

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0145-2015-0015**

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                      **The Office of the General counsel**

Schedule Subject                        **Legal Affairs**

Internal agency concurrences will be provided      **No**

Background Information                **The Office of the General Counsel (OGC) is the legal advisor to the United States Department of Agriculture (USDA). OGC offices include a headquarters in Washington DC, for regional offices, and various fields offices throughout the nation. OGC counsels all of the agencies that are part of USDA on the extremely broad range of legal issues that those agencies confront. OGC provides legal services and legal oversight required by the Secretary of Agriculture and USDA to achieve the Department's mission and deliver programs and services to the American people.**

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0145-2015-0015

Sequence Number	
1	OGC, General and Advice and Opinions, General Disposition Authority Number: DAA-0145-2015-0015-0001
2	Advice and opinions, Program Specific and Departmental and Administrative Proceedings Disposition Authority Number: DAA-0145-2015-0015-0002

## Records Schedule Items

Sequence Number	
1	<p><b>OGC, General and Advice and Opinions, General</b></p> <p>Disposition Authority Number      <b>DAA-0145-2015-0015-0001</b></p> <p><b>Correspondence to and from the OGC. Includes correspondence related to a specific issue, but not necessarily a specific case. Advisements, opinions, decisions and agency comments on OGC, GAO and BCA, or other formal decisions and opinions not related to a program specific advisement</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 in which received. Transfer to the FRC 1 year after cutoff.</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>Advice and opinions, Program Specific and Departmental and Administrative Proceedings</b></p> <p>Disposition Authority Number      <b>DAA-0145-2015-0015-0002</b></p> <p><b>Program specific advisement, opinions, decisions, and agency comments on OGC, GAO and BCA, or other formal decisions and opinions. Materials pertaining to administrative proceedings to which involve the Department of Agriculture.</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</p>

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data?

**Yes**

**Disposition Instruction**

Cutoff Instruction

**Cutoff files at the end of the year in which case is closed. Transfer to the FRC 2 years after cutoff.**

Retention Period

**Destroy a minimum 6 years and a maximum of 10 years 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
02/11/2016	Submit for Concurrency	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
02/17/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/17/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/17/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist