

Request for Records Disposition Authority

Records Schedule Number **DAA-0016-2016-0002**
 Schedule Status **Approved**

Agency or Establishment **Department of Agriculture**
 Record Group / Scheduling Group **Records of the Office of the Secretary of Agriculture**
 Records Schedule applies to **Department-wide**
 Schedule Subject **Office of the Ombudsperson records**
 Internal agency concurrences will be provided **No**

Background Information **The official records of the Office of the Ombudsperson are created, received, and stored in several formats, including paper records, scanned images, PDF files, web-based records (such as SharePoint portals, Excel spreadsheets, webpages and electronic email and word processing and PowerPoint formats.**

Record types include, but are not limited to working papers, final reports and studies, official correspondence and subject files, policies and procedures, outreach products, staffing and communication files, office administration records, and information obtained from federal and non-federal sources in support of the function of the office.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	1	8	0

GAO Approval

Outline of Records Schedule Items for DAA-0016-2016-0002

Sequence Number	
1	Monthly Activity Reports Disposition Authority Number: DAA-0016-2016-0002-0002
2	Ombudsperson Calendars Disposition Authority Number: DAA-0016-2016-0002-0003
3	Speeches and Presentations Disposition Authority Number: DAA-0016-2016-0002-0004
4	Inquiries and Resolutions Files Disposition Authority Number: DAA-0016-2016-0002-0005
5	Statistical Tracking Records Disposition Authority Number: DAA-0016-2016-0002-0006
6	Congressional Correspondence Disposition Authority Number: DAA-0016-2016-0002-0007
7	Internal Program Management Records Disposition Authority Number: DAA-0016-2016-0002-0008
8	Marketing Records Disposition Authority Number: DAA-0016-2016-0002-0009
9	Informal Communication Records Disposition Authority Number: DAA-0016-2016-0002-0010

Records Schedule Items

Sequence Number	
1	<p>Monthly Activity Reports</p> <p>Disposition Authority Number DAA-0016-2016-0002-0002</p> <p>Monthly activity reports documenting accomplishments and concerns.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the fiscal year.</p> <p>Retention Period Destroy 1 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Ombudsperson Calendars</p> <p>Disposition Authority Number DAA-0016-2016-0002-0003</p> <p>Official calendars documenting informal meetings.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when activity has been completed.</p> <p>Retention Period Destroy 1 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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Speeches and Presentations

Disposition Authority Number DAA-0016-2016-0002-0004

Official copies of briefing material and speeches documenting the work of the Ombudsperson.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy 1 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Inquiries and Resolutions Files

Disposition Authority Number DAA-0016-2016-0002-0005

Records created and received that did not result in analysis or action by the Office of the Ombudsperson. Records include inquiries from the public, reviews and analysis, correspondence, status updates, resolutions, and responses.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files when activity ceases.

Retention Period Destroy 1 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Statistical Tracking Records

Disposition Authority Number DAA-0016-2016-0002-0006
Records created to track the number and subject matter of inquiries.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of each fiscal year.

Retention Period Destroy 1 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Congressional Correspondence

Disposition Authority Number DAA-0016-2016-0002-0007

Routine correspondence from and with members of Congress, consisting of congressional program management questions and comments.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files at the end of each fiscal year in which activity has been completed.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Internal Program Management Records

Disposition Authority Number DAA-0016-2016-0002-0008

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Staffing decisions, progress plans, and other records documenting the management and administration of the program.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files at the end of each fiscal year in which the activity has been completed.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Marketing Records

Disposition Authority Number DAA-0016-2016-0002-0009

Official publications including brochures, fact sheets; presentations; briefing materials, annual reports to internal and external audiences, and all other outreach/marketing materials.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff annually.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2014 To 2029

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How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	0.5 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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Informal Communication Records

Disposition Authority Number **DAA-0016-2016-0002-0010**

Feedback on issues brought to the Office of the Ombudsperson is provided to the Secretary, Deputy Secretary or senior leaders verbally or through informal communications. These informal communications can relate to a single-item or a broader systemic concern. The Office of the Ombudsperson corresponds informally with senior officials and other affected parties. These communications may be maintained by both the Ombudsperson and other individuals.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cutoff upon resolution of the matter.**

Retention Period **Destroy 1 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/16/2015	Certify	Tori Jones	Management and Program Analyst	Office of the Chief Information officer - Information Management Division
03/10/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
04/13/2016	Submit For Certification	Tori Jones	Management and Program Analyst	Office of the Chief Information officer - Information Management Division
04/13/2016	Certify	Tori Jones	Management and Program Analyst	Office of the Chief Information officer - Information Management Division
04/13/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
04/13/2016	Submit For Certification	Tori Jones	Management and Program Analyst	Office of the Chief Information officer - Information Management Division
04/13/2016	Certify	Tori Jones	Management and Program Analyst	Office of the Chief Information officer - Information Management Division
09/07/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services

09/08/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/08/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/09/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist