

## Request for Records Disposition Authority

Records Schedule Number **DAA-0145-2015-0017**  
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 **Margin Protection Program for Dairy (MPP-Dairy)**  
Internal agency concurrences will be provided **No**

Background Information **The Margin Protection Program for Dairy is a voluntary risk management program for dairy producers authorized by the 2014 Farm Bill. MPP-Dairy offers protection to dairy producers when the difference between the all milk price and the average feed cost (the margin) falls below a certain dollar amount selected by the producer.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0145-2015-0017

Sequence Number	
1	<b>MPP-Dairy Case Files</b> Disposition Authority Number: DAA-0145-2015-0017-0001
2	<b>MPP-Dairy Rejected/Withdrawn Applicaitons</b> Disposition Authority Number: DAA-0145-2015-0017-0002
3	<b>General Infomation</b> Disposition Authority Number: DAA-0145-2015-0017-0003

## Records Schedule Items

Sequence Number	
1	<p><b>MPP-Dairy Case Files</b></p> <p>Disposition Authority Number      <b>DAA-0145-2015-0017-0001</b></p> <p><b>Records consist of individual folders containing forms, reports, payment documents and other documents relating to a producers' request for benefits</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 files at the end of the year after final payment is made or file is closed.</b></p> <p>Transfer to Inactive Storage            <b>Transfer to the FRC 2 years after cutoff</b></p> <p>Retention Period                         <b>Destroy 10 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>MPP-Dairy Rejected/Withdrawn Applicaitons</b></p> <p>Disposition Authority Number      <b>DAA-0145-2015-0017-0002</b></p> <p><b>Records consists of rejected or withdrawn applications</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>

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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

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

**General Information**

Disposition Authority Number

DAA-0145-2015-0017-0003

Records consist of general information not relating to a specific 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

**Disposition Instruction**

Cutoff Instruction

Cutoff files at the end of the year

Retention Period

Destroy when no longer needed

**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
05/03/2016	Submit for Concurrency	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