

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0145-2018-0003**

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                      **Acreage Determinations - FSA 578s with respective maps; and Farm History Folders - Without FSA 578s**

Internal agency concurrences will be provided      **No**

Background Information                      **The FSA-578 is used by producers to document all crops and intended uses, including failed acreage and acres that may have been prevented from being planted. The crop acreage report must be filed by the crop's applicable final reporting date. Acreage reports provide information necessary for:**

- Eligibility for current or future U.S. Department of Agriculture (USDA) programs;
- Determining highly erodible land conservation and wetland conservation compliance; and
- History purposes.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0145-2018-0003

Sequence Number	
1	Acreage Determinations FSA-578 with respective maps Disposition Authority Number: DAA-0145-2018-0003-0001
2	Farm History Folders without FSA 578s Disposition Authority Number: DAA-0145-2018-0003-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Acreage Determinations FSA-578 with respective maps</b></p> <p>Disposition Authority Number      <b>DAA-0145-2018-0003-0001</b></p> <p><b>Acreage reporting forms, FSA-578 and their respective maps, are used to illustrate where crops are located on the farm and to provide information to the county office. The county FSA office can provide maps of the land you are reporting to complete prior to filing your acreage report. The following information must be included on the map: • Farm number; • Tract number; • Field common land unit/subfield number; • Crop; • Intended use; • Numbers of acres or other applicable unit of measurement; • Approximate boundaries of the crop (if different than the common land unit); • Planting pattern, when applicable; • Irrigation practice; • Planting date, when applicable; and • Producer shares.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</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>No</b></p> <p>GRS or Superseded Authority Citation      <b>DAA-0145-2015-0006-0003</b> <b>DAA-0145-2015-0006-0002</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff at the end of the fiscal year in which created.</b></p> <p>Retention Period                        <b>Destroy 15 years after cutoff or when no longer required for business.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>
2	<p><b>Farm History Folders without FSA 578s</b></p> <p>Disposition Authority Number      <b>DAA-0145-2018-0003-0002</b></p> <p><b>Records applicable to all production adjustment programs with the exception of the FSA-578. Maintained for each farm within counties. Includes correspondence about reporting and measuring acreage, as well as forms, such as FSA-468 and CCC-576.</b></p> <p>Final Disposition                        <b>Temporary</b></p>

Item Status	<b>Active</b>
Is this item media neutral?	<b>Yes</b>
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>
GRS or Superseded Authority Citation	<b>DAA-0145-2017-0022-0001 DAA-0145-2015-0006-0001</b>
<b>Disposition Instruction</b>	
Cutoff Instruction	<b>Cutoff at the end of the marketing year.</b>
Retention Period	<b>Destroy 10 year(s) after cutoff.</b>
<b>Additional Information</b>	
GAO Approval	<b>Not Required</b>

## 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
04/19/2018	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
08/30/2018	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
08/30/2018	Submit For Certification	Debra Lackey	Records Analyst	FAS - FAS
08/30/2018	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
10/31/2018	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
11/30/2018	Submit For Certification	Debra Lackey	Records Analyst	FAS - FAS
12/03/2018	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
06/06/2019	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
06/19/2019	Submit For Certification	Debra Lackey	Records Analyst	FAS - FAS
06/20/2019	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
10/24/2019	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration

				- Records Management Services
10/28/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/28/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/30/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist