

Request for Records Disposition Authority

Records Schedule Number **DAA-0258-2017-0002**
Schedule Status **Approved**

Agency or Establishment **Federal Crop Insurance Corporation**
Record Group / Scheduling Group **Records of the Federal Crop Insurance Corporation**
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 sharing.**

This schedule applies to social 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 Withheld Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0258-2017-0002

Sequence Number	
1	Social Media Public Relations and Information Dissemination Content Disposition Authority Number: DAA-0258-2017-0002-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="360 414 1472 457">Social Media Public Relations and Information Dissemination Content</p> <p data-bbox="360 457 1472 500">Disposition Authority Number DAA-0258-2017-0002-0001</p> <p data-bbox="360 500 1472 734">Information posted by agency staff via official agency accounts on social media vendor websites such as (but not limited to) Facebook, Twitter, YouTube, and Flickr. The purpose of these posting as to push content to the public. Examples include Twitter posts with links to documents on cio.gov Postings include pointers to the agency website, general notices about events, and copies of agency photographs or audio/visual materials.</p> <p data-bbox="360 734 1472 798">Final Disposition Temporary</p> <p data-bbox="360 798 1472 851">Item Status Active</p> <p data-bbox="360 851 1472 904">Is this item media neutral? Yes</p> <p data-bbox="360 904 1472 1042">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="360 1042 1472 1149">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="360 1149 1472 1212">Disposition Instruction</p> <p data-bbox="360 1212 1472 1276">Retention Period Destroy when no longer needed</p> <p data-bbox="360 1276 1472 1340">Additional Information</p> <p data-bbox="360 1340 1472 1398">GAO Approval Not Required</p>

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
03/23/2017	Certify	Erin Tecce	Agency Records Officer	USDA - Risk Management Agency
07/31/2017	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
08/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/03/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist