

Request for Records Disposition Authority

Records Schedule Number **DAA-0145-2016-0014**
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 **CCC and FSA Check and Commodity Certificate Records**
Internal agency concurrences will be provided **No**

Background Information **Records relating to the control of and accounting for checks issued by the Kansas City Commodity Office or the Farm Service Agency; Commodity Certificate is a negotiable instrument issued by FSA and the Commodity Credit Corporation to eligible producers instead of a portion of the cash payments due them for their participation in FSA and CCC Programs.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	0	9	0

GAO Approval

Outline of Records Schedule Items for DAA-0145-2016-0014

Sequence Number	
1	Issued Checks and Original Canceled Checks Disposition Authority Number: DAA-0145-2016-0014-0001
2	Voided Checks Disposition Authority Number: DAA-0145-2016-0014-0002
3	Data Transmittals - CCC-188s Disposition Authority Number: DAA-0145-2016-0014-0003
4	Lost, Stolen or Destroyed Checks Disposition Authority Number: DAA-0145-2016-0014-0004
5	Indemnity Bonds Disposition Authority Number: DAA-0145-2016-0014-0005
6	Check Control; Document Transmittals and Reports Disposition Authority Number: DAA-0145-2016-0014-0006
7	Certificate Control, Reports and Listings Disposition Authority Number: DAA-0145-2016-0014-0007
8	Issuing Office Copy and Cancelled Certificates Disposition Authority Number: DAA-0145-2016-0014-0008
9	Paid negotiable certificates; Lost, stolen or destroyed certificates; Indemnity Bonds; Claims and Destroyed or obsoleted certificates. Disposition Authority Number: DAA-0145-2016-0014-0009

Records Schedule Items

Sequence Number	
1	<p>Issued Checks and Original Canceled Checks</p> <p>Disposition Authority Number DAA-0145-2016-0014-0001</p> <p>County Office copies of CCC-184s. Original of canceled CCC-184s in serial number order with County Office Copies of the issued CCC-184.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-145-90-2-1-a N1-145-90-4-1-a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the year in which Checks were issued or canceled.</p> <p>Retention Period Destroy 2 years after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Voided Checks</p> <p>Disposition Authority Number DAA-0145-2016-0014-0002</p> <p>Originals of voided CCC-184s and County Office copy of issued CCC-184s.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-145-90-2-1-b</p> <p>Disposition Instruction</p>

3	Cutoff Instruction	Cutoff at the end of the year in which Checks were voided
	Retention Period	Destroy 1 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Data Transmittals - CCC-188s	
	Disposition Authority Number	DAA-0145-2016-0014-0003
	CCC-188s	
	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	N1-145-90-2-1-c
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the year in which created.
Retention Period	Destroy 1 year(s) after cutoff	
Additional Information		
GAO Approval	Not Required	
4	Lost, Stolen or Destroyed Checks	
	Disposition Authority Number	DAA-0145-2016-0014-0004
	CCC-373s 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	N1-145-90-2-1-d
	Disposition Instruction	

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Cutoff Instruction Cutoff at the end of the calendar year.
Retention Period Destroy 6 year(s) after cutoff
Additional Information
GAO Approval Not Required
Indemnity Bonds
Disposition Authority Number DAA-0145-2016-0014-0005
Original CCC-361s for the replacement of checks not received by the payee.
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 N1-145-90-2-1-e

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Disposition Instruction

Cutoff Instruction Cutoff at the end of the year.
Retention Period Destroy 6 year(s) after cutoff

Additional Information

GAO Approval Not Required

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Check Control; Document Transmittals and Reports

Disposition Authority Number DAA-0145-2016-0014-0006

Copies of CCC-384s used to transfer CCC-374s to KCMO or KCCO and Copies of FSA-159s, receipts for blank checks missing when boxes are first opened; reports of lost, stolen, or destroyed checks before issuance and obsolete checks that were destroyed.

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 N1-145-90-2-1-f

Disposition Instruction

Cutoff Instruction Cutoff at the end of the year in which created.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Certificate Control, Reports and Listings

Disposition Authority Number DAA-0145-2016-0014-0007

Copies of FSA-159s, receipts for blank CCC-6s returned to KCMO, list of serial numbers of CCC-6s missing when boxes are first opened and KC-406s.KCFMO exception listing s and list of unmatched redeemed CCC-6s. FSA-289s.

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 N1-145-90-3-1-h
N1-145-90-3-1-i

Disposition Instruction

Cutoff Instruction Cutoff at the end of year in which completed or reconciled.

Retention Period Destroy 1 year(s) after cutoff

Additional Information

GAO Approval Not Required

Issuing Office Copy and Cancelled Certificates

Disposition Authority Number DAA-0145-2016-0014-0008

Copies of CCC-6s issued and the issuing office copy of canceled CCC-6s. Canceled and negotiable commodity copy.

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

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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
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