

Request for Records Disposition Authority

Records Schedule Number **DAA-0145-2015-0001**
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 **Conservation Reserve Program Files**
Internal agency concurrences will be provided **Yes**

Background Information **Assistance to farmers and ranchers for conserving and improving soil and water resources by taking highly erodible cropland out of production and planting it to grass and trees.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0145-2015-0001

Sequence Number	
1	Conservation Reserve Program Files - General Disposition Authority Number: DAA-0145-2015-0001-0001
2	Conversation Reserve Program Files - Contract Folders Disposition Authority Number: DAA-0145-2015-0001-0002
3	High Profile Cases-Cases that are part of Congressional inquiries, attracted news media attention, or had an impact on agency policies. Disposition Authority Number: DAA-0145-2015-0001-0003

Records Schedule Items

Sequence Number	
1	<p>Conservation Reserve Program Files - General</p> <p>Disposition Authority Number DAA-0145-2015-0001-0001</p> <p>General correspondence on program development, funds, control, compliance activities, appeals, referrals, to Soil Conservation Service, Forest Service, and Extension Service; reports and related correspondence.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>GRS or Superseded Authority Citation N1-145-88-1-1-a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the fiscal year</p> <p>Retention Period Destroy 5 year(s) after Cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Conservation Reserve Program Files - Contract Folders</p> <p>Disposition Authority Number DAA-0145-2015-0001-0002</p> <p>Contract Folders, payment documents and related records (case files)</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>GRS or Superseded Authority Citation N1-145-88-1-1-b</p> <p>Disposition Instruction</p>

3

Cutoff Instruction **Cutoff at the end of the Fiscal year in which contract expires**

Retention Period **Destroy 5 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

High Profile Cases-Cases that are part of Congressional inquiries, attracted news media attention, or had an impact on agency policies.

Disposition Authority Number **DAA-0145-2015-0001-0003**

Assistance to farmers and ranchers for conserving and improving soil and water resources by taking highly erodible cropland out of production and planting it to grass and trees. Includes correspondence, memorandums, and reports.

Final Disposition **Permanent**

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? **No**

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Media Neutral**

Cutoff Instruction **Cutoff at the end of the fiscal year in which contract expires**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after 15 years.**

Additional Information

First year of records accumulation **2014**

What will be the date span of the initial transfer of records to the National Archives? **From 2014 To 2029**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		

Paper	1.0 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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
10/09/2014	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
10/14/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
07/29/2015	Submit For Certification	Debra Lackey	Records Analyst	Management Service Division - Information Management Section
08/13/2015	Return to Submitter	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
02/25/2016	Submit For Certification	Debra Lackey	Records Analyst	Management Service Division - Information Management Section
03/08/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
05/03/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
05/03/2016	Submit For Certification	Debra Lackey	Records Analyst	FAS - FAS
05/03/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
05/03/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services

05/05/2016	Submit For Certification	Debra Lackey	Records Analyst	FAS - FAS
05/05/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
09/13/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
09/15/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/19/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/20/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist