

WITHDRAWN

Request for Records Disposition Authority

Records Schedule Number: DAA-0166-2017-0039
Schedule Status: Returned Without Action
Agency or Establishment: Foreign Agricultural Service
Record Group / Scheduling Group: Records of the Foreign Agricultural Service
Records Schedule applies to: Agency-wide
Schedule Subject: Social Media
Internal agency concurrences will be provided: No

Background Information: Social Media applications are web-based applications that provide enhanced information sharing and collaboration by facilitating horizontal communication among multiple users. Examples include web publishing, social networking, and media applications that are used to communicate to or with the public.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	2

GAO Approval

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Outline of Records Schedule Items for DAA-0166-2017-0039

Sequence Number	
1	Unique Content - Original content created for the purpose of posting to a social media site. Disposition Authority Number: DAA-0166-2017-0039-0001
2	Posting Log Disposition Authority Number: DAA-0166-2017-0039-0002

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Records Schedule Items

Sequence Number

1 Unique Content - Original content created for the purpose of posting to a social media site.

Disposition Authority Number DAA-0166-2017-0039-0001

Social Networking Sites/Platforms hosted on public servers (not Foreign Agricultural Service). Social Networking sites/platforms such as Facebook, YouTube, and Twitter, provide information to registered users and may also be used to promote communication and collaboration among users. Note Content residing on public owned social media servers is not managed by Foreign Agricultural Service. The Foreign Agricultural Service only owns/manages the content and logs maintained on Foreign Agricultural Service recordkeeping systems. These items refer to contact and logs as prepared for posting to third party sites.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year

Retention Period Destroy 4 year(s) after cutoff

Additional Information

GAO Approval Not Required

2 Posting Log

Disposition Authority Number DAA-0166-2017-0039-0002

Agency staff will maintain a log as a record that describes material posted. The log will include a description of the content, links, author, data uploaded, and data removed.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

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Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the calendar year.

Retention Period

Destroy 4 year(s) after cutoff

Additional Information

GAO Approval

Not Required

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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
02/14/2017	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
01/03/2018	Return Without Action	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA

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