



Agricultural Marketing Service

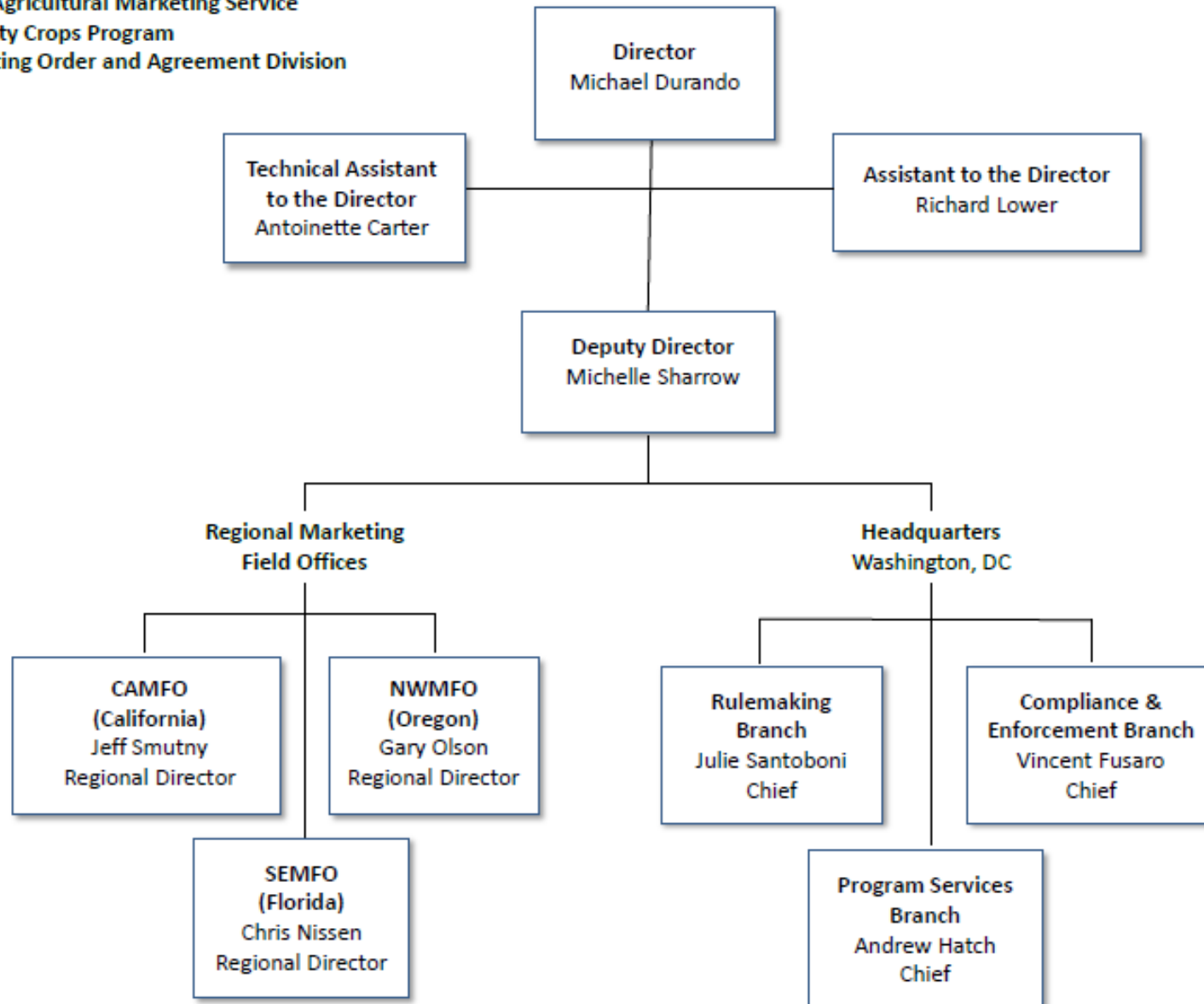
Creating Opportunities for American Farmers and Businesses

Marketing Order Management Meeting September 19, 2017

**Andrew Hatch
Chief, Program Services Branch
Marketing Order and Agreement Division
USDA AMS Specialty Crops Program**

Agricultural Marketing Service

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Specialty Crops Program
Marketing Order and Agreement Division



Records Management

Federal Records Act of 1950 and Records Disposal Act of 1943

Maintain proper documentation of functions, policies, decisions, procedures, organization, operations, and any other agency business

Best Practices

1. Determine people and resources
2. Identity records needed
3. Establish procedures
4. Match records to records schedule
5. Get organized

Best Practices (continued)

