

Request for Records Disposition Authority

Records Schedule Number DAA-0145-2017-0001
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 Organic Certification Cost Share Program Records
Internal agency concurrences will be provided No

Background Information

The program will provide cost share assistance to organic producers and handlers receiving certification or continuation of certification by a USDA accredited certifying agency starting October 1, 2015, and ending September 30, 2016. Under the Act, cost-share assistance payments are limited to 75 percent of an individual producer's or handler's certification costs, with a maximum of \$750 per certification or category of certification per year. The National Organic Program (NOP) currently recognizes four categories of certification: crops, wild crops, livestock and processing/handling. Operations may receive one reimbursement per certificate or category of certification per year. Each certificate may be reimbursed separately. Likewise, each category of certification may be reimbursed separately.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0145-2017-0001

Sequence Number

1

Organic Certification Cost Share Program Case Files Disposition Authority Number: DAA-0145-2017-0001-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="363 427 1073 459">Organic Certification Cost Share Program Case Files</p> <p data-bbox="363 476 1127 508">Disposition Authority Number DAA-0145-2017-0001-0001</p> <p data-bbox="363 527 1360 597">Records include Participant Folders, Reports and any other documentation concerning Organic Certification Cost Share Program.</p> <p data-bbox="363 617 906 649">Final Disposition Temporary</p> <p data-bbox="363 668 841 700">Item Status Active</p> <p data-bbox="363 719 813 751">Is this item media neutral? Yes</p> <p data-bbox="363 770 797 891">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 data-bbox="363 927 662 959">Disposition Instruction</p> <p data-bbox="363 985 1463 1017">Cutoff Instruction Cutoff files at the end of the year, after final payment.</p> <p data-bbox="363 1036 1159 1068">Retention Period Destroy 10 year(s) after cutoff</p> <p data-bbox="363 1106 659 1138">Additional Information</p> <p data-bbox="363 1164 935 1195">GAO Approval Not Required</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
11/07/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
07/11/2017	Submit for Concurrency	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
07/13/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/13/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/17/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist