


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-103 88-1	DATE RECEIVED 12-17-87
1. FROM (Agency or establishment) Farm Credit Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Records and Projects Division		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Cheryl Thomas	5. TELEPHONE EXT. (703) 883-4119	DATE 3/20/89	ARCHIVIST OF THE UNITED STATES 
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 12/11/87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheryl Thomas</i>	D. TITLE Information Resources Management Specialist	
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> Supervisory records. See attached sheet.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>

1. Administrative Action General File

Includes internal memoranda indicating supervisory concerns identified by the examiners which may require administrative action against an institution; Supervision and Monitoring forms (SAM); recommendations by the Office of Analysis and Supervision to the FCA Board concerning administrative action; memoranda indicating any changes to the recommended action. The file is maintained by the Supervision Division.

Destroy 5 years after termination of action, or when 5 years old if no administrative action taken.

2. Administrative Action Legal Documents File

Signed, original documentation, maintained by the Supervision Division, of administrative actions pursuant to the Farm Credit Act of 1971 as Amended. Includes Supervisory Letters, Agreements, Cease and Desist Orders, Temporary Cease and Desist Orders, Notice of Charges, Stipulations, etc. The file is arranged by Farm Credit System district and then by institution.

Destroy 5 years after termination of action.

3. Administrative Action Compliance Document File

After an administrative action is taken against a financial institution, the institution is required to document progress toward compliance with the action. This documentation includes various reports submitted by the institutions and copies of the compliance page of the reports of examination. The compliance document file is maintained by the Supervision Division; it is arranged by Farm Credit System district and then by institution. The Administrative Tracking System form is attached to the left side of the folder for each institution.

Destroy one year after termination of action.

4. Division of Supervision Working Files

Includes nonrecord^{reference} material such as: internal and external correspondence including letters to or from financial institutions or other organizations; prior approval requests and analyses of prior approvals by the Division of Supervision; and financial information such as balance sheets, income statements, and miscellaneous computer printouts indicating the financial condition of supervised institutions.

Destroy 2 years after receipt of material.