

Request for Records Disposition Authority

Records Schedule Number **DAA-0145-2015-0016**

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 **Base Acre Reallocation, Yield Updates, Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC).**

Internal agency concurrences will be provided **No**

Background Information **Programs authorized by the 2014 Farm Bill combine provisions from previous programs delivered by FSA.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0145-2015-0016

Sequence Number	
1	Case Files. Disposition Authority Number: DAA-0145-2015-0016-0001
2	Rejected/Withdrawn Applications. Disposition Authority Number: DAA-0145-2015-0016-0002

Records Schedule Items

Sequence Number	
1	<p>Case Files.</p> <p>Disposition Authority Number DAA-0145-2015-0016-0001</p> <p>Records consist on individual folders containing forms, reports, payment documents and other related documents relating to a producer's request for benefits.</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff files at the end of the year after final payment is made or file is closed.</p> <p>Transfer to Inactive Storage Transfer to FRC 2 years after cutoff.</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Rejected/Withdrawn Applications.</p> <p>Disposition Authority Number DAA-0145-2015-0016-0002</p> <p>Records consist of rejected or withdrawn applications.</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the year file is closed.</p>

Transfer to Inactive Storage	Transfer to the FRC 2 years after cutoff.
Retention Period	Destroy 5 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
10/01/2015	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
10/06/2015	Submit For Certification	Debra Lackey	Records Analyst	Management Service Division - Information Management Section
12/10/2015	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
05/03/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
05/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/11/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist