

WITHDRAWN-RETURNED WITHOUT ACTION

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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

Records Schedule Items

Sequence Number	
1	<p data-bbox="324 372 1498 457">Unique Content - Original content created for the purpose of posting to a social media site.</p> <p data-bbox="324 468 1498 510">Disposition Authority Number DAA-0166-2017-0039-0001</p> <p data-bbox="324 521 1498 883">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.</p> <p data-bbox="324 893 1498 936">Final Disposition Temporary</p> <p data-bbox="324 946 1498 989">Item Status Withdrawn</p> <p data-bbox="324 1000 1498 1042">Is this item media neutral? Yes</p> <p data-bbox="324 1053 1498 1191">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="324 1223 1498 1266">Disposition Instruction</p> <p data-bbox="324 1276 1498 1319">Cutoff Instruction Cutoff at the end of the calendar year</p> <p data-bbox="324 1330 1498 1372">Retention Period Destroy 4 year(s) after cutoff</p> <p data-bbox="324 1404 1498 1447">Additional Information</p> <p data-bbox="324 1457 1498 1521">GAO Approval Not Required</p>
2	<p data-bbox="324 1532 1498 1574">Posting Log</p> <p data-bbox="324 1585 1498 1627">Disposition Authority Number DAA-0166-2017-0039-0002</p> <p data-bbox="324 1638 1498 1755">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.</p> <p data-bbox="324 1766 1498 1808">Final Disposition Temporary</p> <p data-bbox="324 1819 1498 1862">Item Status Withdrawn</p> <p data-bbox="324 1872 1498 1925">Is this item media neutral? Yes</p>

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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