

# WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0145-2017-0005**

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0145-2017-0005**  
Schedule Status                      **Returned Without Action**

Agency or Establishment      **Farm Service Agency**  
Record Group / Scheduling Group   **Records of the Farm Service Agency**  
Records Schedule applies to      **Agency-wide**  
Schedule Subject                      **Consolidated Administrative System**  
Internal agency concurrences will be provided      **No**

Background Information              **Consolidated Administrative Systems are used to collect, maintain, report, develop, review and track administrative systems, subsystems and components for systems such as the Human Resources Administrative System, Workforce Knowledge Reporting System, AGI Review and Compliance Tracking System, Ceiling and Vacancy Management System, District Directors Oversight Review System, Document Posting System, Electronic County Operations Review Program, Electronic Foreign Service Retirement System, Electronic Oversight Tracking System, Electronic Regulation Tracking System, Electronic Request for Action, Electronic Warehouse Inventory Management System, Executive Information System, Exit Interview Systems, Farm Loan Officer Tracking System, Forms and Handbooks Management System, HR Position Description Library, Improper Payment Information Act, Interim FOIA Data Capture System, Inventory Management System, Payment to Producers Identified as Deceased, Peanut Payment Limitation Ledger Application, State Directives Management System, SURE Workbook Information Management System, Sweetener Market Data Application, Telework Management System, VSIP Vera Application System, and Web 52 System.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Records Schedule: DAA-0145-2017-0005

## Outline of Records Schedule Items for DAA-0145-2017-0005

Sequence Number
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1
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Master File

Disposition Authority Number: DAA-0145-2017-0005-0001

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Records Schedule: DAA-0145-2017-0005

## Records Schedule Items

Sequence Number	
1	<p><b>Master File</b></p> <p>Disposition Authority Number      <b>DAA-0145-2017-0005-0001</b></p> <p>The Consolidated Administrative Systems are used to collect, maintain, report, develop, review and track data for USDA Farm Service Agency employees and State and County employees. The systems track and maintain information on Retirement, EEO Statistical Data, Exit Interviews, Position Descriptions, Voluntary Separation Incentive Pay, Voluntary Early Retirement Authority, Personnel Actions and/or Electronic Personnel Actions, Telework, Correspondence Oversight and Tracking, State and County Operational Reviews, Improper Payments, Compliance, Eligibility, Direct Staffing Oversight, Warehouse Rates and Licenses, Cotton Rates and Loan Activity, Forms and Handbook Management, FOIA Data Capture, Inventory Management, State and County Payments to Producers identified as Deceased, Marketing Loan and Deficiency Payments, Sugar Data and Supplemental Revenue Assistance Payments Management. Records may include correspondence, reports, and forms.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Withdrawn</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>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Data will be retained in the system for a minimum of 25 years. Delete when no longer needed for administrative, legal, audit or other operational purposes.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>

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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
01/12/2017	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
02/08/2017	Return Without Action	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA

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