

**WITHDRAWN**

## Request for Records Disposition Authority

Records Schedule Number DAA-0166-2017-0004

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 Agricultural Attachés Records

Internal agency concurrences will be provided No

Background Information Agricultural Attachés are stationed at posts throughout the world to represent U.S. agricultural interests and to collect and analyze agricultural information.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	2

GAO Approval

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## Outline of Records Schedule Items for DAA-0166-2017-0004

Sequence Number	
1	Agricultural Attachés Representation Disposition Authority Number: DAA-0166-2017-0004-0001
2	Agricultural Attachés – Post Administration Disposition Authority Number: DAA-0166-2017-0004-0002

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Records Schedule Items

Sequence Number	
1	<p data-bbox="337 385 862 421"><b>Agricultural Attachés Representation</b></p> <p data-bbox="337 438 1149 474">Disposition Authority Number     DAA-0166-2017-0004-0001</p> <p data-bbox="337 491 1317 570"><b>Correspondence and related papers regarding visitors' programs and representation functions undertaken by FAS.</b></p> <p data-bbox="337 587 915 623">Final Disposition                     Temporary</p> <p data-bbox="337 640 915 676">Item Status                             Withdrawn</p> <p data-bbox="337 693 818 729">Is this item media neutral?         Yes</p> <p data-bbox="337 746 802 878">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?     No</p> <p data-bbox="337 895 1008 963">GRS or Superseded Authority Citation     NC1-166-78-1-79</p> <p data-bbox="337 995 656 1032"><b>Disposition Instruction</b></p> <p data-bbox="337 1055 1409 1134">Cutoff Instruction                     Cutoff at the end of the calendar year in which mission ends</p> <p data-bbox="337 1151 1166 1187">Retention Period                     Destroy 3 year(s) after cutoff</p> <p data-bbox="337 1225 656 1261"><b>Additional Information</b></p> <p data-bbox="337 1285 948 1321">GAO Approval                         Not Required</p>
2	<p data-bbox="337 1342 948 1378"><b>Agricultural Attachés – Post Administration</b></p> <p data-bbox="337 1395 1149 1432">Disposition Authority Number     DAA-0166-2017-0004-0002</p> <p data-bbox="337 1449 1507 1644"><b>Copies of correspondence, contracts, personnel materials (e.g., performance evaluations) and related information pertaining to the establishment, staffing and administration of attaché posts. Also includes papers concerning working agreements with other agencies, personnel exchange program with Department of State and various conferences.</b></p> <p data-bbox="337 1661 915 1698">Final Disposition                     Temporary</p> <p data-bbox="337 1715 915 1751">Item Status                             Withdrawn</p> <p data-bbox="337 1768 818 1804">Is this item media neutral?         Yes</p> <p data-bbox="337 1821 802 1953">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?     No</p>

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GRS or Superseded Authority  
Citation

NC1-166-78-1-80

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the calendar year

Retention Period

Destroy when 3 years old or when no longer needed  
for reference, whichever is sooner.

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
01/03/2018	Return Without Action	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA

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