

## Request for Records Disposition Authority

Records Schedule Number      DAA-0145-2014-0008  
Schedule Status                 Modified Approved Version

Agency or Establishment        Farm Service Agency  
Record Group / Scheduling Group   Records of the Farm Service Agency  
Records Schedule applies to     Major Subdivision  
Major Subdivision                Farm Service Agency  
Schedule Subject                 Tobacco Programs  
Internal agency concurrences will be provided    Yes

Background Information            TTPP provides payments over ten-year period to quota holdovers and producers of quota tobacco to help them make the transition for the Federal Tobacco Marketing Quota and price Support Loan Programs. Payments began in 2005 and continue through 2014.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0145-2014-0008

Sequence Number	
1	Tobacco Transition Payment program (TTPP) Disposition Authority Number: DAA-0145-2014-0008-0001
2	Tobacco Transition Payment Program (TTPP) Assessments Disposition Authority Number: DAA-0145-2014-0008-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Tobacco Transition Payment program (TTPP)</b></p> <p>Disposition Authority Number      <b>DAA-0145-2014-0008-0001</b></p> <p>TPP provides payments over a ten-years period to quota holders and producers of quota tobacco to help them make the transition for the Federal Tobacco Marketing Quota and Price Support Loan Programs. Payment began in 2005 and continue through 2014. Records include eligibility, base quota levels, eligible quota holders, proof of ownership of land, registers, individual contract folders of approved and disapproved applications, reports, compliance, appeals payment records, correspondence and other related records.</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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Destroy 5 years after the expiration of program.</b></p> <p>Retention Period                         <b>Destroy 5 year(s) after expiration of program.</b></p>
2	<p><b>Tobacco Transition Payment Program (TTPP) Assessments</b></p> <p>Disposition Authority Number      <b>DAA-0145-2014-0008-0002</b></p> <p>This program as regired by Title VI of the 2004 Act provide for assessments on certain domestic manufacturers and importers of tobacco products in order to fund the Tobacco Transition Payment Program. Assessment imposed for fiscal year 2005 through 2014. Records include copies of tobacco manufacturer and importer tax returns, TTPP assessment statement, invoices, collection records, documentation, correspondence, appeals and other related records.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p>

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**

**Disposition Instruction**

Cutoff Instruction **Destroy 5 years after expiration of program.**

Retention Period **Destroy 5 year(s) after expiration of program**

**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 - Foriegn 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 - Foriegn Agricultural Service
01/28/2016	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
02/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
02/04/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist