

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0145-2014-0007**  
Schedule Status                 **Approved**  
  
Agency or Establishment        **Farm Service Agency**  
Record Group / Scheduling Group **Records of the Farm Service Agency**  
Records Schedule applies to    **Major Subdivision**  
Major Subdivision                **Appeals and Litigation Division**  
Schedule Subject                 **Appeals and Litigation Files**  
Internal agency concurrences will be provided    **Yes**

Background Information            **Appeals and litigation staff monitor and coordinate administrative appeals policy and provides support to the Office of General Counsel (OGC) regarding Farm Service Agency (FSA) and the Commodity Credit Corporation (CCC) cases before Federal courts. This support includes preparing administrative records as required, providing background information regarding program issues to OGC or the Department of Justice (DOJ), and drafting briefs or other documents at the directions of the OGC and DOJ. Additionally, the ALG prepares analysis of requests for settlements of FSA and CCC claims and recommends appropriate disposition to the Administrator, the Executive Vice President, CCC and other Department level officials.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0145-2014-0007

Sequence Number	
1	<b>Appeals Case Files</b> Disposition Authority Number: DAA-0145-2014-0007-0001
2	<b>NAD Summaries</b> Disposition Authority Number: DAA-0145-2014-0007-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Appeals Case Files</b></p> <p>Disposition Authority Number      <b>DAA-0145-2014-0007-0001</b></p> <p><b>Case files include correspondence background materials, requests for review, copies of appeal determinations, copies of decisions by the National Appeals Division, and other related materials. Files are arranged alphabetically by name of producer, rancher or other entity.</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>N1-145-02-1, item 1</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff files at the end of the year in which case is closed.</b></p> <p>Retention Period                         <b>Destroy 12 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>NAD Summaries</b></p> <p>Disposition Authority Number      <b>DAA-0145-2014-0007-0002</b></p> <p><b>Files consist of agency official copies of NAD determinations and printout of database developed for reporting requirements and tracking purposes. The files could be recalled for collecting debts or litigation. Files are arranged chronologically</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>

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	N1-145-02-1, item 2
<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff files at the end of the year in which case is closed.
Retention Period	Destroy 12 year(s) after cutoff
<b>Additional Information</b>	
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
12/10/2015	Return for Revision	John Hulmston	Senior Records Analyst	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
01/25/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
01/28/2016	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/02/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

03/04/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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