

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-145-08-1	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 860 1 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 2/25/08	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Angela Coln	5 TELEPHONE NUMBER (202)690-3798	DATE	ARCHIVIST OF THE UNITED STATES
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> </u> ^{pages} 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 21 September 2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>Angela Coln</i>		TITLE <i>Archivist</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<u>Records created by the Strategic Performance and Evaluation Staff (SPES)</u> Records created to develop policies, processes, and work products for administering GPRA and related legislation and Office of Management and Budget (OMB) guidance pertinent to the agency's strategic, annual and quarterly planning, reporting and evaluation efforts.		

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Reporting, Evaluation and Management Challenges Records</p> <p>Formulates and develops policies, processes and work products for administering GPRA and related legislation and Office of Management and Budget (OMB) guidance pertinent to agency reporting and evaluation efforts</p> <p>a. Records include those related to the Farm Service Agency's contributions to USDA's Annual Performance Plan (PAR), the Government Performance and Results Act of 1993, as well as those relating to guidance from USDA, Office of Management and Budget (OMB), Office of the Inspector General (OIG), the Office of the Government Accountability Office (GAO) and other government oversight authorities.</p> <p>Recordkeeping Copy (media neutral) Temp</p> <p>Disposition: Destroy 6 years after files are obsolete, or no longer needed for reference.</p>		

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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2	<p>Planning and Performance Management Records</p> <p>Formulates and develops policies, processes and work products for administering GPRA and related legislation and Office of Management and Budget (OMB) guidance pertinent to agency reporting and evaluation efforts.</p> <p>a. Records include progress and year-end reports on FMFIA compliance, National office internal control review papers, State Office Management review reports, risk assessment files, financial statements, CCC credit reviews, and other reports.</p> <p>Recordkeeping Copy (media neutral) Temp</p> <p>Disposition: Destroy 6 years after files are obsolete, or no longer needed for reference.</p>		

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7 ITEM NO -	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3	<p>Electronic Mail and Word Processing System Copies.</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy</p> <p>Destroy/delete within 180 days after the recordkeeping copy has been produced</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Destroy/delete when dissemination, revision, or updating is completed.</p>	<p><i>GRS 20, Items 13 & 14</i></p>	/