

## Request for Records Disposition Authority

Records Schedule Number **DAA-0145-2015-0008**  
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 **Farm Service Agency**  
Schedule Subject **Schedule of Daily Activities-High Level Officials**  
Internal agency concurrences will be provided **Yes**

Background Information **Calendars, appointment and briefing books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits, and other agency business by these officials while serving in an official capacity, and documenting agency business, but EXCLUDING materials determined to be personal. The records pertain to the Administrator and Associate Administrator. The annual accumulation is approximately 1.0 cubic foot.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0145-2015-0008

Sequence Number

1

1. Schedules of Daily Activities-high Level Officials  
Disposition Authority Number: DAA-0145-2015-0008-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="360 427 1036 463"><b>1. Schedules of Daily Activities-high Level Officials</b></p> <p data-bbox="360 480 1122 512">Disposition Authority Number      <b>DAA-0145-2015-0008-0001</b></p> <p data-bbox="360 534 1442 710"><b>Calendars, appointment and briefing books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits, and other agency business by these officials while serving in an official capacity, and documenting agency business, but EXCLUDING materials determined to be personal</b></p> <p data-bbox="360 732 906 763">Final Disposition                      <b>Permanent</b></p> <p data-bbox="360 785 841 817">Item Status                              <b>Active</b></p> <p data-bbox="360 838 808 870">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="360 891 808 1008">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 data-bbox="360 1029 808 1115">Do any of the records covered by this item exist as structured electronic data?      <b>Yes</b></p> <p data-bbox="360 1151 659 1183"><b>Disposition Instruction</b></p> <p data-bbox="360 1204 1425 1278">Cutoff Instruction                      <b>Cutoff at the end of the calendar year. Transfer to NARA when 15 years old.</b></p> <p data-bbox="360 1300 1442 1364">Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives immediately after 15 years</b></p> <p data-bbox="360 1400 656 1432"><b>Additional Information</b></p> <p data-bbox="360 1453 1024 1549">What will be the date span of the initial transfer of records to the National Archives?      <b>From 2015 To 2030</b></p> <p data-bbox="360 1570 967 1655">How frequently will your agency transfer these records to the National Archives?      <b>Every 15 Years</b></p>

## 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
01/05/2016	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
01/07/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/07/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/08/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist