

## Request for Records Disposition Authority

Records Schedule Number **DAA-0145-2016-0007**

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 **Records of State and County Offices**

Internal agency concurrences will be provided **No**

Background Information **State and County office records to include annual reports, newsletters, publications and minutes of meetings**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0145-2016-0007

Sequence Number	
1	<b>State and County Meeting Minutes.</b>
	<b>Disposition Authority Number: DAA-0145-2016-0007-0001</b>
2	<b>State and County Publications, Newsletters and Reports</b>
	<b>Disposition Authority Number: DAA-0145-2016-0007-0002</b>

## Records Schedule Items

Sequence Number	
1	<p><b>State and County Meeting Minutes.</b></p> <p>Disposition Authority Number      <b>DAA-0145-2016-0007-0001</b></p> <p><b>Minutes of both executive (non-Public) and regular (Public) sessions of the State Committee, County and Community Committee Meetings.</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>No</b></p> <p>GRS or Superseded Authority Citation      <b>NC1-145-81-2, items 1 and 2</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>At the end of the year in which Meetings were held.</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>
2	<p><b>State and County Publications, Newsletters and Reports</b></p> <p>Disposition Authority Number      <b>DAA-0145-2016-0007-0002</b></p> <p><b>Records include reports, newsletters and publications</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>No</b></p> <p>GRS or Superseded Authority Citation      <b>NC1-145-81-5-4b</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff at the end of the year in which released.</b></p>

Retention Period	Destroy 3 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
07/20/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
10/13/2016	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
10/17/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/18/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/20/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist