

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0145-2016-0005**  
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                 **Rural Environmental Programs Case Files**  
Internal agency concurrences will  
be provided                        **No**

Background Information            **Long Term and Annual Agreements, payment documents, practice location documents and photographs, and other correspondence accumulated as a result of programs to improve and protect soil and water resources by sharing with farmers the cost of installing needed soil, water, woodland and wildlife conservation measures and of meeting short term emergency conservation needs.. Information may include records under Agricultural Conservation, Emergency Conservation, Forestry Incentives, Rural Clean Water, Water Bank Programs, Environmental Quality Incentives Program, General Conservation Programs, Environmental Quality Control, Stewardship Incentive Program, Emergency Forestry Conservation Reserve or NRCS Administered Programs.**

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <b>1</b>                          | <b>0</b>                              | <b>1</b>                              | <b>0</b>                              |

### GAO Approval

## Outline of Records Schedule Items for DAA-0145-2016-0005

Sequence Number

1

Long Term or Annual Agreements, Pooling Agreements and Contracts  
Disposition Authority Number: DAA-0145-2016-0005-0001

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p><b>Long Term or Annual Agreements, Pooling Agreements and Contracts</b></p> <p>Disposition Authority Number      <b>DAA-0145-2016-0005-0001</b></p> <p><b>Records include agreements, contracts, program development, reports and statistical summaries, program control, allocation control ledgers, ledger reports, priority areas, appeals pending, Disapproved Applications Canceled applications, payment documents, practice location documents and photographs and other correspondence accumulated as a result of programs to improve and protect soil and water resources by sharing with farmers the cost of installing needed soil, water, woodland and wildlife conservation measures and of meeting short term emergency conservation needs.</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<br/>by this item currently exist in<br/>electronic format(s) other than e-<br/>mail and word processing?          <b>No</b></p> <p>GRS or Superseded Authority<br/>Citation                                    <b>NC1-145-84-1-11-a<br/>NC1-145-84-1-11-b</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff at the end of the year in which agreement or<br/>contract are cancelled or expired or after the practice<br/>is completed.</b></p> <p>Retention Period                         <b>Destroy 5 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                             <b>Not Required</b></p> |

## 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  |
|------------|------------------------|------------------|---|---|
| 07/20/2016 | Certify                | Keith Holden     | Records Officer                               | Farm Service Agency<br>- Foreign Agricultural Service                                 |
| 09/20/2016 | Submit for Concurrency | Tom Cotter       | Appraiser                                     | National Archives and Records Administration<br>- ACRA                                |
| 09/20/2016 | Concur                 | Margaret Hawkins | Director of Records Management Services       | National Records Management Program<br>- ACNR Records Management Services             |
| 09/21/2016 | Concur                 | Laurence Brewer  | Director, National Records Management Program | National Archives and Records Administration<br>- National Records Management Program |
| 09/21/2016 | Approve                | David Ferriero   | Archivist of the United States                | Office of the Archivist -<br>Office of the Archivist                                  |