

### Request for Records Disposition Authority

Records Schedule Number      DAA-0166-2017-0001  
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    Agency-wide  
Schedule Subject                Schedules of Daily Activities - High Level Officials  
Internal agency concurrences will be provided      No

Background Information            The Foreign Agricultural Service (FAS) links U.S. agriculture to the world to enhance export opportunities and global food security.

In addition to its Washington, D.C. staff, FAS has a global network of 93 offices covering 171 countries. These offices are staffed by agricultural attachés and locally hired agricultural experts who are the eyes, ears, and voice for U.S. agriculture around the world. FAS staff identify problems, provide practical solutions, and work to advance opportunities for U.S. agriculture and support U.S. foreign policy around the globe.

#### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	1

#### GAO Approval

**WITHDRAWN**

**WITHDRAWN**

## Outline of Records Schedule Items for DAA-0166-2017-0001

Sequence Number

1	Schedules of Daily Activities - High Level Officials Disposition Authority Number: DAA-0166-2017-0001-0001
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**WITHDRAWN**

**WITHDRAWN**

## Records Schedule Items

Sequence Number	
1	<p data-bbox="332 372 1047 414"><b>Schedules of Daily Activities - High Level Officials</b></p> <p data-bbox="332 425 1153 468">Disposition Authority Number      <b>DAA-0166-2017-0001-0001</b></p> <p data-bbox="332 478 1429 606"><b>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity.</b></p> <p data-bbox="332 617 917 659">Final Disposition                      <b>Permanent</b></p> <p data-bbox="332 670 917 712">Item Status                              <b>Withdrawn</b></p> <p data-bbox="332 723 820 766">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="332 776 803 925">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="332 946 657 989"><b>Disposition Instruction</b></p> <p data-bbox="332 1000 1404 1053">Cutoff Instruction                      <b>Cutoff at the end of the year in which created.</b></p> <p data-bbox="332 1064 1453 1138">Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 15 year(s) after cutoff</b></p> <p data-bbox="332 1170 657 1212"><b>Additional Information</b></p> <p data-bbox="332 1223 1258 1330">What will be the date span of the initial transfer of records to the National Archives?      <b>Unknown</b> <b>Unknown, from the creation of FAS</b></p> <p data-bbox="332 1340 982 1447">How frequently will your agency transfer these records to the National Archives?      <b>Every 15 Years</b></p>

**WITHDRAWN**

**WITHDRAWN**

### 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**