

Request for Records Disposition Authority

Records Schedule Number DAA-0145-2017-0017
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 Social Media
Internal agency concurrences will be provided No

Background Information Social Media applications are web-based applications that provide enhanced information sharing and collaboration by facilitating horizontal communication among multiple users. Examples include web publishing, social networking, and media sharing. This schedule applies to social media applications that are used to communicate to or with the public.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0145-2017-0017

Sequence Number	
1	Unique content - Original content created for the purpose of posting to a social media site. Disposition Authority Number: DAA-0145-2017-0017-0001
2	Posting Log Disposition Authority Number: DAA-0145-2017-0017-0002

Records Schedule Items

Sequence Number	
1	<p>Unique content - Original content created for the purpose of posting to a social media site.</p> <p>Disposition Authority Number DAA-0145-2017-0017-0001</p> <p>Social Networking Sites/Platforms hosted on public servers (not Farm Service Agency). Social Networking sites/platforms such as Facebook, YouTube, and Twitter, provide information to registered users and may also be used to promote communication and collaboration among users. Note Content residing on public-owned social media servers is not managed by Farm Service Agency. The Farm Service Agency only owns/manages the content and logs maintained on Farm Service Agency recordkeeping systems. These items refer to contact and logs as prepared for posting to third party sites.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year.</p> <p>Retention Period Destroy 4 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Posting Log</p> <p>Disposition Authority Number DAA-0145-2017-0017-0002</p> <p>Agency staff will maintain a log as a record that describes material posted. The log will include a description of the content, links, author, data uploaded, and data removed.</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 end of the calendar year.
Retention Period	Destroy 4 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
02/14/2017	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