6. Document requirements and resources
7. Clean out
8. Organize remaining records
9. Maintain records
10. Inform and train others

Laws and Regulations

- Federal Records Act of 1950
- Records Disposal Act of 1943
- Title 36 of the Code of Federal Regulations
- OMB Circular A-130
- Presidential and Federal Records Act Amendments of 2014
- 18 U.S.C. § 2071

Freedom of Information Act

- Fosters transparency in government
- Requires initial response with page-count estimate
- Allows final response with full or partial response

FOIA Exemptions

1. Classified national defense and foreign relation information
2. Internal agency rules and practices
3. Information prohibited from disclosure by another law
4. Trade secrets and other confidential business information
5. Inter-agency or intra-agency communications protected by legal privileges

FOIA Exemptions (continued)

6. Unwarranted invasion of personal privacy
7. Information compiled for law enforcement purposes
8. Records relating to supervision of financial institutions
9. Geological information on wells

FOIA Redactions

First Name	Last Name	Producer Name	Address1	Ad City	State
Maria Elen	Abundis	FC Royal Crops, Inc.	b(6)	Los Angeles	CA
Benyamin	Aghachi	A & B California Pistachios	1500 Midvale Ave.	Los Angeles	CA
Danny	Aguiar	Dan-Kat Ranch	14229 Avenue 180	Tulare	CA
Danny	Aguiar	Simonich Farms Inc.	14229 Avenue 180	Tulare	CA
Javad	Ahmadian	Lemoore Ranch	17530 Ventura Blvd, Ste 104	Encino	CA
Javad	Ahmadian	Roxana	17530 Ventura Blvd, Ste 104	Encino	CA
Majid Shav	Ahmadian	California Pistachio Farm	28865 Medea Mesa Road	Agoura Hills	CA
Simon	Ahn	Annie's Pistachio Farm	b(6)	Murrieta	CA
Coni	Airoso	Airoso Brothers	1674 Champagne St.	Tulare	CA
Srinivasa	Akkaraju	Godavari Farms LLC	b(6)	San Ramon	CA
Abbas	Alaghebandi	Chapparral Industries, Inc.	6850 Georgetown Pike	McLean	VA
Abbas	Alaghebandi	MT Farms	6850 Georgetown Pike	McLean	VA
Jared	Allred	Bowie Pecan	P.O. Box 97	Bowie	AZ
Ron	Allvin		b(6)	Lemoore	CA
John	Almquist	John & Laura Almquist	13665 E. Placita Nido Del Aguila	Tucson	AZ

Paperwork Reduction Act

- Office of Management and Budget (OMB)
- Forms, surveys and information collection systems
- Notification to public of proposed forms
- 3-year renewal period

Form Renewals

REPRODUCE LOCALLY. Include form number and date on all reproductions. OMB No. 0581-0189

U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE SPECIALTY CROPS PROGRAM		GROWER REGISTRATION		Avocado Administrative Committee P.O. Box 900188 Homestead, FL 33090-0848 Tel. (305) 247-0848
DATE		DISTRICT*		
The making of any false statements or representations in any matter within the jurisdiction of any agency of the United States, knowing it to be false, is a violation of Title 18, Section 1001 of the U.S. Code, which provides for a penalty or a fine or imprisonment, or both.				
1. NAME**		TEL. NO. (include area code)		
MAILING ADDRESS (City, County, State, and Zip Code)		EMAIL ADDRESS		
2. NAME**		TEL. NO. (include area code)		
MAILING ADDRESS (City, County, State, and Zip Code)		EMAIL ADDRESS		
LOCATION OF GROVE (Legal)				
CERTIFICATION STATEMENT: I hereby certify that I have a proprietary interest in a commercial avocado grove containing not less than ten (10) fruit-bearing avocado trees, and that I am authorized to act at election meetings for any and all other persons with interest in such grove.				
1. SIGNATURE		DATE		
2. SIGNATURE		DATE		
REGISTRATION NUMBER:				
*District: 1 means Dade County; 2 means all counties south of the Production area boundaries except Dade. **Name: Each legal entity will need to make available legal documents that substantiate that it is a corporation, partnership, or lessee.				

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB 0581-0189. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Form Renewals

According to the Paperwork Reduction Act of 1995, an agency may not collect information unless it displays a valid OMB control number. SC-208 (Rev. 1/2017) has OMB control number 0581-0189. The time required to complete this information collection is estimated to average 15 minutes per response, including reviewing instructions, searching existing data sources, gathering and maintaining the data needed, reviewing instructions, searching existing data sources, gathering and maintaining the data needed, reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and reviewing information.

SC-208 (Rev. 1/2017. Destroy previous editions.)

Contact Information

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