

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0145-2014-0005**  
Schedule Status                      **Approved**

Agency or Establishment              **Farm Service Agency**  
Record Group / Scheduling Group      **Records of the Farm Service Agency**  
Records Schedule applies to              **Agency-wide**  
Schedule Subject                      **Organization Files**  
Internal agency concurrences will be provided      **Yes**

Background Information              **Records include material relating to organization analysis and planning or changes in organization functions, documents relating to overall functions and missions, and copies of organizational and functional statements, manuals, and charts. Also, include material pertaining to the number of positions and grade levels/series required to perform program missions**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0145-2014-0005

Sequence Number	
1	<b>Organization Files</b> Disposition Authority Number: DAA-0145-2014-0005-0001
2	<b>FTEs, Grade Levels and Series documentation</b> Disposition Authority Number: DAA-0145-2014-0005-0002

## Records Schedule Items

Sequence Number	
1	<p data-bbox="362 427 607 463"><b>Organization Files</b></p> <p data-bbox="362 478 1125 514">Disposition Authority Number      <b>DAA-0145-2014-0005-0001</b></p> <p data-bbox="362 532 1425 676"><b>Records include materials relating to organization analysis and planning or changes in organization functions, documents relating to overall functions and missions, and copies of organizational and functional statements, manuals, and charts.</b></p> <p data-bbox="362 691 906 727">Final Disposition                      <b>Permanent</b></p> <p data-bbox="362 742 841 778">Item Status                              <b>Active</b></p> <p data-bbox="362 793 808 829">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="362 844 797 970">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="362 1002 659 1038"><b>Disposition Instruction</b></p> <p data-bbox="362 1053 1268 1089">Cutoff Instruction                      <b>Cutoff at the end of the calendar year.</b></p> <p data-bbox="362 1104 1417 1176">Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 15 year(s) after cutoff</b></p> <p data-bbox="362 1215 659 1251"><b>Additional Information</b></p> <p data-bbox="362 1266 1036 1364">What will be the date span of the initial transfer of records to the National Archives?      <b>Unknown</b> <b>Will add at later date</b></p> <p data-bbox="362 1378 1029 1476">How frequently will your agency transfer these records to the National Archives?      <b>Unknown</b> <b>will add at later date</b></p>
2	<p data-bbox="362 1559 997 1596"><b>FTEs, Grade Levels and Series documentation</b></p> <p data-bbox="362 1610 1133 1647">Disposition Authority Number      <b>DAA-0145-2014-0005-0002</b></p> <p data-bbox="362 1661 1450 1734"><b>Material pertaining to the number of positions and grade levels/series required to perform our mission.</b></p> <p data-bbox="362 1749 911 1785">Final Disposition                      <b>Temporary</b></p> <p data-bbox="362 1800 846 1836">Item Status                              <b>Active</b></p> <p data-bbox="362 1851 818 1887">Is this item media neutral?          <b>Yes</b></p>

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 3 year(s) after cutoff.**

**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
08/12/2015	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
09/22/2015	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
09/24/2015	Submit For Certification	Debra Lackey	Records Analyst	Management Service Division - Information Management Section
11/10/2015	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
03/24/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/29/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/30/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/31/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist