

## Request for Records Disposition Authority

Records Schedule Number **DAA-0145-2015-0005**  
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 **This item covers handbooks/directives and notices created or accumulated in the course of administrating the FSA programs.**  
Internal agency concurrences will be provided **No**

Background Information **Each function we do, either program, administrative or management is controlled by a specific handbook/directive. These handbooks/directives may contain all the information needed to conduct agency business or may point or reference other pertinent information.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0145-2015-0005

Sequence Number	
1	Handbooks/Directives and Notices - Originating Office Disposition Authority Number: DAA-0145-2015-0005-0001
2	Handbooks/Directives and Notices.- All other Offices Disposition Authority Number: DAA-0145-2015-0005-0002

Records Schedule Items

Sequence Number

1 **Handbooks/Directives and Notices - Originating Office**  
 Disposition Authority Number **DAA-0145-2015-0005-0001**  
**A. Office of Origin-Original handbooks/directives or Notices Handbooks/Directives and any related amendments are arranged by numeric-subject designation. Notices are arranged by subject-numeric designation. Notices are filed with their respective handbook/directive.**  
 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**  
 GRS or Superseded Authority Citation **N1-145-95-1, Item 1a**  
**Disposition Instruction**  
 Transfer to the National Archives for Accessioning **Transfer to NARA in 5 year blocks when 20 years old.**  
**Additional Information**  
 First year of records accumulation **2035**  
 What will be the date span of the initial transfer of records to the National Archives? **Unknown  
1973 to present.**  
 How frequently will your agency transfer these records to the National Archives? **Unknown  
Transfer to NARA in 5 year blocks when 20 years old.**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>90 Cubic feet</b>	<b>6 Cubic feet</b>
<b>Microform</b>		

2

<b>Hardcopy or Analog Special Media</b>		
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**Handbooks/Directives and Notices.- All other Offices**

Disposition Authority Number      **DAA-0145-2015-0005-0002**

**All other offices.**

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?      **No**

GRS or Superseded Authority Citation      **N1-145-95-1, Item 1b**

**Disposition Instruction**

Retention Period                      **Destroy 5 years after superseded or obsolete.**

**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
10/01/2015	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
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