

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-145-05-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/2/05</i>	
1 FROM (Agency or establishment) United States Department of Agriculture		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Farm Service Agency			
3 MINOR SUBDIVISION State and County Offices			
4 NAME OF PERSON WITH WHOM TO CONFER Clarice A. Crumb	5 TELEPHONE NUMBER (202) 690-1560	DATE <i>10/16/08</i>	ARCHIVIST OF THE UNITED STATES <i>Althea W. ...</i>
6 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 on the attached <u>3</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE August 22, 2005	SIGNATURE OF AGENCY REPRESENTATIVE <i>Clarice A. Crumb</i>		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Emergency Programs for Disaster Assistance Programs that provide financial relief to farmers, ranchers, foresters, and other agricultural producers who incurred losses due to weather conditions in recent years.		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
EMERGENCY PROGRAMS FOR DISASTER ASSISTANCE			
Crop Disaster Programs (CDP)			
CDP provides assistance to crop producers for qualifying crop or crop quality losses due to damaging weather and related conditions. Includes assistance to states for crop losses for hurricane and tropical storm damage, assistance to Florida Nursery Growers, the Quality Loss Program for apples and potatoes and other specified assistance. Files consist of applications, reports, payment documents, spot checks, correspondence and other related documentation.			
Item 1	<p><u>Producer Folders</u></p> <p>Recordkeeping copy (paper). Records consist of individual folders containing forms, reports, payment documents, and other related documents relating to a producer's request for benefits.</p> <p>Disposition: TEMPORARY. Cut off all closed files at the end of the year, hold for 2 years and retire to the Federal Records Center. Destroy after 10 years.</p>		
Item 2	<p><u>Reports</u></p> <p>Recordkeeping copy (paper). Records consist of payment, nonpayment and overpayment registers, reconciliation reports, downloads, diagnostics, insurable crop information, crop table delete and other reports for informational purposes only.</p> <p>Disposition: TEMPORARY. Destroy when information is no longer needed</p>		

<p>Item 3</p>	<p>Disaster Assistance Programs (DAP)</p> <p>DAP provides assistance to livestock owners, livestock producers, orchardists, dairy producers, farmers, producers, ranchers, sugar processors, and cooperatives for losses caused by natural disasters, excessive rains and floods, tropical storms and other adverse weather conditions.</p> <p><u>DAP Individual Folders</u></p> <p>Recordkeeping copy (paper). Records consist of individual folders containing documents about the individual's participation in the program, forms, correspondence, appeals, spot checks, reports, payment documents, and other related documents.</p> <p>Disposition. TEMPORARY. Cut off all closed files at the end of the year, hold for 2 years and retire to the Federal Records Center. Destroy when 10 years. Supersede NC1-145-79-2, item 10a.</p>		
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