Request for Records Disposition Authority

Records Schedule Number	DAA-0161-2016-0002
Schedule Status	Approved
Agency or Establishment	Farm Service Agency
Record Group / Scheduling Group	Records of the Commodity Credit Corporation
Records Schedule applies to	Agency-wide
Schedule Subject	Cotton Transition Assistance Program (CTAP) and the Cotton Ginning Cost-Share Program (CGCS)
Internal agency concurrences will be provided	No
Background Information	CTAP created by the 2014 Farm Bill provides interim payments to cotton producers during the 2014 Crop Year until the Stacked Income Protection Plan, a new insurance product created by legislation, is available. The CGCS program provides cost-share assistance payments to cotton producers with a share in the 2015 cotton crop. The CGCS program was established under the statutory authority of the Commodity Credit Corporation Charter Act and is under the administration of the Farm Service Agency

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0161-2016-0002

Sequence Number	
1	Cotton Transition Assistance Program Files Disposition Authority Number: DAA-0161-2016-0002-0001
2	Cotton Ginning Cost-Share Program (CGCS) Disposition Authority Number: DAA-0161-2016-0002-0002

Records Schedule Items

Sequence Number	

1

Cotton Transition Assistance Program Files

Disposition Authority Number	DAA-0161-2016-0002-0001

Records may include producer folders, spot checks, forms, reports, statistics and other correspondence about the producers participation in CTAP.

Final Disposition	Temporary
Item Status	Active
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

Retention Period	Destroy 6 years after the end of each program, project, or other activity year, or in the case of claims, 6 years after the final disposition of claim.

Additional Information

GAO Approval	Not Required

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Cotton Ginning Cost-Share Program (CGCS)

Disposition Authority Number	DAA-0161-2016-0002-0002

Records may include producer folders, spot checks, forms, reports, statistics and other correspondence about the producers participation in CGCS

Final Disposition	Temporary
Item Status	Active
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

Retention Period	Destroy 6 years after the end of each program, project, or other activity year, or in the case of claims, 6 years after the final disposition of claim.

Additional Information

GAO Approval   **Not Required**

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
06/22/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foriegn Agricultural Service
08/29/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
08/30/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
09/02/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/06/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist