

## Request for Records Disposition Authority

Records Schedule Number **DAA-0145-2014-0001**  
Schedule Status **Approved**  
  
Agency or Establishment **Farm Service Agency**  
Record Group / Scheduling Group **Records of the Farm Service Agency**  
Records Schedule applies to **Agency-wide**  
Schedule Subject **Emergency Programs for Disaster Assistance**  
Internal agency concurrences will be provided **No**

Background Information **Crop Disaster Programs (CDP) CDP provides assistance to crop producers for quality crop or crop quality losses due to damage weather and related conditions. Includes assistance to states for crop losses for hurricane and tropical storms damage, assistance to Florida Nursery Growers, the quality loss Program for apples and potatoes and other specified assistance. Files consist of application, report payment documents, spot checks, correspondence and other related documentation.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0145-2014-0001

Sequence Number	
1	<b>Producer Folders</b> Disposition Authority Number: DAA-0145-2014-0001-0001
2	<b>Reports</b> Disposition Authority Number: DAA-0145-2014-0001-0002
3	<b>Disaster Assistance Programs (DAP) DAP Folders</b> Disposition Authority Number: DAA-0145-2014-0001-0003

Records Schedule Items

Sequence Number	
1	<p><b>Producer Folders</b></p> <p>Disposition Authority Number      <b>DAA-0145-2014-0001-0001</b></p> <p><b>Records consist of individual folders containing forms, reports, payments documents and other related documents relating to a producer's request for benefits.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</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>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>N1-145-05-2/1</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff files at the end of the year after final payment is made or file is closed.</b></p> <p>Retention Period                         <b>Destroy 10 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                               <b>Not Required</b></p>
2	<p><b>Reports</b></p> <p>Disposition Authority Number      <b>DAA-0145-2014-0001-0002</b></p> <p><b>Records consist of payment, nonpayment and overpayment registers, reconciliation reports, download, diagnostics, insurable crop information, crop table delete and other reports for informational purposes only</b></p> <p>Final Disposition                        <b>Temporary</b></p> <p>Item Status                                 <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in</p>

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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **N1-145-05-2/2**

**Disposition Instruction**

Cutoff Instruction **Cutoff files at the end of the year of the year after final payment is made of file is closed.**

Retention Period **Destroy when no longer needed**

**Additional Information**

GAO Approval **Not Required**

**Disaster Assistance Programs (DAP) DAP Folders**

Disposition Authority Number **DAA-0145-2014-0001-0003**

**DAP provides assistance to livestock owners, livestock producers, orchardists, dairy producers, farmers, producers, ranchers, sugar processors, and cooperatives for losses caused by natural disasters, excessive rains and floods, tropical storms and other adverse weather conditions. DAP Individual Folders Records consist of individual folders containing documents about the individual's participation in the, form, correspondence, appeals, spots checks, reports, payment documents, and other related documents.**

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **N1-145-05-2/3**

**Disposition Instruction**

Cutoff Instruction **Cutoff files at the end of the year after final payment is made or file is closed.**

Retention Period **Destroy 10 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
08/12/2015	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
11/10/2015	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
12/10/2015	Submit For Certification	Debra Lackey	Records Analyst	Management Service Division - Information Management Section
12/10/2015	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
12/17/2015	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
12/17/2015	Submit For Certification	Debra Lackey	Records Analyst	Management Service Division - Information Management Section
12/17/2015	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
12/22/2015	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
12/23/2015	Submit For Certification	Debra Lackey	Records Analyst	Management Service Division - Information Management Section
12/23/2015	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service

01/13/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
01/13/2016	Submit For Certification	Debra Lackey	Records Analyst	Management Service Division - Information Management Section
01/13/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
01/27/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
01/28/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/28/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/03/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist