

Request for Records Disposition Authority

Records Schedule Number **DAA-0136-2017-0001**

Schedule Status **Approved**

Agency or Establishment **Agricultural Marketing Service**

Record Group / Scheduling Group **Records of the Agricultural Marketing Service**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Agricultural Marketing Service**

Minor Subdivision **Science & Technology Program**

Schedule Subject **Plant Variety Protection Office Case Files - Issued Certificates**

Internal agency concurrences will be provided **No**

Background Information **This is a request to amend the Current Records Disposition Authority - Job Number N1-136-06-6 Plant Variety Protection Office Case File - Issued Certificates, Item 5 - Unofficial Recordkeeping copy of PVP case files - Disposition Temporary. Transfer "unofficial copy of PVP case files (Currently in paper format) to National Agriculture Library when no longer needed for reference in office.**

Amend authority to read: "Transfer 'unofficial copy of PVP case files (Currently in paper format) to the Federal Records Center, Suitland, MD when no longer needed for reference in office.' "

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0136-2017-0001

| Sequence Number | |
|-----------------|---|
| 1 | Unofficial recordkeeping copy of Plant Variety Protection (PVP) Case Files Disposition Authority Number: DAA-0136-2017-0001-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p data-bbox="363 427 1357 459">Unofficial recordkeeping copy of Plant Variety Protection (PVP) Case Files</p> <p data-bbox="363 476 1127 508">Disposition Authority Number DAA-0136-2017-0001-0001</p> <p data-bbox="363 527 1427 597">Case Files including certificates issued for intellectual protection and patents for new plant varieties.</p> <p data-bbox="363 617 906 649">Final Disposition Temporary</p> <p data-bbox="363 668 841 700">Item Status Active</p> <p data-bbox="363 719 813 751">Is this item media neutral? Yes</p> <p data-bbox="363 770 813 891">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="363 910 813 998">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="363 1017 1029 1072">GRS or Superseded Authority Citation N1-136-06-6, Item 5</p> <p data-bbox="363 1112 662 1144">Disposition Instruction</p> <p data-bbox="363 1164 1429 1234">Cutoff Instruction Cutoff at the end of the Fiscal Year and transfer to the Federal Records Center</p> <p data-bbox="363 1253 1143 1285">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="363 1325 662 1357">Additional Information</p> <p data-bbox="363 1376 938 1408">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 |
|------------|--------------------------|-------------------|---|--|
| 12/16/2016 | Return to Submitter | Laurie Adams | Program Analyst | USDA - AMS |
| 02/23/2017 | Certify | Laurie Adams | Program Analyst | USDA - AMS |
| 02/23/2017 | Return for Revision | Tom Cotter | Appraiser | National Archives and Records Administration - ACRA |
| 02/23/2017 | Submit For Certification | Bernadette Thomas | Information Technology Specialist | Science and Technology - Plant Variety Protection Office |
| 05/03/2017 | Certify | Laurie Adams | Program Analyst | USDA - AMS |
| 09/12/2017 | Submit for Concurrence | John Hulmston | Senior Records Analyst | National Archives and Records Administration - ACRA |
| 09/12/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 09/12/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 09/13/2017 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |