.	<p><u>7200 TRAINING CASE FILES-COMPLETED</u>. Foreign Student training case files consisting of training program authorization, itineraries, transportation request, travel vouchers, correspondence and final report.</p> <p>-DESTROY 1 YEAR AFTER COMPLETION-</p>	<p>II-NNA-1227                      item 13</p>	
18.	<p>---<u>HISTORY CARDS</u>. Card file of data extracted from annual questionnaires and other</p>	<p>NN-465-32                      item 5(d)</p>	

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18. cont'd	<p>sources reflecting summarized history of operation of individual cooperatives.</p> <p>-PERMANENT-</p> <p>TRANSFER TO FARC 5 YEARS AFTER END OF FY REPRESENTED. OFFER TO <del>ARCHIVES</del> <b>NARS</b> WHEN 10 YEARS OLD.</p>		