

**Request for Records Disposition Authority**

**WITHDRAWN**

Records Schedule Number DAA-0166-2016-0001  
Schedule Status Returned Without Action  
Agency or Establishment Foreign Agricultural Service  
Record Group / Scheduling Group Records of the Foreign Agricultural Service  
Records Schedule applies to Major Subdivision  
Major Subdivision United States Department of Agriculture  
Minor Subdivision Foreign Agricultural Service  
Schedule Subject EMERGING MARKETS PROGRAM (EMP)  
Internal agency concurrences will be provided Yes

Background Information

Description/Qualifications: The EMP is a market development program administered by FAS's Office of Trade Programs (OTP) that provides funding for technical assistance activities intended to promote exports of U.S. agricultural commodities and products to emerging markets in all geographic regions, consistent with U.S. foreign policy. The EMP is authorized by the Food, Agriculture, Conservation, and Trade Act of 1990, as amended. Every year FAS announces in the Federal Register that it is accepting EMP applications for the next fiscal year. Any U. S. agricultural or agribusiness organization, university, state department of agriculture, or USDA agency (or other federal agency involved in agricultural issues) is eligible to participate in the EMP.

Requirements/Restrictions: Applications are generally due in mid-May and if funds remain after the initial allocation, proposals are reviewed on a rolling basis until funding is allocated or until the end of the fiscal year, whichever occurs first. All EMP proposals are reviewed using the same criteria found in the regulations and the Federal Register Notice. Proposals are reviewed by OTP with input from relevant regulatory agencies, other FAS divisions and appropriate FAS overseas offices or the EMP Advisory Committee (EMPAC). Based on this review, proposals are recommended for approval or disapproved. When submitting proposals, applicants must include performance measures and objectives in their application as evaluation criteria. EMP participants are required to submit written report(s), which include financial reporting, on not less than an annual basis, and a final report, each of which evaluates their EMP project using the performance measures presented in the approved proposal.

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All EMP projects are subject to review by the FAS Compliance, Security, and Emergency Planning Division.

Benefits: CCC-sourced funding is set at \$10 million each fiscal year through 2015 and is provided through three channels: (1) the Central Fund, the principle means of funding, made available through a public announcement; (2) TIRF, to quickly address technical barriers to exports; and (3) QRMF, to address time-sensitive marketing opportunities. The TIRF and QRMF are often referred to together as the "specialty funds."

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	4

GAO Approval

**WITHDRAWN**

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Outline of Records Schedule Items for DAA-0166-2016-0001

Sequence Number	
1	Applications Disposition Authority Number: DAA-0166-2016-0001-0001
2	Proposals Disposition Authority Number: DAA-0166-2016-0001-0002
3	Written Reports Disposition Authority Number: DAA-0166-2016-0001-0003
4	Amendment Agreement Request Form Disposition Authority Number: DAA-0166-2016-0001-0004

**WITHDRAWN**

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### Records Schedule Items

Sequence Number

1

#### Applications

Disposition Authority Number      **DAA-0166-2016-0001-0001**

Applications are generally due in mid-May and if funds remain after the initial allocation, proposals are reviewed on a rolling basis until funding is allocated or until the end of the fiscal year, whichever occurs first.

Final Disposition                      **Temporary**

Item Status                              **Withdrawn**

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**

#### Disposition Instruction

Cutoff Instruction                      **When funding is allocated or End of Fiscal Year - whichever occurs first.**

Retention Period                        **Destroy 10 year(s) after Cutoff**

#### Additional Information

GAO Approval                            **Not Required**

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#### Proposals

Disposition Authority Number      **DAA-0166-2016-0001-0002**

All EMP proposals are reviewed using the same criteria found in the regulations and the Federal Register Notice. Proposals are reviewed by OTP with input from relevant regulatory agencies, other FAS divisions and appropriate FAS overseas offices or the EMP Advisory Committee (EMPAC). Based on this review, proposals are recommended for approval or disapproved. When submitting proposals, applicants must include performance measures and objectives in their application as evaluation criteria.

Final Disposition                        **Temporary**

Item Status                               **Withdrawn**

Is this item media neutral?           **Yes**

Do any of the records covered by this item currently exist in      **No**

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electronic format(s) other than e-mail and word processing?

**Disposition Instruction**

Cutoff Instruction                      When funding is allocated or End of Fiscal Year - whichever occurs first.

Retention Period                        Destroy 10 year(s) after Cutoff

**Additional Information**

GAO Approval                            Not Required

**Written Reports**

Disposition Authority Number        DAA-0166-2016-0001-0003

EMP participants are required to submit written report(s), which include financial reporting, on not less than an annual basis, and a final report, each of which evaluates their EMP project using the performance measures presented in the approved proposal. All EMP projects are subject to review by the FAS Compliance, Security, and Emergency Planning Division.

Final Disposition                        Temporary

Item Status                                Withdrawn

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

**Disposition Instruction**

Cutoff Instruction                        When funding is allocated or End of Fiscal Year - whichever occurs first.

Retention Period                        Destroy 10 year(s) after Cutoff

**Additional Information**

GAO Approval                            Not Required

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**Amendment Agreement Request Form**

Disposition Authority Number        DAA-0166-2016-0001-0004

For the EMP and TASC programs, approved projects may be modified if circumstances change in such a way that they would likely affect the progress and ultimate success of a project or as dictated by the agreement. For the QSP, any changes to approved projects must be requested and approved prior to the change occurring. This form is to be used as a means to request those changes.

Final Disposition                        Temporary

**WITHDRAWN**

**WITHDRAWN**

Item Status	Withdrawn
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
Disposition Instruction	
Cutoff Instruction	When funding is allocated or End of Fiscal Year - whichever occurs first.
Retention Period	Destroy 10 year(s) after Cutoff
Additional Information	
GAO Approval	Not Required

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### 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
12/06/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
01/02/2018	Return Without Action	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA

**WITHDRAWN**