

Request for Records Disposition Authority

Records Schedule Number **DAA-0145-2015-0005**
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 **This item covers handbooks/directives and notices created or accumulated in the course of administrating the FSA programs.**
Internal agency concurrences will be provided **No**

Background Information **Each function we do, either program, administrative or management is controlled by a specific handbook/directive. These handbooks/directives may contain all the information needed to conduct agency business or may point or reference other pertinent information.**

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 2 | 1 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0145-2015-0005

| Sequence Number | |
|-----------------|--|
| 1 | Handbooks/Directives and Notices - Originating Office Disposition Authority Number: DAA-0145-2015-0005-0001 |
| 2 | Handbooks/Directives and Notices.- All other Offices Disposition Authority Number: DAA-0145-2015-0005-0002 |

Records Schedule Items

Sequence Number

1 **Handbooks/Directives and Notices - Originating Office**
Disposition Authority Number **DAA-0145-2015-0005-0001**
A. Office of Origin-Original handbooks/directives or Notices Handbooks/Directives and any related amendments are arranged by numeric-subject designation. Notices are arranged by subject-numeric designation. Notices are filed with their respective handbook/directive.
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GRS or Superseded Authority Citation **N1-145-95-1, Item 1a**
Disposition Instruction
Transfer to the National Archives for Accessioning **Transfer to NARA in 5 year blocks when 20 years old.**
Additional Information
First year of records accumulation **2035**
What will be the date span of the initial transfer of records to the National Archives? **Unknown
1973 to present.**
How frequently will your agency transfer these records to the National Archives? **Unknown
Transfer to NARA in 5 year blocks when 20 years old.**

| | Estimated Current Volume | Annual Accumulation |
|---------------------------|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | 90 Cubic feet | 6 Cubic feet |
| Microform | | |

| | | |
|---|--|--|
| Hardcopy or Analog Special Media | | |
|---|--|--|

2

Handbooks/Directives and Notices.- All other Offices

Disposition Authority Number **DAA-0145-2015-0005-0002**

All other offices.

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**

GRS or Superseded Authority Citation **N1-145-95-1, Item 1b**

Disposition Instruction

Retention Period **Destroy 5 years after superseded or obsolete.**

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 |
| 10/01/2015 | Return for Revision | Tom Cotter | Appraiser | National Archives and Records Administration - Records Management Services |
| 12/10/2015 | Submit For Certification | Debra Lackey | Records Analyst | Management Service Division - Information Management Section |
| 12/10/2015 | 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 |