

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0161-2015-0003**  
 Schedule Status                **Approved**

Agency or Establishment       **Farm Service Agency**  
 Record Group / Scheduling Group **Records of the Commodity Credit Corporation**  
 Records Schedule applies to   **Major Subdivision**  
 Major Subdivision               **Commodity Credit Corporation**  
 Schedule Subject                **Commodity Management Systems**  
 Internal agency concurrences will be provided   **No**

Background Information        **CCC analyzes and designs computer system application software and associated databases to support systems such as the FSA Grain Inventory Management System (GIMS) and the Miscellaneous commodity Inventory System (MCIS). These systems support the acquisition, storage and disposition of CCC owned bulk commodities. Documents include any materials needed to support these and other related systems, including design and development artifacts and specifications supporting the construction, implementation and maintenance of these systems.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0161-2015-0003

Sequence Number	
1	<b>Commodity Management Systems</b> <b>Disposition Authority Number: DAA-0161-2015-0003-0001</b>

## Records Schedule Items

Sequence Number	
1	<p data-bbox="363 427 824 459"><b>Commodity Management Systems</b></p> <p data-bbox="363 476 1125 508">Disposition Authority Number <b>DAA-0161-2015-0003-0001</b></p> <p data-bbox="363 527 1443 740"><b>Master File: Warehouse contact information, contract function under UGRSA, inventory control, merchandising, transportation contracts and invoicing, loading order control and settlement, warehouse federal licensing, freight payables, storage invoicing data, disbursement and receivables. Cotton user and exporter contact information and payment application data. Partner and customer names, vessel information; country/port information and commodity loss information.</b></p> <p data-bbox="363 759 906 791">Final Disposition <b>Temporary</b></p> <p data-bbox="363 810 841 842">Item Status <b>Active</b></p> <p data-bbox="363 861 808 893">Is this item media neutral? <b>Yes</b></p> <p data-bbox="363 912 813 1029">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>Yes</b></p> <p data-bbox="363 1049 813 1134">Do any of the records covered by this item exist as structured electronic data? <b>Yes</b></p> <p data-bbox="363 1174 662 1206">Disposition Instruction</p> <p data-bbox="363 1225 1417 1300">Retention Period <b>Delete when no longer needed for administrative, legal, audit or other operational purposes</b></p> <p data-bbox="363 1336 659 1368">Additional Information</p> <p data-bbox="363 1387 938 1419">GAO Approval <b>Not Required.</b></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
08/12/2015	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
02/23/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
02/23/2016	Submit For Certification	Debra Lackey	Records Analyst	Management Service Division - Information Management Section
02/23/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
06/01/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
06/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/02/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist