

Request for Records Disposition Authority

Records Schedule Number **DAA-0145-2014-0005**
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 **Organization Files**
Internal agency concurrences will be provided **Yes**

Background Information **Records include material relating to organization analysis and planning or changes in organization functions, documents relating to overall functions and missions, and copies of organizational and functional statements, manuals, and charts. Also, include material pertaining to the number of positions and grade levels/series required to perform program missions**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0145-2014-0005

Sequence Number	
1	Organization Files Disposition Authority Number: DAA-0145-2014-0005-0001
2	FTEs, Grade Levels and Series documentation Disposition Authority Number: DAA-0145-2014-0005-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="358 427 605 457">Organization Files</p> <p data-bbox="358 480 1125 510">Disposition Authority Number DAA-0145-2014-0005-0001</p> <p data-bbox="358 534 1429 670">Records include materials relating to organization analysis and planning or changes in organization functions, documents relating to overall functions and missions, and copies of organizational and functional statements, manuals, and charts.</p> <p data-bbox="358 693 906 723">Final Disposition Permanent</p> <p data-bbox="358 746 841 776">Item Status Active</p> <p data-bbox="358 800 808 829">Is this item media neutral? Yes</p> <p data-bbox="358 853 797 968">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 data-bbox="358 1002 659 1032">Disposition Instruction</p> <p data-bbox="358 1055 1268 1085">Cutoff Instruction Cutoff at the end of the calendar year.</p> <p data-bbox="358 1108 1414 1181">Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p data-bbox="358 1215 659 1244">Additional Information</p> <p data-bbox="358 1268 1036 1351">What will be the date span of the initial transfer of records to the National Archives? Unknown Will add at later date</p> <p data-bbox="358 1374 1036 1457">How frequently will your agency transfer these records to the National Archives? Unknown will add at later date</p>
2	<p data-bbox="358 1555 995 1585">FTEs, Grade Levels and Series documentation</p> <p data-bbox="358 1608 1130 1638">Disposition Authority Number DAA-0145-2014-0005-0002</p> <p data-bbox="358 1661 1443 1734">Material pertaining to the number of positions and grade levels/series required to perform our mission.</p> <p data-bbox="358 1757 906 1787">Final Disposition Temporary</p> <p data-bbox="358 1810 841 1840">Item Status Active</p> <p data-bbox="358 1864 808 1893">Is this item media neutral? Yes</p>

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

Cutoff Instruction

Cutoff at the end of the calendar year.

Retention Period

Destroy 3 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
09/22/2015	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
09/24/2015	Submit For Certification	Debra Lackey	Records Analyst	Management Service Division - Information Management Section
11/10/2015	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
03/24/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/29/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/30/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/31/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist