

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0145-2015-0014**  
 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 Service Agency**  
 Schedule Subject                 **Farm Loan Program Files**  
 Internal agency concurrences will be provided    **Yes**

Background Information            **Farm loan Program (FLP)-Loss to Government Borrower Case Files- Closed Case Files Financial Loss to the Government; FLP Files- Net Recovery Buyout-Closed Case Files; Guaranteed Loss Claims-State Offices; Currently Not Collectible-State Offices; Offset**

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0145-2015-0014

Sequence Number	
1	<b>Farm Loan Program Files 1. Farm loan Program (FLP)-Loss to Government Borrower Case Files-Closed Case Files Financial Loss to the Government; FLP Files- Net Recovery Buyout-Closed Case Files; Guaranteed Loss Claims-State Offices; Currently Not Collectible-State Offices; Offset.</b> Disposition Authority Number: DAA-0145-2015-0014-0001
2	<b>Farm Loan Program Files-Inventory Property Management</b> Disposition Authority Number: DAA-0145-2015-0014-0002
3	<b>3. Compliance Reviews-State Offices; National Internal Reviews (NIRs)-County Offices</b> Disposition Authority Number: DAA-0145-2015-0014-0003
4	<b>4. Farm Loan Files-Property Acquisition</b> Disposition Authority Number: DAA-0145-2015-0014-0004
5	<b>5. Farm Loan Program Files-Paid in Full-Closed Borrower Case Files Direct/Guaranteed Loans; FLP-Rejected/Withdrawn Application; FLP-Accounting</b> Disposition Authority Number: DAA-0145-2015-0014-0005
6	<b>6. General Farm Loan Program Documentation</b> Disposition Authority Number: DAA-0145-2015-0014-0006

## Records Schedule Items

Sequence Number	
1	<p><b>Farm Loan Program Files 1. Farm loan Program (FLP)-Loss to Government Borrower Case Files-Closed Case Files Financial Loss to the Government; FLP Files- Net Recovery Buyout-Closed Case Files; Guaranteed Loss Claims-State Offices; Currently Not Collectible-State Offices; Offset.</b></p> <p>Disposition Authority Number      <b>DAA-0145-2015-0014-0001</b></p> <p><b>Records include correspondence and other materials regarding FLP files dealing with Loss and Net Recovery Buyout; Loss Claims and Currently Not Collectible and offsite and other records pertaining to these files.</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 10 years after the year in which the Government's right to collect first accrued.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>
2	<p><b>Farm Loan Program Files-Inventory Property Management</b></p> <p>Disposition Authority Number      <b>DAA-0145-2015-0014-0002</b></p> <p><b>Correspondence and material about property management including acquisition maintenance and disposition of inventory property acquired by FSA. Includes title papers documenting the acquisition of real property, excluding records relating to property acquired prior to January 1, 1921.</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>

	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 of sale or release.
	Retention Period	Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.
	<b>Additional Information</b>	
	GAO Approval	Not Required
3	<b>3. Compliance Reviews-State Offices; National Internal Reviews (NIRs)-County Offices</b>	
	Disposition Authority Number	DAA-0145-2015-0014-0003
	<b>Records include correspondence, reports and other documentation of reviews of loans to associations and individuals.</b>	
	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 of the review.
	Retention Period	Destroy 7 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
4	<b>4. Farm Loan Files-Property Acquisition</b>	
	Disposition Authority Number	DAA-0145-2015-0014-0004

**Records include correspondence and material concerning property acquisition in the FLP program**

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

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the calendar year in which final payment is made.

Retention Period Destroy 6 year(s) after final payment.

**Additional Information**

GAO Approval Not Required

5 **5. Farm Loan Program Files-Paid in Full-Closed Borrower Case Files Direct/ Guaranteed Loans; FLP-Rejected/Withdrawn Application; FLP-Accounting**

Disposition Authority Number DAA-0145-2015-0014-0005

**Records include correspondence, applications and other materials concerning FLP Paid in Full, Rejected/Withdrawn Applications and Accounting program.**

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

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the year in which final payment is made or file is closed.

Retention Period Destroy 3 year(s) after action.

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**Additional Information**

GAO Approval Not Required

**6. General Farm Loan Program Documentation**

Disposition Authority Number DAA-0145-2015-0014-0006

Records include appraisals, appraisal training, Loan approval, Inquiries, Flood Hazard Maps, Final Decisions, Guaranteed Loans Program, Agricultural Lender Contracts, Individual Guaranteed Lender Files, Direct Loan Making and Servicing-Routine, Graduation, Taxes, Notification to Potential Purchasers, Direct Loan Servicing-Delinquent, Statute of Limitations, District Director Oversight Reviews, Borrower Training, Special Programs, Graduation, Inventory Property Identification Number Log, Effects of Inventory sales of Farm Values, Report and other general program documentation not found elsewhere on this schedule.

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

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the calendar year in which file is closed.

Retention Period Destroy 3 year(s) after cutoff.

**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
03/02/2016	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