

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

*NCI 145-81-2*

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

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Agriculture

2. MAJOR SUBDIVISION

Agricultural Stabilization and Conservation Service

3. MINOR SUBDIVISION

Washington Office and all Field Offices

4. NAME OF PERSON WITH WHOM TO CONFER

Daniel J. Rooney

5. TEL EXT

447-6963

LEAVE BLANK	
JOB NO  <i>NCI-145-81-2</i>	
DATE RECEIVED <i>April 14, 1981</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>5-29-81</i> Date	<i>John K. Noy</i> 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.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>4/20/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Samuel T. Brown Jr.</i>	E. TITLE Director, Management Services Division
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>Minutes of State Committee Meetings</u></p> <p>Minutes of both executive (non-public) and regular (open to the public) sessions of the State Committee (STC). Meetings are held at least once each month and the membership consists of the ASCS State Executive Director (SED), the State Director of the Cooperative Extension Service and from three to five farmer members appointed by the Secretary of Agriculture. The STC, subject to the direction and supervision of the Deputy Administrator for State and County Operations (DASCO) and the appropriate Area Director is responsible for implementing in the State such programs as agricultural conservation, acreage allotment and marketing quota, and price support, and developing an interest in and understanding of these programs and the problem they are designed to meet on the part of individual farmers and farm and non-farm groups.</p> <p>Destroy when 5-years old.</p>		<i>2 items</i>

*Closed Out: 6-2-81: K.T.?*  
*Copy to Agency & NNF*

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE 2 OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2	<p><u>Minutes of County and Community Committee Meetings</u></p> <p>Minutes of meetings of County Committees (COC's) and Community Committees (CMC's) held to carry out ASCS programs and to inform farmers and the local citizenry of these programs. COC's meet monthly in regular and executive sessions and its membership consists of farmers elected by other farmers in the county. Its duties include employing the County Executive Director (CED), directing ASCS county office operations, arranging for county office space, and coordinating with the State Committee. CMC's also consist of elected farmer members and represent individual communities within the county. They do not have regular meetings but may be called into session by the chairperson of the COC, among others. CMC's are responsible for assisting in carrying out programs assigned to the COC, informing farmers of the purposes and provisions of ASCS programs, conducting community meetings, and performing other duties as assigned by COC. CMC minutes often are filed along with or as attachments to COC minutes.</p> <p>Destroy when 5-years old.</p>		