

Request for Records Disposition Authority

Records Schedule Number **DAA-0145-2016-0015**
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 **Claim Records for FSA and CCC**
Internal agency concurrences will be provided **No**

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0145-2016-0015

Sequence Number	
1	Claims, Claims Control Record (Active and Inactive), Claim number control for FSA Debts, Notice Number Register, FSA Individual Claims (Inactive), FSA Reports Disposition Authority Number: DAA-0145-2016-0015-0001
2	Claim number control for CCC debts; CCC - Individual Claims (Inactive); CCC Reports Disposition Authority Number: DAA-0145-2016-0015-0002

Records Schedule Items

Sequence Number	
1	<p>Claims, Claims Control Record (Active and Inactive), Claim number control for FSA Debts, Notice Number Register, FSA Individual Claims (Inactive), FSA Reports</p> <p>Disposition Authority Number DAA-0145-2016-0015-0001</p> <p>Correspondence and reports against debtor producers; FSA 604s for outstanding claims or for claims that have been inactive because of collection, compromise or termination; Register used to control claim numbers for debts due FSA; Register used to control the issuance of FSA 671s; Individual folders for claims that have been satisfied by collection, termination or are otherwise inactive; Claims Eligible for Demand letters; claims eligible for imminent transfer letters; Claims Eligible for Transfer to DMD; Claims with no Activity in 90 days; Claims Eligible for reporting to credit bureaus; Detail Claim information; Cross reference claims; Local Office Claims Summary; Collection History; and Small Amount Claims Termination</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GRS or Superseded Authority Citation NC1-145-79-1-19-a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the year after settlement of claim,</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Claim number control for CCC debts; CCC - Individual Claims (Inactive); CCC Reports</p> <p>Disposition Authority Number DAA-0145-2016-0015-0002</p> <p>Register used to control claim numbers for debts due CCC; CCC-Individual folders for claims that have been satisfied by collection, termination, or are otherwise inactive; Claims Eligible for Demand Letters; Claims Eligible for Imminent Transfer Letters; Claims Eligible for Transfer to DMD; Claims with no Activity in 90</p>

**days; Claims Eligible for Reporting to Credit Bureaus; Detail Claim Information;
Collection History and Small Amount Claims Termination.**

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	NC1-145-79-1-19-b
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the year in which claims have been satisfied by collection or termination
Retention Period	Destroy 6 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
07/28/2016	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