

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0136-2014-0002**  
 Schedule Status                **Approved**

Agency or Establishment        **Agricultural Marketing Service**  
 Record Group / Scheduling Group **Records of the Agricultural Marketing Service**  
 Records Schedule applies to    **Major Subdivision**  
 Major Subdivision                **Agriculture Marketing Service (AMS)**  
 Minor Subdivision                **Livestock, Poultry, and Seed Program (LPS)**  
 Schedule Subject                 **Compilations of Daily, Weekly and Monthly Reports**  
 Internal agency concurrences will be provided    **No**

Background Information            **The above supersedes schedule: NC1-136-79-1 item:22-a and b**

**Record keeping copies of detailed quotations and summaries of livestock, poultry, grain, and hay commodities and their by-products from either local, state, region or national reports. Arranged by price, volume and receipts.**

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0136-2014-0002

Sequence Number	
1	<b>Compilations of Market News Reports and Detailed Quotations</b>
1.1	Headquarter Copy Created Before 1989 Disposition Authority Number: DAA-0136-2014-0002-0001
1.2	Microfilm copy before 1989 Disposition Authority Number: DAA-0136-2014-0002-0002
1.3	3. Headquarters copy after 1989 Disposition Authority Number: DAA-0136-2014-0002-0003
1.4	Field/Regional Office record copy Disposition Authority Number: DAA-0136-2014-0002-0004

## Records Schedule Items

Sequence Number	
1	<p><b>Compilations of Market News Reports and Detailed Quotations</b> Records created or accumulated by the Market News Divisions, for all Programs in Agriculture Marketing Service (AMS), documenting activities of the assigned market news programs on commodities pertaining to price, volume, movement, and distribution. These activities are conducted under the provisions of the Agricultural Marketing Act of 1946, as amended.</p>
1.1	<p><b>Headquarter Copy Created Before 1989</b></p> <p>Disposition Authority Number      DAA-0136-2014-0002-0001</p> <p><b>1. Hard Copy - Headquarters</b> If hard copy is not microfilmed.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          No</p> <p>Explanation of limitation            The agency would like to maintain the schedule as previously approved.</p> <p>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>GRS or Superseded Authority Citation      nc1-136-79-1 item 22 a1 nc1-136-79-1 item 22 a3</p> <p><b>Disposition Instruction</b></p> <p>If this item has multiple sections, indicate here records to which this section apply      Non-electronic Textual Records</p> <p>Cutoff Instruction                      Cut off at the end of the calendar year.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives immediately after cut off.</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      From 1926 To 1989</p> <p>How frequently will your agency transfer these records to the National Archives?      Every 1 Years</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	6 Cubic feet	.25 Cubic feet
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

Transfer to the National Archives for Accessioning      Transfer to the National Archives immediately after 25 years old.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 1925 To 1989

How frequently will your agency transfer these records to the National Archives?      Unknown  
When records meet the time frame.

**Disposition Instruction**

Cutoff Instruction      PERMANENT. Transfer 2 copies (one copy must be silver copy) to the National Archives when 25 years old.

Transfer to Inactive Storage      Transfer to the National Archives immediately after 25 years

Transfer to the National Archives for Accessioning      Transfer to the National Archives immediately after 25 years old.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 1925 To 1989

How frequently will your agency transfer these records to the National Archives?      Unknown  
When time frame for transfer is due.

1.2

**Microfilm copy before 1989**

Disposition Authority Number **DAA-0136-2014-0002-0002**

**2. Microfilm copy**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **The agency would like to keep the schedule none medium neutral as previously approved.**

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

GRS or Superseded Authority Citation **nc1-136-79-1 22b**

**Disposition Instruction**

Cutoff Instruction **cut off at end of calendar year.**

Transfer to the National Archives for Accessioning **transfer to the National Archives immediately after cut off. Offer two (2) copies (one must be the silver copy)**

**Additional Information**

First year of records accumulation **1926**

What will be the date span of the initial transfer of records to the National Archives? **From 1926 To 1989**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform	Linear feet of microfiche 400 Microfilm rolls	

<b>Hardcopy or Analog Special Media</b>		
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1.3

**3. Headquarters copy after 1989**

Disposition Authority Number      **DAA-0136-2014-0002-0003**

**Headquarters copy after 1989**

Final Disposition                      **Permanent**

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?      **Yes**

Do any of the records covered by this item exist as structured electronic data?      **Yes**

GRS or Superseded Authority Citation      **nc1-136-79-1 22 a1  
nc1-136-79-1 22 a3**

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply      **Non-electronic Textual Records**

Cutoff Instruction                      **End of the calendar year.**

Transfer to Inactive Storage          **Transfer paper records to the Federal Records Center 6 years after cut off.**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives 25 year(s) after cut off.**

**Additional Information**

First year of records accumulation      **1990**

What will be the date span of the initial transfer of records to the National Archives?      **From 1989 To 1990**

How frequently will your agency transfer these records to the National Archives?      **Every 1 Years**

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **at the end of the calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

First year of records accumulation **1995**

What will be the date span of the initial transfer of records to the National Archives? **From 1995 To 2010**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

1.4

**Field/Regional Office record copy**

Disposition Authority Number **DAA-0136-2014-0002-0004**

**Field/Regional Office record copy**

Final Disposition **Permanent**

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**

GRS or Superseded Authority Citation **nc1-136-79-1 22 a2**

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of the calendar year.**

Transfer to Inactive Storage **Transfer to the Federal Records Center 6 years after the cutoff**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1925 To 1989**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	75 Cubic feet	3 Cubic feet
Microform		
Hardcopy or Analog Special Media		

## 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
08/07/2014	Certify	Kim Harmon	Records Liaison	Livestock, Poultry and Seed Program - Livestock, Poultry and Grain Market News
09/04/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
09/09/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
09/09/2014	Submit For Certification	Kim Harmon	Records Liaison	Livestock, Poultry and Seed Program - Livestock, Poultry and Grain Market News
09/09/2014	Certify	Kim Harmon	Records Liaison	Livestock, Poultry and Seed Program - Livestock, Poultry and Grain Market News
09/09/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
09/10/2014	Submit For Certification	Kim Harmon	Records Liaison	Livestock, Poultry and Seed Program - Livestock, Poultry and Grain Market News
09/10/2014	Certify	Laurie Adams	Program Analyst	USDA - AMS
10/09/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services

10/16/2014	Submit For Certification	Kim Harmon	Records Liaison	Livestock, Poultry and Seed Program - Livestock, Poultry and Grain Market News
10/16/2014	Certify	Laurie Adams	Program Analyst	USDA - AMS
10/22/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
10/28/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
10/29/2014	Submit For Certification	Kim Harmon	Records Liaison	Livestock, Poultry and Seed Program - Livestock, Poultry and Grain Market News
10/29/2014	Certify	Kim Harmon	Records Liaison	Livestock, Poultry and Seed Program - Livestock, Poultry and Grain Market News
10/29/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
10/29/2014	Submit For Certification	Kim Harmon	Records Liaison	Livestock, Poultry and Seed Program - Livestock, Poultry and Grain Market News
10/29/2014	Certify	Laurie Adams	Program Analyst	USDA - AMS
11/04/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
11/04/2014	Submit For Certification	Kim Harmon	Records Liaison	Livestock, Poultry and Seed Program - Livestock, Poultry and Grain Market News
11/07/2014	Certify	Laurie Adams	Program Analyst	USDA - AMS

12/11/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
12/11/2014	Submit For Certification	Kim Harmon	Records Liaison	Livestock, Poultry and Seed Program - Livestock, Poultry and Grain Market News
12/16/2014	Certify	Laurie Adams	Program Analyst	USDA - AMS
12/17/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
12/23/2014	Submit For Certification	Laurie Adams	Program Analyst	USDA - AMS
12/23/2014	Certify	Laurie Adams	Program Analyst	USDA - AMS
03/10/2015	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/11/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/12/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/17/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist