

Request for Records Disposition Authority

Records Schedule Number DAA-0145-2017-0004
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 Conservation Reserve, Grassroots Source Water Protection, Biofuels Infrastructure Partnership (BIP), and Geographically Disadvantaged Farmer or Rancher (RTCP)

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0145-2017-0004

Sequence Number	
1	CRP - Continuous Signup, General Signup and Transition Incentives Program (TIP) Disposition Authority Number: DAA-0145-2017-0004-0001
2	Grassroots Source Water Protection Program Disposition Authority Number: DAA-0145-2017-0004-0002
3	Biofuels Infrastructure Partnership (BIP) Disposition Authority Number: DAA-0145-2017-0004-0003
4	Geographically Disadvantaged Farmer or Rancher (RTCP) Disposition Authority Number: DAA-0145-2017-0004-0004

Records Schedule Items

Sequence Number	
1	<p>CRP - Continuous Signup, General Signup and Transition Incentives Program (TIP)</p> <p>Disposition Authority Number DAA-0145-2017-0004-0001</p> <p>Environmentally desirable land devoted to certain conservation practices may be enrolled at on time. Material about the program including producer's folders, correspondence and all other types of records pertaining to the Continuous Signup program. Materials may include producer's folders, correspondence and all other records pertaining to the General Signup Program. TIP assists with the transition of expiring CRP acreage from a retired or retiring owner or operator to a beginning, veteran or socially disadvantaged farmer or rancher. Materials may include producer's folders, correspondence and all other records pertaining to the Transition Incentive Program.</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>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the year in which the contract is closed.</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Grassroots Source Water Protection Program</p> <p>Disposition Authority Number DAA-0145-2017-0004-0002</p> <p>Source water is surface and ground water that is consumed by rural residents. The program is designed to prevent source water pollution through voluntary practices. Materials may include producer's folders, correspondence and all other records pertaining to the Grassroots Source Water Protection Program.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

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**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the year in which the contract is closed.**

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

Additional Information

GAO Approval **Not Required**

Biofuels Infrastructure Partnership (BIP)

Disposition Authority Number **DAA-0145-2017-0004-0003**

Program will increase renewable energy use and support farmers and domestic jobs while reducing the demand for foreign oil. Material may include producer's folders, correspondence and all other records pertaining to BIP.

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**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the year in which the contract is closed.**

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

Additional Information

GAO Approval **Not Required**

Geographically Disadvantaged Farmer or Rancher (RTCP)

Disposition Authority Number **DAA-0145-2017-0004-0004**

Program will compensate Geographically Disadvantaged Producers for their transportation costs on an annual basis in Fiscal Year 2009 and each succeeding FY. Materials may include producer's folders, correspondence and all other records pertaining to the RTCP Program.

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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
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the year in which the contract is closed.
Retention Period	Destroy 5 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
12/06/2016	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