

## Request for Records Disposition Authority

Records Schedule Number: **DAA-0145-2015-0019**  
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: **Aerial Photography Field Office (APFO)**  
Schedule Subject: **Aerial Photography**  
Internal agency concurrences will be provided: **Yes**

Background Information

The Aerial Photography Field Office provides valuable aerial imaging services and products not only to the U.S. Department of Agriculture (USDA), but other departments and agencies as well as the general public. Throughout the years of service, the general functionality of the office has remained relatively consistent but the actual products and services have changed, evolving with technological advancements. The basic functions of the APFO include: Acquisition of Data, Quality Assurance of Data, Archiving and Production. Negative film of domestic farmland created for the Farm Service Agency (FSA) and its predecessor agencies, the Agricultural Stabilization and Conservation Service (ASCS) and the Commodity Stabilization Service (CSS).

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 7                                 | 6                                     | 1                                     | 0                                     |

GAO Approval

## Outline of Records Schedule Items for DAA-0145-2015-0019

| Sequence Number |  |
|-----------------|--|
| 1               | Negative Film - Black and White Aerial Film<br>Disposition Authority Number: DAA-0145-2015-0019-0001             |
| 2               | Negative Film - Color Aerial Film<br>Disposition Authority Number: DAA-0145-2015-0019-0002                       |
| 3               | Aerial Film Indices<br>Disposition Authority Number: DAA-0145-2015-0019-0003                                     |
| 4               | Digital Imagery - that does not exist in analog format.<br>Disposition Authority Number: DAA-0145-2015-0019-0004 |
| 5               | Digital Imagery - that also exists in analog format.<br>Disposition Authority Number: DAA-0145-2015-0019-0005    |
| 6               | Electronic Database<br>Disposition Authority Number: DAA-0145-2015-0019-0007                                     |
| 7               | Film Reports<br>Disposition Authority Number: DAA-0145-2015-0019-0009  |

**Records Schedule Items**

Sequence Number

1

**Negative Film - Black and White Aerial Film**

Disposition Authority Number **DAA-0145-2015-0019-0001**

**Black and White negative film of domestic farmland created for the Farm Service Agency and its predecessor agencies, the Agricultural Stabilization and Conservation Service (ASCS) and the Commodity Stabilization Service (CSS).**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **The records exist solely in hard copy.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **NC1-145-82-4**

**Disposition Instruction**

Transfer to the National Archives for Accessioning **After scanning transfer original film to the National Archives annually.**

**Additional Information**

First year of records accumulation **1954**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
1954 to present**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

|                           | Estimated Current Volume | Annual Accumulation |
|---------------------------|--------------------------|---------------------|
| <b>Electronic/Digital</b> |                          |                     |
| <b>Paper</b>              |                          |                     |
| <b>Microform</b>          |                          |                     |

|   |                        |  |
|---|------------------------|--|
| <b>Hardcopy or Analog Special Media</b> | <b>27316 Film Cans</b> |  |
|---|------------------------|--|

2

**Negative Film - Color Aerial Film**

Disposition Authority Number **DAA-0145-2015-0019-0002**

**Color negative film of domestic farmland created for the Farm Service Agency and its predecessor agencies.**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **The records exist solely in hard copy.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **NC1-145-82-4**

**Disposition Instruction:**

Transfer to the National Archives for Accessioning **After scanning transfer original film to the National Archives annually.**

**Additional Information**

First year of records accumulation **1954**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
1954 to Present**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

|                           | Estimated Current Volume | Annual Accumulation |
|---------------------------|--------------------------|---------------------|
| <b>Electronic/Digital</b> |                          |                     |
| <b>Paper</b>              |                          |                     |
| <b>Microform</b>          |                          |                     |

|                                  |                |  |
|----------------------------------|----------------|--|
| Hardcopy or Analog Special Media | 9304 Film Cans |  |
|----------------------------------|----------------|--|

3

**Aerial Film Indices**

Disposition Authority Number **DAA-0145-2015-0019-0003**

Negative indexes of both black and white and color negatives of domestic farmland created for the Farm Service Agency and its predecessor agencies. Also includes 20" x 24" sheets associated microfilm copies and aperture cards, as well as indices of aerial photography imagery created using electronic imaging technology, retained within electronic environment or on electronic media.

Final Disposition **Permanent**

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**

Transfer to the National Archives for Accessioning **Transfer a copy of the indices to the National Archives at the same time as the aerial film described under items DAA-0145-2015-0019-0001, DAA-0145-2015-0019-0002, and DAA-0145-2015-0019-0004.**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
1954 to present**

How frequently will your agency transfer these records to the National Archives? **Unknown  
Transfer the Index to the negative film under DAA-0145-2015-0019-0001 and DAA-0145-2015-0019-0002 every year after scanning. Transfer the Index to the digital imagery under DAA-0145-2015-0019-0004 in 5 year blocks when the most recent record is 15 years old.**

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**Digital Imagery - that does not exist in analog format.**

Disposition Authority Number      **DAA-0145-2015-0019-0004**

**Digital original aerial photography images created using electronic imaging technology, retained within electronic environment or on electronic media, and not reproduced on film (analog) negatives.**

Final Disposition                      **Permanent**

Item Status                              **Active**

Is this item media neutral?          **No**

Explanation of limitation            **The records are solely in electronic format.**

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?                      **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning      **Transfer 1988 to 2000 Digital Imagery records to the National Archives immediately upon approval of the schedule. Transfer in 5 year blocks thereafter when the most recent record is 15 years old.**

**Additional Information**

First year of records accumulation      **1988**

What will be the date span of the initial transfer of records to the National Archives?      **From 1988 To 2000**

How frequently will your agency transfer these records to the National Archives?      **Every 5 Years**

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**Digital Imagery - that also exists in analog format.**

Disposition Authority Number      **DAA-0145-2015-0019-0005**

**Aerial photography imagery created using electronic imaging technology, retained within electronic environment or on electronic media.**

Final Disposition                      **Temporary**

Item Status                              **Active**

Is this item media neutral?          **No**

|  |  |
|--|--|
| Explanation of limitation  | The records exist in analog and digital format.  |
| 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?  | No   |
| <b>Disposition Instruction</b>   |  |
| Retention Period   | Retain at APFO for reference purposes for a minimum of 3 years. Destroy when no longer needed for agency business  |
| <b>Additional Information</b>  |  |
| GAO Approval   | Not Required   |
| <b>Electronic Database</b>   |  |
| Disposition Authority Number   | DAA-0145-2015-0019-0007  |
| 1954 to Present - Electronic Database. Data elements include: vendor information, contract information, date, specifications, number of bands, resolution, color, black and white) Program or Agency (National High Altitude Program (NHAP), National Agricultural Aerial Photography (NAPP), National Agricultural Imagery Program (NAIP), Natural Resources Conservation Service (NRCS), Forest Service (FS), roll number, spot number, and Index information. |  |
| Final Disposition  | Permanent  |
| Item Status  | Active   |
| Is this item media neutral?  | No   |
| Explanation of limitation  | The records exist in electronic format.  |
| 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>   |  |
| Transfer to the National Archives for Accessioning   | Transfer a copy of the data to the National Archives at the same time as the negative film scheduled under 0001 and 0002 above according to 36 CFR 1235.44 through 1235.50 or the NARA standards applicable at the time of transfer. |

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**Additional Information**

First year of records accumulation **1954**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**1954 - Present**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

**Film Reports**

Disposition Authority Number **DAA-0145-2015-0019-0009**

**Files containing information regarding the film, such as county, mileage, year flown, roll number, calibration information, etc. Arranged alphabetically by county.**

Final Disposition **Permanent**

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? **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning **Transfer to the National Archives at the same time as the negative film covered under items 0001 and 0002 of the schedule.**

**Additional Information**

First year of records accumulation **1954**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**1954 to Present**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

|                           | Estimated Current Volume | Annual Accumulation |
|---------------------------|--------------------------|---------------------|
| <b>Electronic/Digital</b> |                          |                     |
| <b>Paper</b>              | <b>50.0 Cubic feet</b>   |                     |



|                                  |  |  |
|----------------------------------|--|--|
| Microform                        |  |  |
| Hardcopy or Analog Special Media |  |  |

## 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   |
|------------|--------------------------|------------------|---|--|
| 10/01/2015 | Certify                  | Keith Holden     | Records Officer                         | Farm Service Agency - Foreign Agricultural Service                         |
| 10/06/2015 | Return for Revision      | Tom Cotter       | Appraiser                               | National Archives and Records Administration - Records Management Services |
| 10/06/2015 | Submit For Certification | Keith Holden     | Records Officer                         | Farm Service Agency - Foreign Agricultural Service                         |
| 10/07/2015 | Certify                  | Keith Holden     | Records Officer                         | Farm Service Agency - Foreign Agricultural Service                         |
| 12/22/2015 | Submit for Concurrence   | Tom Cotter       | Appraiser                               | National Archives and Records Administration - Records Management Services |
| 12/29/2015 | Concur                   | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services     |
| 12/29/2015 | Concur                   | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services     |
| 01/04/2016 | Approve                  | David Ferriero   | Archivist of the United States          | Office of the Archivist - Office of the Archivist                          |