

Request for Records Disposition Authority

Records Schedule Number **DAA-0145-2016-0012**

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 **Marketing Quota and Acreage Allotment Programs**

Internal agency concurrences will be provided **No**

Background Information **Programs designed to provide a means of adjusting particular crop supplies closer to the national need by placing limitations on the on the amount of crops produced each year.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	0	8	0

GAO Approval

Outline of Records Schedule Items for DAA-0145-2016-0012

Sequence Number	
1	<p>Marketing Quota and Acreage Allotment Records; Covered Commodities, Contract Folders, Payments and Registers, Peanut DCP, Peanut Quota Buyout Program and Holders, Notices of Bases and Yields, Appeals pending, Wheat and Feed Grain, Non-Compliance and Violations, Meritorious Relief Cases, IFM Allocation Control Ledger, Rice, Cotton and Proven Yield (ELS Cotton), Tobacco and Allotment Notices, New Farm Applications, Release of Acreage Allotments, Register of Marketing Cards, Indicated Violations, Appeals and Reviews, Warehouse, Dealers, Designation, Peanuts, Poundage Quota Notices, Peanut Farm Records, Release and Reappointment of Poundage Quotas, Smart Marketing Cards, Register of Marketing Cards and Producer ID Cards, Indicated Violations, Sales Certificates, Disaster Transfers, Seed Peanuts, Non-Inspected Peanuts, Marketing to Non-Established Buyers, Peanut Production and Disposition, Handlers, Handler Contract, Buying Points, Buyer Checklist, Referendums, Pooled Allotments, Reserve Experimental Acreage, MQ Review Committee, Marketing Assessments, Peanut Marketing Assistance Program, and Violations and Appeals.</p> <p>Disposition Authority Number: DAA-0145-2016-0012-0001</p>
2	<p>Ballots, Marketing Quota Referenda</p> <p>Disposition Authority Number: DAA-0145-2016-0012-0002</p>
3	<p>Marketing Cards - Plastic - Spoiled, voided</p> <p>Disposition Authority Number: DAA-0145-2016-0012-0003</p>
4	<p>Marketing Cards - Plastic - Unissued non-embossed.</p> <p>Disposition Authority Number: DAA-0145-2016-0012-0004</p>
5	<p>All others except U.S. claims, FmHA Liens and Those with No Price Support</p> <p>Disposition Authority Number: DAA-0145-2016-0012-0005</p>
6	<p>Marketing Cards - All others - Spoiled, voided.</p> <p>Disposition Authority Number: DAA-0145-2016-0012-0006</p>
7	<p>Marketing Cards - All Others - Unissued.</p> <p>Disposition Authority Number: DAA-0145-2016-0012-0007</p>
8	<p>Marketing Cards - All Other - Issued</p> <p>Disposition Authority Number: DAA-0145-2016-0012-0008</p>

Records Schedule Items

Sequence Number

1

Marketing Quota and Acreage Allotment Records; Covered Commodities, Contract Folders, Payments and Registers, Peanut DCP, Peanut Quota Buyout Program and Holders, Notices of Bases and Yields, Appeals pending, Wheat and Feed Grain, Non-Compliance and Violations, Meritorious Relief Cases, IFM Allocation Control Ledger, Rice, Cotton and Proven Yield (ELS Cotton), Tobacco and Allotment Notices, New Farm Applications, Release of Acreage Allotments, Register of Marketing Cards, Indicated Violations, Appeals and Reviews, Warehouse, Dealers, Designation, Peanuts, Poundage Quota Notices, Peanut Farm Records, Release and Reappointment of Poundage Quotas, Smart Marketing Cards, Register of Marketing Cards and Producer ID Cards, Indicated Violations, Sales Certificates, Disaster Transfers, Seed Peanuts, Non-Inspected Peanuts, Marketing to Non-Established Buyers, Peanut Production and Disposition, Handlers, Handler Contract, Buying Points, Buyer Checklist, Referendums, Pooled Allotments, Reserve Experimental Acreage, MQ Review Committee, Marketing Assessments, Peanut Marketing Assistance Program, and Violations and Appeals.

Disposition Authority Number **DAA-0145-2016-0012-0001**

Records include program development, referendum records, allotment and yield determinations, marketing quotas, production, disposition, and marketing, excess acreage determinations, violations and penalties, appeals, reports, summaries and related correspondence.

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? **No**

GRS or Superseded Authority Citation **NC1-0145-79-2-7-a**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the marketing year.**

Retention Period **Destroy 5 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

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Ballots, Marketing Quota Referenda

Disposition Authority Number DAA-0145-2016-0012-0002

Ballots for marketing quota referenda. After the Secretary of Agriculture proclaims marketing quota for a commodity, the eligible producers in an area vote on whether or not to put the quota into effect.

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? No

GRS or Superseded Authority Citation NC1-145-79-2-7-b

Disposition Instruction

Cutoff Instruction Cutoff at the end of the referenda.

Retention Period Destroy 30 days after cutoff.

Additional Information

GAO Approval Not Required

3

Marketing Cards - Plastic - Spoiled, voided

Disposition Authority Number DAA-0145-2016-0012-0003

Producer identification and marketing card used for sale of a marketing quota commodity. Includes producer identification; effective quota; number of pounds and date of each sale; and any special notations such as claims, liens and lack of price support.

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? No

GRS or Superseded Authority Citation NC1-145-79-2-7-c1a

Disposition Instruction

Retention Period No retention, destroy immediately.

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Additional Information

GAO Approval **Not Required**

Marketing Cards - Plastic - Unissued non-embossed.

Disposition Authority Number **DAA-0145-2016-0012-0004**

Producer identification and marketing card used for sale of a marketing quota commodity. Includes producer identification; effective quota; number of pounds and date of each sale; and any special notations such as claims, liens and lack of price support.

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? **No**

GRS or Superseded Authority Citation **NC1-145-79-2-7-c1b**

Disposition Instruction

Retention Period **Destroy when obsoleted**

Additional Information

GAO Approval **Not Required**

5

All others except U.S. claims, FmHA Liens and Those with No Price Support

Disposition Authority Number **DAA-0145-2016-0012-0005**

Producer identification and marketing card used for sale of a marketing quota commodity. Includes producer identification; effective quota; number of pounds and date of each sale; and any special notations such as claims, liens and lack of price support.

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? **No**

GRS or Superseded Authority Citation **NC1-145-79-2-7c1c**

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Disposition Instruction

Retention Period Destroy at the end of the marketing year following the marketing year for which prepared.

Additional Information

GAO Approval Not Required

Marketing Cards - All others - Spoiled, voided.

Disposition Authority Number DAA-0145-2016-0012-0006

Producer identification and marketing card used for sale of a marketing quota commodity. Includes producer identification; effective quota; number of pounds and date of each sale; and any special notations such as claims, liens and lack of price support.

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? No

GRS or Superseded Authority Citation NC1-145-79-2-7c2a

Disposition Instruction

Retention Period No retention. Destroy Immediately.

Additional Information

GAO Approval Not Required

Marketing Cards - All Others - Unissued.

Disposition Authority Number DAA-0145-2016-0012-0007

Producer identification and marketing card used for sale of a marketing quota commodity. Includes producer identification; effective quota; number of pounds and date of each sale; and any special notations such as claims, liens and lack of price support.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

7

8

electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation NC1-145-79-2-7c2b

Disposition Instruction

Retention Period Destroy at the end of the marketing year.

Additional Information

GAO Approval Not Required

Marketing Cards - All Other - Issued

Disposition Authority Number DAA-0145-2016-0012-0008

Producer identification and marketing card used for sale of a marketing quota commodity. Includes producer identification; effective quota; number of pounds and date of each sale; and any special notations such as claims, liens and lack of price support.

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? No

GRS or Superseded Authority Citation NC1-145-79-2-7c2c

Disposition Instruction

Retention Period Destroy 4 years following the marketing year in which issued.

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
07/26/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
08/18/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
08/18/2016	Submit For Certification	Debra Lackey	Records Analyst	FAS - FAS
08/18/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
11/17/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
11/18/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/21/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/22/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist