

## Request for Records Disposition Authority

Records Schedule Number      DAA-0145-2017-0023

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                      Program Related Civil Rights

Internal agency concurrences will  
be provided                      No

Background Information              Civil Rights cases on producers, farmers, ranchers, etc.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0145-2017-0023

Sequence Number	
1	<b>Civil Right - Program related - General; Management Evaluations, and Implementation Plans</b> <b>Disposition Authority Number: DAA-0145-2017-0023-0001</b>
2	<b>Civil Rights - Program related - Discrimination Complaints</b> <b>Disposition Authority Number: DAA-0145-2017-0023-0002</b>

## Records Schedule Items

Sequence Number	
1	<p data-bbox="331 378 1515 453"><b>Civil Right - Program related - General; Management Evaluations, and Implementation Plans</b></p> <p data-bbox="331 474 1515 506">Disposition Authority Number      <b>DAA-0145-2017-0023-0001</b></p> <p data-bbox="331 527 1515 602"><b>Program related Civil Rights general correspondence, reports, evaluations, plans not related to a specific case.</b></p> <p data-bbox="331 623 1515 655">Final Disposition                      <b>Temporary</b></p> <p data-bbox="331 676 1515 708">Item Status                              <b>Active</b></p> <p data-bbox="331 729 1515 761">Is this item media neutral?         <b>Yes</b></p> <p data-bbox="331 783 1515 921">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="331 953 1515 985"><b>Disposition Instruction</b></p> <p data-bbox="331 1006 1515 1038">Cutoff Instruction                      <b>Cutoff at the end of the year.</b></p> <p data-bbox="331 1059 1515 1091">Retention Period                        <b>Destroy 5 year(s) after cutoff.</b></p> <p data-bbox="331 1112 1515 1144"><b>Additional Information</b></p> <p data-bbox="331 1166 1515 1198">GAO Approval                            <b>Not Required</b></p>
2	<p data-bbox="331 1261 1515 1293"><b>Civil Rights - Program related - Discrimination Complaints</b></p> <p data-bbox="331 1315 1515 1347">Disposition Authority Number      <b>DAA-0145-2017-0023-0002</b></p> <p data-bbox="331 1368 1515 1676"><b>Discrimination complaints of Ranchers, Farmers, and Producers that are insignificant in their legal impact. Information excludes records relating to cases that result in court decisions that significantly interpret statutes and regulations, matters that are heard by the courts or the Supreme Court, matters that are deemed to be significant for investigative or litigation procedures or other important precedent, class action lawsuits, cases with a high dollar value, matters that attract national news media attention, and matters resulting in a Congressional investigation.</b></p> <p data-bbox="331 1698 1515 1730">Final Disposition                      <b>Temporary</b></p> <p data-bbox="331 1751 1515 1783">Item Status                              <b>Active</b></p> <p data-bbox="331 1804 1515 1836">Is this item media neutral?         <b>Yes</b></p> <p data-bbox="331 1857 1515 1921">Do any of the records covered by this item currently exist in</p>

electronic format(s) other than e-mail and word processing?

**Disposition Instruction**

Cutoff Instruction

Cutoff at the end of the year in which case was closed.

Retention Period

Destroy 4 year(s) after case is closed.

**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
06/20/2017	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
09/20/2017	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
09/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/22/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist