

Request for Records Disposition Authority

Records Schedule Number DAA-0145-2017-0025

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 Real Property Case Files

Internal agency concurrences will be provided No

Background Information Case files on the disposal of surplus real and related personal property and excess real property reports not covered by the GRS.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0145-2017-0025

Sequence Number

1

Case Files

Disposition Authority Number: DAA-0145-2017-0025-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="378 421 524 449">Case Files</p> <p data-bbox="378 474 1143 502">Disposition Authority Number DAA-0145-2017-0025-0001</p> <p data-bbox="378 527 1393 593">Case Files on the disposal of surplus real and related personal property and excess real property.</p> <p data-bbox="378 612 922 640">Final Disposition Temporary</p> <p data-bbox="378 666 857 693">Item Status Active</p> <p data-bbox="378 719 824 746">Is this item media neutral? Yes</p> <p data-bbox="378 772 813 885">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 data-bbox="378 921 678 949">Disposition Instruction</p> <p data-bbox="378 974 1479 1119">Cutoff Instruction Cutoff files at the end of the fiscal year when the disposal of surplus real and related personal property and excess real property reports have been completed.</p> <p data-bbox="378 1144 1490 1172">Retention Period Destroy 10 years after disposal or excess of property.</p> <p data-bbox="378 1208 678 1236">Additional Information</p> <p data-bbox="378 1261 954 1289">GAO Approval Not Required</p>

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
08/22/2017	Return to Submitter	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
08/22/2017	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
11/08/2017	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
07/25/2018	Submit for Concurrence	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
07/25/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
07/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/30/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist