

Red No 0 6 Nov 78

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on Reverse)

LEAVE BLANK	
JOB NO	NC1 145 79 2
DATE RECEIVED	NOV 6 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	3-20-79 <i>James B. Bonds</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Agriculture

2. MAJOR SUBDIVISION
Agricultural Stabilization and Conservation Service

3. MINOR SUBDIVISION
Program Records - Washington Office sale
Management Services Division Field offices

4. NAME OF PERSON WITH WHOM TO CONFER
Richard J. Bryan

TEL. EXT.
447-6963

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 13 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 10/31/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Wayne R. Wang</i>	E. TITLE Acting Director, Management Services Division	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This records disposition schedule revises and supersedes the previously approved Agricultural Stabilization and Conservation Service records schedule Job Number NN-167-69 dated April 13, 1967. Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.</p> <p>Temporary records covered by the General Records Schedules are disposable without further authorization.</p>		53 items

Copies sent to All FRC's & NMF, NNU, NNT, NNR:
3-26-79: K.T.D.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p style="text-align: center;">AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE RECORDS</p> <p style="text-align: center;"><u>RURAL ENVIRONMENTAL PROGRAMS</u></p> <p>Programs to improve and protect soil and water resources by aiding farmers in the conduct of specified conservation practices. These programs assist farmers in the installation of needed soil, water, woodland and wildlife conservation measures and provide assistance to meet short-term emergency conservation needs.</p> <p><u>Conservation Programs: Agricultural Conservation Program, Rural Environmental Assistance Program, and Rural Environmental Conservation Program.</u></p> <p>Cost-sharing programs for carrying out enduring soil, water, woodland and wildlife conservation practices. These cost-sharing funds promote needed conservation beyond that which would be accomplished with the farmers' own resources.</p> <p>a. General correspondence on program development, funds control, requests for cost-sharing, conservation materials and service, compliance, appeals, referrals to Soil Conservation Service, reports and related correspondence.</p> <p style="padding-left: 40px;">DESTROY 5 YEARS AFTER THE END OF EACH PROGRAM YEAR.</p> <p>b. Agreements, payment documents and related records (Case Files).</p> <p style="padding-left: 20px;">(1) Long-term agreements</p> <p style="padding-left: 40px;">DESTROY 5 YEARS AFTER EXPIRATION OF AGREEMENT.</p> <p style="padding-left: 20px;">(2) Annual agreements</p> <p style="padding-left: 40px;">DESTROY 5 YEARS AFTER PRACTICE IS COMPLETED.</p>	<p style="text-align: right;">NN167-69 (12)</p>	

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	<p>c. Contracts, land control, payment documents and related records (Case Files).</p> <p>DESTROY 5 YEARS AFTER EXPIRATION OF CONTRACT PLUS THE PERIOD OF EXTENDED PROTECTION WHERE APPLICABLE.</p> <p>d. Conservation Reporting System (CRS) (Machine-Readable)</p> <p>Machine-readable file of statistical data of conservation practices and participating producers for various conservation programs. Data includes number of participants; number of counties with conservation practices; dollars spent (by practice); dollars transferred to the Forestry Service and the Soil Conservation Service; low income farmers; pooling agreements; and, extent of practices (number of acres affected, number of dams built, etc.).</p> <p>RETAIN ON A CUMULATIVE BASIS.</p> <p>e. Agricultural Conservation Program Progress Report System (Machine-Readable)</p> <p>Machine-readable file of monthly progress report data consisting of total funds obligated versus total funds available for various conservation programs.</p> <p>DESTROY 3 YEARS AFTER THE END OF EACH PROGRAM YEAR.</p> <p>f. Agricultural Conservation Program Annual Statistical Report System (EL-15R) (Machine-Readable)</p> <p>Summary level machine-readable file of statistical data of conservation practices and participating producers for various conservation programs. File consists of selected data from the CRS History File (See above item 1d). File developed at the end of the calendar year.</p> <p>DESTROY AFTER 60 DAYS.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p><u>Emergency Conservation Measures (ECM)</u></p> <p>Cost-sharing program for conservation problems created by natural disasters. Funds used for removing debris, restoring permanent fences and conservation structures, and grading or releveling farmland.</p> <p>a. General correspondence of program development, funds control, requests for cost-sharing, compliance activities, appeals, progress reports and related correspondence.</p> <p>DESTROY 5 YEARS AFTER THE END OF EACH PROGRAM YEAR.</p> <p>b. Agreements, payment documents and related records (Case Files).</p> <p>DESTROY 5 YEARS AFTER EXPIRATION OF AGREEMENT.</p> <p>c. Emergency Conservation Measures Progress Report System (Machine-Readable)</p> <p>Machine-readable file of monthly progress report data consisting of total funds obligated versus total funds available for the Emergency Conservation Measures Program.</p> <p>BLANK MASTER FILE AT THE END OF EACH FISCAL YEAR.</p> <p>d. Conservation Reporting System (See item 1d).</p> <p>RETAIN ON A CUMULATIVE BASIS.</p>		
3.	<p><u>Forestry Incentives Program (FIP)</u></p> <p>Cost-sharing program for tree planting and timber stand improvement. Designed to improve timber production by stimulating better forest management practices on small, privately owned timber tracts.</p>		

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	<p>a. General correspondence on program development, funds control, requests for cost-sharing, compliance activities, appeals, referrals to Forestry Service, reports and related correspondence.</p> <p>DESTROY 5 YEARS AFTER THE END OF EACH PROGRAM YEAR.</p> <p>b. Agreements, payment documents and related records (Case Files).</p> <p>(1) Long-term agreements</p> <p>DESTROY 5 YEARS AFTER EXPIRATION OF AGREEMENT.</p> <p>(2) Annual agreements</p> <p>DESTROY 5 YEARS AFTER PRACTICE COMPLETED.</p> <p>c. Forestry Incentives Program Progress Report System (Machine-Readable)</p> <p>Machine-readable file of monthly progress report data consisting of allocations; amount of cost-sharing assistance approved, reported, and earned; number and value of outstanding and approved referrals for technical determinations; and, the number and value of approved and requested long-term agreements.</p> <p>BLANK MASTER FILE AT THE END OF EACH FISCAL YEAR.</p> <p>d. Forestry Incentives Program System (Machine-Readable)</p> <p>Machine-readable file containing conservation practice and producer statistical data for use in preparation of annual budget reports and FIP case summary. Data includes number of acres owned by producer; level of cost-sharing for conservation practice; total cost-shares paid</p>		

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4.	<p>to producer; number of acres treated; type of forest cover before and after treatment; predominant treatment applied; major land use before treatment; and, dollar amount paid to producer.</p> <p>BLANK MASTER FILE AT THE END OF EACH FISCAL YEAR.</p> <p><u>Drought and Flood Conservation Program (DFCP)</u></p> <p>Cost-sharing program to provide emergency assistance which is needed as a result of flood or drought. Funds used to build or restore the productive capacity of soil, conserve agricultural water, prevent other environmental problems, and rehabilitate farmland damaged by flood.</p> <p>a. General correspondence on program development; funds control; compliance activities; appeals; requests for cost-sharing, conservation materials and services; referrals to the Forestry Service and Soil Conservation Service; reports, and, related correspondence.</p> <p>DESTROY 5 YEARS AFTER THE END OF EACH PROGRAM YEAR.</p> <p>b. Agreements, payment documents and related records (Case Files).</p> <p>DESTROY 5 YEARS AFTER EXPIRATION OF AGREEMENT.</p> <p>c. Conservation Reporting System (See item 1d).</p> <p>RETAIN ON A CUMULATIVE BASIS.</p>		
5.	<p><u>Water Bank Program (WB)</u></p> <p>Payments for maintaining wetlands and additional habitat for migratory waterfowl. Program concentrated in northern Mississippi river area and the Central waterfowl flyways which are the north-south migratory air routes.</p>		

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	<p>a. General correspondence on program development, funds control, compliance activities, appeals, referrals to Soil Conservation Service, reports, and related correspondence.</p> <p>DESTROY 5 YEARS AFTER THE END OF EACH PROGRAM YEAR.</p> <p>b. Agreements, payment documents and related records (Case Files).</p> <p>DESTROY 5 YEARS AFTER EXPIRATION OF AGREEMENT.</p> <p style="text-align: center;"><u>PRODUCTION ADJUSTMENT PROGRAMS</u></p> <p>Programs to balance the supply and demand for specified commodities through cropland set-aside, acreage allotments, marketing quotas, and commodity acreage diversions, when applicable. Also provides partial relief to farmers with allotments when prices drop drastically or a disaster destroys a crop or prevents planting.</p> <p>6. <u>Farm Records</u></p> <p>a. Records applicable to all production adjustment programs. Maintained for each farm in a county. Includes farm allotment and history record cards, farm reconstitutions, transfer of farms and related data.</p> <p>DESTROY 5 YEARS AFTER THE END OF EACH MARKETING YEAR.</p> <p>b. Farm Allotment and History Record Card (ASCS-155)</p> <p>Prepared by the county office for each farm for which an acreage allotment is established or for which a crop is planted that is subject to allotments or marketing quotas. Used to maintain a history of a farm's acreage and allotments for various commodities.</p> <p>DESTROY 7 YEARS AFTER THE END OF THE LAST PROGRAM YEAR ENTRY ON THE CARD.</p>	<p>NN 167-69 (1c)</p>	

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	<p>c. Farm Reconstitutions (ASCS-155)</p> <p>Form to record changes in the land constituting a farm as a result of combination or division. Includes data on the appropriate increases or decreases in allotments which are caused by the reconstitution.</p> <p>DESTROY 7 YEARS AFTER THE END OF EACH MARKETING YEAR.</p> <p>d. Farm Records (MQ-123)</p> <p>An individual farm record document for marketing quota commodities including data of present and previous year quotas, poundage, yields, adjustments and violations. Used for such transactions of the commodity as data corrections, adjustments from reserves, new farm quotas, adjustments for violations, transfers, leases, and reconstitutions.</p> <p>(1) Final (Last MQ-123 received from MFO for program year.)</p> <p>DESTROY 7 YEARS AFTER THE END OF EACH MARKETING YEAR.</p> <p>(2) Copies</p> <p>DESTROY AFTER END OF THE PROGRAM YEAR AND RECONCILIATION OF MARKETINGS.</p> <p>e. Data for Farm and Producer Records Change (ASCS-155-1)</p> <p>Used to record data corrections and such changes in a farm as a new producer; address change; and sale, lease, or reconstitution of a farm. Provides a check-off list of records to be amended as a result of these changes and corrections.</p> <p>DESTROY 1 YEAR AFTER THE END OF EACH MARKETING YEAR.</p>		

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7.	<p><u>Marketing Quota and Acreage Allotment Programs</u></p> <p>Programs designed to provide a means of adjusting particular crop supplies closer to the national need by placing limitations on the amount of crops produced each year.</p> <p>a. Records include program development, referendum records, allotment and yield determinations, marketing quotas, review of farm marketing quotas, production, disposition, and marketing, excess acreage determinations, violations and penalties, appeals, reports, summaries, and related correspondence.</p> <p>DESTROY 5 YEARS AFTER THE END OF EACH MARKETING YEAR.</p> <p>b. Ballots, Marketing Quota Referenda (MQ-5)</p> <p>Ballots from marketing quota referenda. After the Secretary of Agriculture proclaims marketing quotas for a commodity, the eligible producers in an area vote on whether or not to put the quota into effect.</p> <p>DESTROY 30 DAYS AFTER REFERENDA.</p> <p>c. Marketing Cards (MQ-76), (Burn or Shred)</p> <p>Producer identification and marketing card used for sale of a marketing quota commodity. Includes producer identification; effective quota; number of pounds and date of each sale; and, any special notations such as claims, liens, and lack of price support.</p> <p>(1) Plastic</p> <p>(a) Spoiled, voided.</p> <p>NO RETENTION. DESTROY IMMEDIATELY.</p> <p>(b) Unissued nonembossed.</p> <p>DESTROY WHEN OBSOLETE.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(c) All others except U.S. claims, FmHA Liens and Those With No Price Support.</p> <p>DESTROY AT THE END OF THE MARKET- ING YEAR FOLLOWING THE MARKETING YEAR FOR WHICH PREPARED.</p> <p>(d) U.S. Claims.</p> <p>DESTROY AFTER THE CLAIM IS SETTLED OR DETERMINED UNCOLLECT- ABLE.</p> <p>(e) FmHA Lien.</p> <p>DESTROY AFTER THE PERIOD RE- QUESTED, IF FmHA ASKS FOR EXTENED RETENTION.</p> <p>(f) No Price Support.</p> <p>DESTROY 4 YEARS FOLLOWING MARKETING YEAR IN WHICH ISSUED.</p> <p>(2) All Others.</p> <p>(a) Spoiled, voided.</p> <p>NO RETENTION. DESTROY IMMEDI- ATELY.</p> <p>(b) Unissued.</p> <p>DESTROY AT THE END OF THE MARKETING YEAR.</p> <p>(c) Issued.</p> <p>DESTROY 4 YEARS FOLLOWING THE MARKETING YEAR IN WHICH ISSUED. (KEEP IN THE FARM FOLDER.)</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>d. Tobacco Sales File (Flue-Cured and Burley Tobacco) (Machine-Readable)</p> <p>Machine-readable file of tobacco sales to ensure that tobacco sold does not exceed farm quota. File also used to calculate allotments and quotas and for report preparation.</p> <p>DESTROY 1 YEAR AFTER THE END OF THE MARKETING YEAR.</p> <p>e. Tobacco Farm File (Flue-Cured and Burley Tobacco) (Machine-Readable)</p> <p>Machine-readable file of farm data needed to calculate farm allotments and quotas.</p> <p>MAINTAIN AS CONTINUOUS ON-GOING FILE WITH UPDATES WHEN CHANGES IN FARM DATA OCCUR.</p> <p>f. Producer Name and Address File (Machine-Readable)</p> <p>Machine-readable file of names, addresses and other information about producers eligible for participation in ASCS programs. Purpose of the file is to obtain producers' names and/or addresses (using producer ID as an access key) for preparing payments, printing listings and notices for ASCS use and to furnish special listings and/or magnetic tapes to other approved users.</p> <p>MAINTAIN AS CONTINUOUS ON-GOING FILE WITH ANNUAL PURGE OF INACTIVE PRODUCERS.</p>		

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p><u>Set-Aside Program</u></p> <p>Requirement for withholding from production a number of acres equal to a percentage of the acres planted for harvest. Set-aside land must be devoted to certain conservation practices.</p> <p>Records include program development, yield, allotment, and acreage determinations, normal crop acreages, compliance, appeals, reports, summaries, and related correspondence.</p> <p>DESTROY 5 YEARS AFTER EXPIRATION OF PROGRAM YEAR.</p>		
9.	<p><u>Deficiency Payments Program</u></p> <p>Provides a minimum price for program crops should the market price fall below established levels. Payment is the difference between the target price and the higher of either the crop's loan level or the national average market price.</p> <p>a. Records include program development, yield, allotment, compliance, appeals, planted acreage determinations, payment records, funds control records, reports and related correspondence.</p> <p>DESTROY 5 YEARS AFTER THE END OF EACH PROGRAM YEAR.</p> <p>b. Deficiency Payments Master File (Machine-Readable)</p> <p>Machine-readable file of farm and producer data for those farms eligible for deficiency payments. Used to calculate program payments and subsequently to prepare sight drafts.</p> <p>DESTROY AFTER 30 DAYS.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
10.	<p><u>Disaster Payments Program</u></p> <p>Payment to farmers who, because of a natural disaster, are prevented from planting their total allotment or have abnormally low production.</p> <p>a. Records include program development, yield, allotment, and production determinations, applications for payment and related records, prevented planting claims, compliance, appeals, funds control, reports, summaries, and related correspondence.</p> <p>DESTROY 5 YEARS AFTER THE END OF EACH PROGRAM YEAR.</p> <p>b. Obsolete Aerial Photographs and Related Slides.</p> <p>DESTROY AFTER 3 MONTHS OR AT THE OPTION OF THE COUNTY OFFICE.</p> <p>c. Intentions to Participate and Payment Applications on Non-participating Farms.</p> <p>DESTROY 3 MONTHS AFTER THE END OF THE PROGRAM YEAR.</p> <p>d. Disaster Farm/Producer Master File (Machine-Readable)</p> <p>Machine-readable file of data pertaining to disaster program payments made by county offices to producers. Used to control payment limitations and for reporting purposes.</p> <p>DESTROY AFTER 60 DAYS.</p>		

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11.	<p style="text-align: center;"><u>ASCS DEFENSE ACTIVITIES</u></p> <p><u>Defense Preparedness Program</u></p> <p>Program to maintain a state of readiness to carry out food and agricultural programs under wartime conditions. In the event of war, USDA must be prepared to mobilize its forces rapidly, without substantial reorganization. It must also provide leadership and guidance to State and local governments, farmers, the food industry, and the public to insure conservation and continuity of the nation's food supply and the preservation of agricultural and forestry resources.</p> <p>a. Records include general correspondence on program development and operations.</p> <p style="padding-left: 40px;">DESTROY WHEN 5 YEARS OLD.</p> <p>b. Emergency Food and Feed Facilities (Machine-Readable)</p> <p>Machine-readable file of names, addresses, types of commodities, processing and storage capacities and other defense related data elements. File used to produce listings for use by State and county emergency boards in the event of a national catastrophe or enemy attack. File is updated annually.</p> <p style="padding-left: 40px;">RETAIN FOR 400 DAYS.</p> <p>c. Defense Name Master File (Machine-Readable)</p> <p>Machine-readable file of State and county codes and complete names for use in conjunction with the Emergency Food and Feed Facilities File to produce various listings. File is updated when large counties are divided.</p> <p style="padding-left: 40px;">RETAIN FOR 999 DAYS.</p>		