

Request for Records Disposition Authority

Records Schedule Number **DAA-0145-2017-0020**
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 **Geospatial Information (Aerial Photography)**
Internal agency concurrences will be provided **No**

Background Information

The Aerial Photography Field Office provides valuable aerial imaging services and products not only to the U.S. Department of Agriculture (USDA), but other departments and agencies as well as the general public. Throughout the years of service, the general functionality of the office has remained relatively consistent, but the actual products and services have changed, evolving with technological advancements. The basic functions of the APFO include: Acquisition of Data, Quality Assurance of Data, Archiving and Production. Negative film of domestic farmland created for the Farm Service Agency (FSA) and its predecessor agencies, the Agricultural Stabilization and Conservation Service (ASCS) and the Commodity Stabilization Service (CSS).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0145-2017-0020

Sequence Number

1

Geospatial Information (Aerial Photography)
Disposition Authority Number: DAA-0145-2017-0020-0001

Records Schedule Items

Sequence Number						
1	Geospatial Information (Aerial Photography)					
	Disposition Authority Number	DAA-0145-2017-0020-0001				
	<p>Geospatial Information used in creating Aerial photography. Includes specifications, format and background data regarding preparation/production of geospatial aerial photography. Also data that prescribe and standardize the conformation, size, methods of presentation, and use of symbols to depict natural and man-made features. Included are specifications for placement of data; degrees of exaggeration for symbols; accuracy of horizontal/vertical control; accuracy of geodetic positioning of map/chart sheets in consonance with the horizontal and vertical datum; accuracy of source data for compilation; standard marginal data; allowable degree of error for matching sheet edges; standard formats; standard numbering systems; edition coordination; statistical data and graphic presentations; correspondence and related data.</p>					
	Final Disposition	Permanent				
	Item Status	Active				
	Is this item media neutral?	No				
	Explanation of limitation	Aerial photographs with geospatial information.				
	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 created				
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks when the newest record in the block is 15 year(s) old.				
	Additional Information					
	First year of records accumulation	1998				
	What will be the date span of the initial transfer of records to the National Archives?	From 1998 To 2002				
	How frequently will your agency transfer these records to the National Archives?	Unknown In 5 year blocks when 15 years old				
		<table border="1"> <thead> <tr> <th data-bbox="839 1868 1179 1921">Estimated Current Volume</th> <th data-bbox="1179 1868 1524 1921">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Estimated Current Volume	Annual Accumulation		
Estimated Current Volume	Annual Accumulation					

Electronic/Digital	3000 TB	
Paper		
Microform		
Hardcopy or Analog Special Media		

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
04/20/2017	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
04/20/2017	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
04/20/2017	Submit For Certification	Debra Lackey	Records Analyst	FAS - FAS
04/20/2017	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
08/16/2017	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
08/18/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/18/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/21/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist