

Request for Records Disposition Authority

Records Schedule Number DAA-0145-2015-0010
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
Minor Subdivision Production Adjustment and Risk Management Office (PARMO)
Schedule Subject Consolidated Natural Disaster Program Information Systems
Internal agency concurrences will be provided Yes

Background Information

PARMO provides centralized design, development and maintenance support for FSA producer programs including production adjustment, compliance, disaster, risk management and other assigned systems in support of the FSA and offices including State and Service center offices. PARMO accomplishes this support through user coordination, system planning, system design, computer programming, and other related activities.

System Type-Mission Critical-Vital Record

This schedule includes systems such as the Natural Disaster Relief (NDR) and the Noninsured Crop Disaster Assistance Program (NAP) and FISMA child and components such as the CDP Table, Citrus, Crop Disaster Assistance, Fruit and Vegetables, LCPII Livestock Compensation, Livestock Compensation Program, Livestock Indemnity Payments, Livestock Indemnity Payments II, Nursery, Systematic Tracking for optimal Risk Management/ Homeland Security, Tree Assistance Program, Livestock Forage Disaster Program, Supplemental Revenue Assistance Program, NAP Application for Coverage, NAP Approved Yields, NAP Notice of Loss, NAP Application for Payment, NAP Entitlement Report, NAP Payments, NAP Overpayments, NAP Reconciliation Report, Loss Adjuster Application, Loss Adjuster Payments, National Crop Table, CAT Buy-In for Standing Disaster, NAP Buy-in for Standing Disaster, CAT Buy-in for sure Relief and NAP Buy-In for Sure Relief.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0145-2015-0010

Sequence Number

1

Master File

Disposition Authority Number: DAA-0145-2015-0010-0001

Records Schedule Items

Sequence Number	
	<p>Master File</p> <p>Disposition Authority Number DAA-0145-2015-0010-0001</p> <p>Natural Disaster Program Information System consist of software developed on an as-needed basis to support bills passed by congress, programs declared by the President or designed by the Secretary of Agriculture as a result of natural disasters. Software applications provide business functions for Field Service Center to use in administering the emergency assistance programs. Records include Producer Files, Grower Contract, Maps, Pictures, Farm or Ranch Information, Disaster Designation, Livestock or Hive Information, Proof of Inventory, Equipment Information, Feed Information, Pastureland or Grazing Documentation, Acreage Reports, Purchase Records, Veterinarian Records, Bank or Loan Documentation, FEMA Records, Production Records, Tax and Property Tax Records, Brand Inspection Records and Expert Information.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year in which final payment is received.</p> <p>Retention Period Data will be retained in the system for a minimum of 10 years after final payment, Delete when no longer needed for administrative, legal audit or other operational purposes.</p> <p>Additional Information</p> <p>GAO Approval Not Required</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
02/02/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
02/02/2016	Submit For Certification	Debra Lackey	Records Analyst	Management Service Division - Information Management Section
02/02/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
02/02/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
02/02/2016	Submit For Certification	Debra Lackey	Records Analyst	Management Service Division - Information Management Section
02/02/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
03/09/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/09/2016	Submit For Certification	Debra Lackey	Records Analyst	FAS - FAS
03/14/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service

03/16/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/24/2016	Submit For Certification	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
03/25/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
04/27/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
05/03/2016	Submit For Certification	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
05/05/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
05/26/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
06/07/2016	Submit For Certification	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
06/22/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
08/10/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
08/11/2016	Submit For Certification	Debra Lackey	Records Analyst	FAS - FAS
08/11/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service

08/29/2016	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
08/30/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/02/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/06/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist