

## Request for Records Disposition Authority

Records Schedule Number           DAA-0145-2015-0006  
Schedule Status                    Modified Approved Version

Agency or Establishment           Farm Service Agency  
Record Group / Scheduling Group   Records of the Farm Service Agency  
Records Schedule applies to       Major Subdivision  
Major Subdivision                  Farm Service Agency  
Schedule Subject                   Production Adjustment Programs  
Internal agency concurrences will  
be provided                        Yes

Background Information            Programs to balance the supply and demand for specified commodities through cropland set aside, acreage allotments, marketing quotas, and commodity acreage diversions, when applicable. Also provides partial relief to farmers with allotments when prices drop drastically or a disaster destroys a crop or prevents planting.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	1	8	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0145-2015-0006

Sequence Number	
1	A. Farm History Folders without FSA-578s Disposition Authority Number: DAA-0145-2015-0006-0001
2	B. Farm Allotment and History Records Card continuing FSA-578s Disposition Authority Number: DAA-0145-2015-0006-0002
3	Farm Allotment and History Records Card continuing FSA-578s Disposition Authority Number: DAA-0145-2015-0006-0003
4	C. Farm Reconstitutions Disposition Authority Number: DAA-0145-2015-0006-0004
5	D. Final Farm Records for program year (MQ-123) Disposition Authority Number: DAA-0145-2015-0006-0005
6	E. Data for Farm and Producer Records Change Disposition Authority Number: DAA-0145-2015-0006-0006
7	2. General Common Management Files and Reports Disposition Authority Number: DAA-0145-2015-0006-0007
8	3. Multi-county Producers and Farm Tract, and Program Crop Records Disposition Authority Number: DAA-0145-2015-0006-0008
9	4. Power of Attorney Disposition Authority Number: DAA-0145-2015-0006-0009

## Records Schedule Items

Sequence Number	
1	<p><b>A.Farm History Folders without FSA-578s</b></p> <p>Disposition Authority Number      <b>DAA-0145-2015-0006-0001</b></p> <p>Records applicable to all production adjustment programs. Maintained for each farm in a county. Includes farm allotment and history record cards, farm reconstitutions. Transfer of farm and related data.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Inactive</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>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>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>NC1-145-79-2/6a</b></p> <p>Inactive Status Explanation              <b>This item is inactive because it was superseded by New Disposition Authority Number: DAA-0145-2018-0003-0002</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff at the end of the marketing year. destroy 5 years after cutoff.</b></p> <p>Retention Period                      <b>Destroy 5 year(s) after Cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>B. Farm Allotment and History Records Card continuing FSA-578s</b></p> <p>Disposition Authority Number      <b>DAA-0145-2015-0006-0002</b></p> <p>1) Routine Farm History Records-Prepared by the county office for each farm for which an acreage allotment is established or for which a crop is planted that is subject to allotment or marketing quotas. Used to maintain a history of a farms acreage and allotments for various commodities.</p> <p>Final Disposition                      <b>Temporary</b></p>

	Item Status	Inactive
	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	NC1-145-79-2/6b
	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0145-2018-0003-0001
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the year in which the last program year entry was made on the card. Destroy 10 years after cutoff.
	Retention Period	Destroy 10 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
3	Farm Allotment and History Records Card continuing FSA-578s	
	Disposition Authority Number	DAA-0145-2015-0006-0003
	2) Significantly Historic Farm History Records-Historically Important Farm Allotment and History Record Cards containing FSA-578s prepared by the county office for each farm for which an acreage allotment is established or for which a crop is planted that is subject to allotments or marketing quotas. Records include farms that were involved in news media coverage, congressional inquiries, or listed on the National Register of Historic Places.	
	Final Disposition	Permanent
	Item Status	Inactive
	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	NC1-145-79-02 / 6
	Inactive Status Explanation	This item is inactive because it was superseded by

New Disposition Authority Number:  
DAA-0145-2018-0003-0001

**Disposition Instruction**

Cutoff Instruction

Cutoff at the end of the marketing 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 2016

What will be the date span of the initial transfer of records to the National Archives?

From 1981 To 2016

How frequently will your agency transfer these records to the National Archives?

Unknown  
15 years after cutoff

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	10 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

4

**C. Farm Reconstitutions**

Disposition Authority Number DAA-0145-2015-0006-0004

Form to record changes in the land constituting a farm as a result of combination or division. Includes data on the appropriate increases or decreases in allotments which are caused by the reconstitution

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?

Yes

5	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	Nc1-145-79-2/6c
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the year in which the last program year entry was made on the card. Destroy 10 years after cutoff.
	Retention Period	Destroy 10 year(s) after Cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>D. Final Farm Records for program year (MQ-123)</b>	
	Disposition Authority Number	DAA-0145-2015-0006-0005
	An individual farm record document for marketing quota commodities including data of present and previous year quotas, poundage, yields, adjustments and violations. Used for such transactions of the commodity as data corrections, adjustments from reserves, new farm quotas, adjustments for violations, transfers leases, and reconstitutions.	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	Nc1-145-79-2/6d	
<b>Disposition Instruction</b>		
Cutoff Instruction	Cutoff at the of the year in which the last program year entry was made on the card. Destroy 10 years after cutoff.	
Retention Period	Destroy 10 year(s) after cutoff	
<b>Additional Information</b>		

6	GAO Approval	Not Required
	<b>E. Data for Farm and Producer Records Change</b>	
	Disposition Authority Number	DAA-0145-2015-0006-0006
	Used to record data corrections and such changes in a farm as a new producer, address changes, and the sale, lease or reconstitution of a farm. Provides a check-off list of records to be amended as a result of these changes and corrections.	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NC1-145-79-2/6e
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the marketing year. Destroy 1 year after cutoff.
	Retention Period	Destroy 1 year(s) after Cutoff
	<b>Additional Information</b>	
GAO Approval	Not Required	
7	<b>2. General Common Management Files and Reports</b>	
	Disposition Authority Number	DAA-0145-2015-0006-0007
	General material about common management to broad to be filed under 1 of the more specific subjects in this exhibit. Reports to include Multi-County Transmission Report Procedure and Download reports; Non Control county Action Required; Control County Action Required and State Reports.	
	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?	Yes

8	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the marketing year. Destroy 3 years after cutoff.
	Retention Period	Destroy 3 year(s) after Cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>3. Multi-county Producers and Farm Tract, and Program Crop Records</b>	
	Disposition Authority Number	DAA-0145-2015-0006-0008
	General correspondence about-county producers. Material and correspondence about farm tract and program crop records. Producers notification package. Signatures and authorizations, mailings, name and address files, Subsidiary Files and Subsidiary Files Rollover, Producer printouts and Maintenance applications, Controlled Substance provisions, WebCAAF Registration Forms, Common Land Unit and Certification records.	
	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?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
GRS or Superseded Authority Citation	NC1-145-79-02 / 6	
<b>Disposition Instruction</b>		
Cutoff Instruction	Cutoff at the end of the marketing year. Destroy 3 years after cutoff.	
Retention Period	Destroy 3 year(s) after Cutoff	
<b>Additional Information</b>		
GAO Approval	Not Required	
9	<b>4. Power of Attorney</b>	



Disposition Authority Number	DAA-0145-2015-0006-0009
Document received from farmers and producers and which authorize the signing of program documents in a representative capacity. Also includes revocations of this authority.	
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?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	NC1-145-81-05 / 5
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the marketing year. Destroy 6 years after cutoff.
Retention Period	Destroy 6 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 - Foriegn Agricultural Service
02/11/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
02/11/2016	Submit For Certification	Keith Holden	Records Officer	Farm Service Agency - Foriegn Agricultural Service
02/11/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foriegn Agricultural Service
02/17/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
02/18/2016	Submit For Certification	Debra Lackey	Records Analyst	Management Service Division - Information Management Section
02/22/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foriegn Agricultural Service
03/02/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/02/2016	Submit For Certification	Debra Lackey	Records Analyst	FAS - FAS
03/08/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foriegn Agricultural Service

05/24/2016	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
05/25/2016	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