

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0145-2016-0016**  
 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                **Forestry Incentive Program/Forest Land Enhancement Program**  
 Internal agency concurrences will be provided    **No**

Background Information            **The Forestry Incentives Program was replaced by the Forest Land Enhancement Program as part of the 2002 Farm Bill. To be eligible for cost-share assistance, an owner of non-industrial private forest (NIPF) must develop and implement a management plan (addressing certain criteria) that provides for the treatment of no more than 1,000 acres of non-industrial private forestlands. The acreage limit may be increased to 5,000 acres if it is determined that the treatment of additional acres will result in significant public benefit. The management plan must be for no less than 10 years and must be approved by the State Forester. All NIPF lands are eligible for technical and educational assistance.**

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0145-2016-0016

Sequence Number	
1	<p>Items may include Program Development, State and National Plans, Annual Program Reviews, Practice Specifications, Interagency Cooperation, Reports and Statistics, Program Control, County Allocation Control Ledger, Control of Technical Services Referrals, ANA and LTA Cost Share Requests, ANA and LTA Pending COC Consideration, ANA and LTA Pending Needs Determinations; ANA and LTA Pending Additional Information, ANA and LTA Pending Reports of Performance, ANA and LTA Pending Payments, ANA and LTA Payment, ANA and LTA Appeals Pending, ANA and LTA Participant Folders.</p> <p>Disposition Authority Number: DAA-0145-2016-0016-0001</p>

## Records Schedule Items

Sequence Number	
1	<p><b>Items may include Program Development, State and National Plans, Annual Program Reviews, Practice Specifications, Interagency Cooperation, Reports and Statistics, Program Control, County Allocation Control Ledger, Control of Technical Services Referrals, ANA and LTA Cost Share Requests, ANA and LTA Pending COC Consideration, ANA and LTA Pending Needs Determinations; ANA and LTA Pending Additional Information, ANA and LTA Pending Reports of Performance, ANA and LTA Pending Payments, ANA and LTA Payment, ANA and LTA Appeals Pending, ANA and LTA Participant Folders.</b></p> <p>Disposition Authority Number      DAA-0145-2016-0016-0001</p> <p><b>Records may includes correspondence, Program Development, State and National Plans, Annual Program Reviews, Practice Specifications, Interagency Cooperation, Report and Statistics, Program Control, County Allocation Control, Control of Technical Services Referrals, Cost share Requests, pending COC Consideration, Pending Needs Determinations; Pending Additional Information and Reports of Performance, Pending Payments, Appeals and Participant Folders concerning the Forestry Incentive Program/Forest Land Enhancement Programs or other Incentive programs.</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>NC1-145-79-2-3-a NC1-145-79-2-3-b-1 NC1-145-79-2-3-b-2</b></p> <p>Disposition Instruction</p> <p>Cutoff Instruction                        <b>Cutoff at the end of the year in which final payment is made.</b></p> <p>Retention Period                         <b>Destroy 5 year(s) after cutoff</b></p> <p>Additional Information</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
09/27/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
01/24/2017	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
01/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/30/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist