

## Request for Records Disposition Authority

Records Schedule Number      DAA-0145-2015-0013  
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                Outreach and Farm Program Accounting Files  
Internal agency concurrences will be provided    Yes

Background Information        Outreach and Farm Program Accounting Files

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

## Outline of Records Schedule Items for DAA-0145-2015-0013

Sequence Number	
1	<b>1. Outreach Program and New Releases</b> Disposition Authority Number: DAA-0145-2015-0013-0001
2	<b>2. Farm program Bankruptcy Files</b> Disposition Authority Number: DAA-0145-2015-0013-0002
3	<b>Assignment/Joint Payment Authorization Referred Claims, Creator Agency Claims, Reimbursement, End of Year Closings, Workload and funding Reports, Work Measurements and Reports and General Agricultural Foreign Investment Disclosure (AFIDA) Files. Note: AFIDA case files have been submitted on another schedule</b> Disposition Authority Number: DAA-0145-2015-0013-0003

## Records Schedule Items

Sequence Number	
1	<p><b>1. Outreach Program and New Releases</b></p> <p>Disposition Authority Number     <b>DAA-0145-2015-0013-0001</b></p> <p><b>Correspondence, reports, programs, plans, lists, notification and public notification files pertaining to the development and increased participation of the underserved in Agency Programs and news releases.</b></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>Cutoff at the end of the calendar year.</b></p> <p>Retention Period                     <b>Destroy 3 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                           <b>Not Required</b></p>
2	<p><b>2. Farm program Bankruptcy Files</b></p> <p>Disposition Authority Number     <b>DAA-0145-2015-0013-0002</b></p> <p><b>Records include bankruptcy Folders, Bankruptcy Reports on Claims and Collections History, Bankruptcy Reports on Small Amount Claims Termination.</b></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>

3	<b>Disposition Instruction</b>	
	Cutoff Instruction	Destroy when the court order is lifted, litigation is concluded or when 6 years, 3 months old, whichever is later.
	Retention Period	Destroy when the court order is lifted, litigation is concluded or when 6 years, 3 months old, whichever is later.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	Assignment/Joint Payment Authorization Referred Claims, Creator Agency Claims, Reimbursement, End of Year Closings, Workload and funding Reports, Work Measurements and Reports and General Agricultural Foreign Investment Disclosure (AFIDA) Files. Note: AFIDA case files have been submitted on another schedule	
	Disposition Authority Number	DAA-0145-2015-0013-0003
	Records include correspondence, reports, assignment of payments and joint payment authorization, claims, billing requests, workload and funding measurement data and penalty files, and general documents not specifically related to a certain AFIDA case.	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the calendar year.
Retention Period	Destroy 3 year(s) after cutoff	
<b>Additional Information</b>		
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
02/23/2016	Submit for Concurrency	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/04/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist