

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0016-2020-0001**

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   **Department-wide**

Schedule Subject                **Disaster Response Records**

Internal agency concurrences will be provided   **No**

Background Information        **This schedule covers department and USDA component-level significant disaster response records.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0016-2020-0001

Sequence Number	
1	<b>Disaster Response</b>
1.1	<b>National Emergencies</b> Disposition Authority Number: DAA-0016-2020-0001-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Disaster Response</b> Includes records that document USDA's response to major disasters of an extraordinary nature. To include, but are not limited to Natural disasters; man-made disasters; acts of terrorism, war, or insurrection; technological disasters or events; and epidemic or pandemic disease.</p>
1.1	<p><b>National Emergencies</b></p> <p>Disposition Authority Number      DAA-0016-2020-0001-0001</p> <p>Records documenting the response to significant and/or Presidential declared National Emergencies. Records include, but are not limited to, damage surveys, inspection reports, correspondence, interagency documentation, planning documents, post-event review, lessons learned, and other supporting documents related to an incident that are necessary to document the agency's response to the event.</p> <p>Final Disposition                      Permanent</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>GRS or Superseded Authority Citation      N1-016-10-005/3/A</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy).</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      From 2008 To 2011</p> <p>How frequently will your agency transfer these records to the National Archives?      Unknown Accumulation of records based on emergency and disaster events, which cannot be predicted.</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

## 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
04/08/2020	Certify	Erin Brando	Agency Records Officer	Staff Offices - RG 16
05/06/2020	Return for Revision	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
05/12/2020	Submit For Certification	Erin Brando	Agency Records Officer	Staff Offices - RG 16
05/14/2020	Certify	Erin Brando	Agency Records Officer	Staff Offices - RG 16
06/12/2020	Submit for Concurrence	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
06/16/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/22/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist