

Request for Records Disposition Authority

Records Schedule Number **DAA-0016-2017-0001**
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 **Agency-wide**
Schedule Subject **Social Media**
Internal agency concurrences will be provided **No**

Background Information **Social Media applications are web-based applications that provide enhanced information sharing and collaboration by facilitating horizontal communication among multiple users. Examples include web publishing, social networking, and media sharing.**

This schedule applies to social media applications that are used to communicate to or with the public.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 0 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0016-2017-0001

| Sequence Number |
|-----------------|
|-----------------|

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|---|
| 1 |
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| Social Media Public Relations and Information Dissemination Content Disposition Authority Number: DAA-0016-2017-0001-0001 |
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Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p data-bbox="367 421 1300 453">Social Media Public Relations and Information Dissemination Content</p> <p data-bbox="367 474 1133 506">Disposition Authority Number DAA-0016-2017-0001-0001</p> <p data-bbox="367 527 1468 740">Information posted by agency staff via official agency accounts on social media vendor websites such as, but not limited to, Facebook, Twitter, YouTube, and Flickr. The purpose of these postings are to push content to the public. Examples include Twitter posts with links to documents on cio.gov. Postings include pointers to the agency websites, general notices about events, and copies of agency photographs or audio/visual materials.</p> <p data-bbox="367 761 914 793">Final Disposition Temporary</p> <p data-bbox="367 815 849 846">Item Status Active</p> <p data-bbox="367 868 821 900">Is this item media neutral? Yes</p> <p data-bbox="367 921 821 1038">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="367 1059 808 1144">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="367 1176 670 1208">Disposition Instruction</p> <p data-bbox="367 1240 1206 1272">Cutoff Instruction Destroy when no longer needed.</p> <p data-bbox="367 1293 1198 1325">Retention Period Destroy when no longer needed</p> <p data-bbox="367 1357 670 1389">Additional Information</p> <p data-bbox="367 1410 946 1442">GAO Approval Not Required</p> |

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 |
|------------|------------------------|------------------|---|---|
| 03/02/2017 | Certify | Tori Jones | Management and Program Analyst | Office of the Chief Information officer. - Information Management Division |
| 07/31/2017 | Submit for Concurrence | Tom Cotter | Appraiser | National Archives and Records Administration - ACRA |
| 08/02/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 08/02/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 08/03/2017 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |