

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0114-2016-0001**

Schedule Status                **Approved**

  

Agency or Establishment        **Natural Resources Conservation Service**

Record Group / Scheduling Group **Records of the Natural Resources Conservation Service**

Records Schedule applies to    **Agency-wide**

Schedule Subject                **Aerial Photography**

Internal agency concurrences will be provided    **No**

Background Information            **The Natural Resources Conservation Service contracts with the Farm Service Agency (FSA) Aerial Photography Field Office (APFO) for aerial imaging services and products. The NRCS is responsible for the records produced as a result of this contract. Throughout the years of service, the general functionality of the contract has remained relatively consistent, but the actual products and services have changed, evolving with technological advancements. The records consist of negative analog and digital film of domestic farm lands created by FSA for the NRCS and supporting documentation and indices.**

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>6</b>	<b>5</b>	<b>1</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0114-2016-0001

Sequence Number	
1	<b>Legacy black and white analog aerial photography negative film</b> Disposition Authority Number: DAA-0114-2016-0001-0002
2	<b>Color analog photography film</b> Disposition Authority Number: DAA-0114-2016-0001-0003
3	<b>Digital aerial photography imagery not existing in analog format</b> Disposition Authority Number: DAA-0114-2016-0001-0004
4	<b>Digital imagery that also exists in analog format</b> Disposition Authority Number: DAA-0114-2016-0001-0005
5	<b>Aerial Photography Negative/Imagery Indices</b> Disposition Authority Number: DAA-0114-2016-0001-0006
6	<b>Film Reports</b> Disposition Authority Number: DAA-0114-2016-0001-0007

## Records Schedule Items

Sequence Number		
1	<p><b>Legacy black and white analog aerial photography negative film</b></p> <p>Disposition Authority Number     <b>DAA-0114-2016-0001-0002</b></p> <p><b>Black and white analog legacy aerial; photography negative film of domestic farmland created for the Natural Resources Conservation Service and its predecessor agency, the Soil Conservation Service.</b></p> <p>Final Disposition                     <b>Permanent</b></p> <p>Item Status                             <b>Active</b></p> <p>Is this item media neutral?         <b>No</b></p> <p>Explanation of limitation           <b>This item specifically covers analog film retained solely in hard copy.</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?     <b>No</b></p> <p>GRS or Superseded Authority Citation     <b>NC1-114-82-1</b></p> <p><b>Disposition Instruction</b></p> <p>Transfer to the National Archives for Accessioning     <b>Transfer to the National Archives immediately after approval of schedule.</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation     <b>1952</b></p> <p>End year of records accumulation     <b>2012</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?     <b>From 1952 To 2012</b></p> <p>How frequently will your agency transfer these records to the National Archives?     <b>Unknown n/a</b></p>	
	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>		

Microform		
Hardcopy or Analog Special Media	1458 Rolls	

2

**Color analog photography film**

Disposition Authority Number **DAA-0114-2016-0001-0003**

**Color analog aerial photography negative film of domestic farmland created for the Natural Resources Conservation Service and its predecessor agency, the Soil Conservation Service.**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **This item specifically covers analog film retained solely in hard copy.**

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

GRS or Superseded Authority Citation **N1-114-82-1**

**Disposition Instruction**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of schedule.**

**Additional Information**

First year of records accumulation **1952**

End year of records accumulation **2012**

What will be the date span of the initial transfer of records to the National Archives? **From 1952 To 2012**

How frequently will your agency transfer these records to the National Archives? **Unknown  
N/A**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		

Paper		
Microform		
Hardcopy or Analog Special Media	279 Rolls	

3

**Digital aerial photography imagery not existing in analog format**

Disposition Authority Number **DAA-0114-2016-0001-0004**

Records consist of original aerial photography images of domestic farmland created using electronic imaging technology, retained wholly within electronic environment or on electronic media, and not reproduced on film (analog) negatives.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **The records exist solely in electronic format.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of schedule**

**Additional Information**

First year of records accumulation **1988**

End year of records accumulation **2000**

What will be the date span of the initial transfer of records to the National Archives? **From 1988 To 2000**

How frequently will your agency transfer these records to the National Archives? **Unknown  
n/a**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	500 TB	
<b>Paper</b>		
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

4

**Digital imagery that also exists in analog format**

Disposition Authority Number **DAA-0114-2016-0001-0005**

**Aerial photography imagery created using electronic imaging technology, retained with electronic environment or on electronic media.**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **The records exist solely in electronic format.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

**Disposition Instruction**

Retention Period **Destroy when no longer needed**

**Additional Information**

GAO Approval **Not Required**

5

**Aerial Photography Negative/Imagery Indices**

Disposition Authority Number **DAA-0114-2016-0001-0006**

**Records consist of indices of aerial images of domestic farmland.**

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**

Transfer to the National Archives for Accessioning **Records are eligible for immediate transfer to National Archives. Transfer a copy of the index to the National Archives at the same time as the film negatives described above.**

**Additional Information**

First year of records accumulation **1952**

End year of records accumulation **2012**

What will be the date span of the initial transfer of records to the National Archives? **From 1952 To 2012**

How frequently will your agency transfer these records to the National Archives? **Unknown  
n/a**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>218 MB</b>	
<b>Paper</b>	<b>550 Cubic feet</b>	
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

6

**Film Reports**

Disposition Authority Number **DAA-0114-2016-0001-0007**

**Files consisting of information regarding the film, such as county, mileage, year flown, roll number, calibration information, etc.**

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**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of the schedule.**

**Additional Information**

First year of records accumulation **1952**

End year of records accumulation **2012**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
n/a**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>50 Cubic feet</b>	
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		



## 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
01/06/2016	Certify	Tamara Matthews	Records Officer	Business Services Division - Records and Directives
01/21/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
04/19/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
04/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/20/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/21/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist