

WITHDRAWN

Request for Records Disposition Authority

Records Schedule Number: DAA-0166-2017-0010
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: Foreign Agricultural Service - Country Projects
Internal agency concurrences will be provided: No

Background Information: Files pertain to FAS sponsored market development activities in foreign countries conducted by FAS representatives from Washington, D.C. or by the Agricultural Attaché in the host country

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	8

GAO Approval

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Outline of Records Schedule Items for DAA-0166-2017-0010

Sequence Number	
1	FAS Country Projects - General Country Project Statement; and Exhibits/Fairs - Case Files Disposition Authority Number: DAA-0166-2017-0010-0001
2	Trade Services - New Product Testing - Label Clearance - Taste Tasting Case Files Disposition Authority Number: DAA-0166-2017-0010-0002
3	Trade Services – New Product Testing – Label Clearance – Taste Testing – Contracts Disposition Authority Number: DAA-0166-2017-0010-0003
4	Trade Opportunity – Referral System (TORs) Inquiry – Trade Inquiry Form or Referral Questionnaire Disposition Authority Number: DAA-0166-2017-0010-0004
5	Trade Opportunity – Referral System (TORs) Inquiry – Product and foreign Buyer Lists Disposition Authority Number: DAA-0166-2017-0010-0005
6	Trade Opportunity – Referral System (TORs) Inquiry – Export Briefs Disposition Authority Number: DAA-0166-2017-0010-0006
7	Trade Opportunity – Referral System (TORs) – Contracts Disposition Authority Number: DAA-0166-2017-0010-0007
8	Marketing Survey – Sales Teams – Case Files and Buying Teams – Case Files Disposition Authority Number: DAA-0166-2017-0010-0008

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Records Schedule Items

Sequence Number	
1	<p>FAS Country Projects - General Country Project Statement; and Exhibits/Fairs - Case Files</p> <p>Disposition Authority Number DAA-0166-2017-0010-0001</p> <p>Records may include copies of contracts, purchase orders, letters of agreements, work orders, etc., copies of budget, copies of vouchers, copies of obligation of funds, copies of travel authorizations for official travelers, special receptions (including guest lists), press releases, trade catalogs, photographs, documents relating to receiving, clearance and transport of products, and disposition of exhibit-fair stands, etc., miscellaneous property, copies of participants reports and activity reports, copies of itineraries, arrangements made, etc., for official travelers in connection with exhibit-fair and the development of the Country Project Statement(CPS), drafts and revision of the proposed CPS, signed final CPS and amendments., etc. and related correspondence.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>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>GRS or Superseded Authority Citation NC1-166-78-2 no item #</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year in which the specific exhibit-fair is completed.</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Trade Services - New Product Testing - Label Clearance - Taste Tasting Case Files</p> <p>Disposition Authority Number DAA-0166-2017-0010-0002</p> <p>Establish a case file by name of U.S. exporter containing contracts related to label clearances and taste testing, communications, applications for clearance of labels on Export Food Products, copy of clearance report and related correspondence.</p>

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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
 GRS or Superseded Authority Citation NC1-166-78-2 no item #
 Disposition Instruction
 Cutoff Instruction Cutoff at the end of the year in which label clearance or test is completed.
 Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

Trade Services – New Product Testing – Label Clearance – Taste Testing – Contracts

Disposition Authority Number DAA-0166-2017-0010-0003

Contracts related to label clearances and taste testing.

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
 GRS or Superseded Authority Citation NC1-166-78-2 no item #
 Disposition Instruction
 Cutoff Instruction Cutoff at the end of the year in which completed or termination of the contract.
 Retention Period Destroy 2 year(s) after Cutoff

Additional Information

GAO Approval Not Required

Trade Opportunity – Referral System (TORs) Inquiry – Trade Inquiry Form or Referral Questionnaire

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Disposition Authority Number **DAA-0166-2017-0010-0004**

Records may include Trade Inquiry or Trade Opportunity Referral Questionnaire and related correspondence.

Final Disposition **Temporary**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered **No**

by this item currently exist in electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation **NC1-166-78-2 no item #**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the year in which the inquiry is made.**

Retention Period **Destroy 2 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Trade Opportunity – Referral System (TORs) Inquiry – Product and foreign Buyer Lists

Disposition Authority Number **DAA-0166-2017-0010-0005**

Records may include a list of U.S. Supplies by product category and lists of foreign buyers for agricultural products.

Final Disposition **Temporary**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered **No**

by this item currently exist in electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation **NC1-166-78-2 no item #**

Disposition Instruction

Retention Period **Destroy when superseded.**

Additional Information

GAO Approval **Not Required**

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Trade Opportunity – Referral System (TORs) Inquiry – Export Briefs

Disposition Authority Number DAA-0166-2017-0010-0006

Records may include briefs and related correspondence

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

GRS or Superseded Authority Citation NC1-166-78-2 no item #

Disposition Instruction

Cutoff Instruction Cutoff at the end of the year in which inquiry was made.

Retention Period Destroy 1 year(s) after cutoff

Additional Information

GAO Approval Not Required

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Trade Opportunity – Referral System (TORs) – Contracts

Disposition Authority Number DAA-0166-2017-0010-0007

Records may include copies of contract used to comprise list of foreign buyers for agricultural products.

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

GRS or Superseded Authority Citation NC1-166-78-2 no item #

Disposition Instruction

Cutoff Instruction Cutoff at the end of the year in which contract is completed or terminated

Retention Period Destroy 2 year(s) after cutoff

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Additional Information

GAO Approval Not Required

Marketing Survey – Sales Teams – Case Files and Buying Teams – Case Files

Disposition Authority Number **DAA-0166-2017-0010-0008**

Establish a case file by name of sales team or buying team, activity number and related correspondence pertaining to the sales team, travel arrangements, and concurrences, itinerary and contacts

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**

GRS or Superseded Authority Citation **NC1-166-78-2 no item #**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the year in which activity is completed**

Retention Period **Destroy 3 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
01/03/2018	Return Without Action	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA

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Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0

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Kate Flaherty <kate.flaherty@nara.gov>

Withdrawal of Foreign Agricultural Service Schedules

1 message

Kate Flaherty <kate.flaherty@nara.gov>

Wed, Dec 13, 2017 at 7:30 AM

To: "Keith.Holden@wdc.usda.gov" <keith.holden@wdc.usda.gov>, "Lackey, Debra - FSA, Kansas City, MO" <debra.lackey@kcc.usda.gov>

Cc: "Hulmston, John" <john.hulmston@nara.gov>

Bcc: Kate Flaherty <kate.flaherty@nara.gov>

Good Morning Keith,

Thank you for your December 11, 2017 email where after consulting with John Hulmston, you requested that the 42 USDA Foreign Agricultural Service (FAS) schedules that were certified in ERA in December of 2016 should be withdrawn, reviewed by your staff again and then resubmitted to NARA.

We would like to apologize for the error that Tom Cotter made in not locating these jobs in ERA and working with you and Debra earlier to get them processed.

Please review these jobs and resubmit the ones you believe are still valid. Please email John Hulmston directly once any new versions have been certified in ERA. Please accept this email as official notice that we are formally withdrawing without further action NARA job numbers DAA -0166-2016-0001 through DAA-0166-2016-0042. This is a total of 42 FAS jobs. Please contact John directly with any questions about resubmitting schedules.

Thank you for your patience.

Kate Flaherty

—
Kate Flaherty
Supervisor, Appraisal Team 3
Records Appraisal and Agency Assistance - ACRA
National Archives and Records Administration
8601 Adelphi Road, Room 2200
College Park, MD 20740-6001
(301) 837-1706



Kate Flaherty <kate.flaherty@nara.gov>

Foreign Agricultural Service schedules

4 messages

John Hulmston <john.hulmston@nara.gov>

Fri, Dec 8, 2017 at 12:33 PM

To: "keith.holden@wdc.usda.gov" <keith.holden@wdc.usda.gov>

Cc: "Flaherty, Kate" <kate.flaherty@nara.gov>

Hi Keith,

As you know, I was assigned as the Appraisal Archivist for USDA and its component agencies after the retirement of Tom Cotter. Part of my duties as the Appraisal Archivist is to periodically check ERA to see if any new schedules from my assigned agencies have been submitted. It was during one of these examinations that I discovered that FAS had submitted 42 schedules into ERA back on December 6, 2016. I was unaware until recently that these schedules had been submitted over a year ago and that no action was taking place on them.

Apparently, Tom did not formally register these jobs into our (NARA) system so that they could be officially documented and then assigned to the Appraisal Archivist. By not completing this process, there was not a mechanism in place whereby I could begin the process of moving the schedules through the process of getting them approved by the Archivist of the United States.

Given the fact that these schedules have been in ERA since December of 2016, I'm concerned that the information may no longer be current. With that in mind, there are basically two primary options. The first option is to withdraw the schedules without action and then re-submit them into ERA. This will allow for a fresh start and provide consistency to the timeline of the scheduling process from submission to final approval by the Archivist. It will also allow you the opportunity to make any needed corrections or updates to the schedules.

The second option is to retain the existing schedules knowing there will be a significant inconsistency in the timeline of the scheduling process. This option may take longer than the first option simply because of the requirement to examine each schedule for accuracy before formally registering them in our system.

I think it's important for me to provide you with examples of the critical information I look for when schedules are submitted. These include proper cutoff instructions, proper item descriptions, inclusion of superseded authority citations, media neutrality issues, and proper retention information.

This is what I need from you going forward:

- 1) Inform me if you prefer to withdraw the schedules and resubmit them with a current date.
- 2) Inform me if you prefer to retain the existing schedules knowing the timelines will be inconsistent.
- 3) Examine each of the schedules to determine if they are still viable after a year of inaction or whether they need to be updated.

I appreciate your time, effort, and cooperation in resolving the issues surrounding these schedules. I also want to express my regrets and own up to my responsibility as the Appraisal Archivist for USDA for perhaps not being as diligent as I could have been to address this sooner. My solution is to learn from this and move forward by facilitating the process of getting them approved by the Archivist. Please let me know as soon as possible your decision on which option you feel best suits your needs and work load.

Sincerely,

John



www.archives.gov

John K. Hulmston, Senior Records Analyst

National Archives and Records Administration
8601 Adelphi Road - A2 - 2200
College Park, MD 20740-6001
john.hulmston@nara.gov
Phone: 301-837-1825

Holden, Keith - FSA, Washington, DC <Keith.Holden@wdc.usda.gov>

Mon, Dec 11, 2017 at 8:11 AM

To: John Hulmston <john.hulmston@nara.gov>

Cc: "Flaherty, Kate" <kate.flaherty@nara.gov>, "Lackey, Debra - FSA, Kansas City, MO" <Debra.Lackey@kcc.usda.gov>

Hello John,

Thank you for providing me an update to the FAS schedules submitted in ERA in December 1016. Since so much time has lapsed my recommendation is that the schedules be with withdrawn without action and then re-submit them into ERA. Please let us know when you have released them back into ERA for our office to take action on them.

Thank you in advance for your assistance.

Keith A. Holden

Records Officer FSA/FAS

United States Department of Agriculture

Farm Service Agency

Management Service Division

Information Management Section

Records Office

355 E ST, S.W.

Room 10-228

Washington, D.C. 20024

Keith.holden@wdc.usda.gov

(202) 772-9137

Records Management SharePoint link: <https://sharepoint.fsa.usda.net/mgr/DAM/FSA-FAS-RecordsManagement/File%20Maintenance%20and%20Disposition%20Plans/Forms/AllItems.aspx>

From: John Hulmston [mailto:john.hulmston@nara.gov]

Sent: Friday, December 08, 2017 12:33 PM

To: Holden, Keith - FSA, Washington, DC <Keith.Holden@wdc.usda.gov>

Cc: Flaherty, Kate <kate.flaherty@nara.gov>

Subject: Foreign Agricultural Service schedules

Hi Keith,

As you know, I was assigned as the Appraisal Archivist for USDA and its component agencies after the retirement of Tom Cotter. Part of my duties as the Appraisal Archivist is to periodically check ERA to see if any new schedules from my assigned agencies have been submitted. It was during one of these examinations that I discovered that FAS had submitted 42 schedules into ERA back on December 6, 2016. I was unaware until recently that these schedules had been submitted over a year ago and that no action was taking place on them.

Apparently, Tom did not formally register these jobs into our (NARA) system so that they could be officially documented and then assigned to the Appraisal Archivist. By not completing this process, there was not a mechanism in place whereby I could begin the process of moving the schedules through the process of getting them approved by the Archivist of the United States.

Given the fact that these schedules have been in ERA since December of 2016, I'm concerned that the information may no longer be current. With that in mind, there are basically two primary options. The first option is to withdraw the schedules without action and then re-submit them into ERA. This will allow for a fresh start and provide consistency to the timeline of the scheduling process from submission to final approval by the Archivist. It will also allow you the opportunity to make any needed corrections or updates to the schedules.

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I think it's important for me to provide you with examples of the critical information I look for when schedules are submitted. These include proper cutoff instructions, proper item descriptions, inclusion of superseded authority citations, media neutrality issues, and proper retention information.

This is what I need from you going forward:

- 1) Inform me if you prefer to withdraw the schedules and resubmit them with a current date.
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- 3) Examine each of the schedules to determine if they are still viable after a year of inaction or whether they need to be updated.

I appreciate your time, effort, and cooperation in resolving the issues surrounding these schedules. I also want to express my regrets and own up to my responsibility as the Appraisal Archivist for USDA for perhaps not being as diligent as I could have been to address this sooner. My solution is to learn from this and move forward by facilitating the process of getting them approved by the Archivist. Please let me know as soon as possible your decision on which option you feel best suits your needs and work load.

Sincerely,

John

www.archives.gov**John K. Hulmston, Senior Records Analyst****National Archives and Records Administration****8601 Adelphi Road - A2 - 2200****College Park, MD 20740-6001****john.hulmston@nara.gov****Phone: 301-837-1825**

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Kate Flaherty <kate.flaherty@nara.gov>

Mon, Dec 11, 2017 at 8:48 AM

To: "Holden, Keith - FSA, Washington, DC" <Keith.Holden@wdc.usda.gov>

Cc: John Hulmston <john.hulmston@nara.gov>, "Lackey, Debra - FSA, Kansas City, MO" <Debra.Lackey@kcc.usda.gov>

Good Morning Keith,

Thanks for the quick response. I want to apologize for the confusion around these FAS jobs that were certified by you in ERA last December. Somehow, they were missed by Tom Cotter and were never registered in our system to be processed.

In a separate email, we will send you a list of these FSA jobs that we are withdrawing and ask that you respond with your agreement on withdrawing them.

Once you have had a chance to review these jobs, please resubmit them and let John Hulmston know they have been certified in ERA. We will then begin processing them for you.

Thanks again for your patience in addressing this error on our part.

Kate

[Quoted text hidden]

Kate Flaherty

Supervisor, Appraisal Team 3

Records Appraisal and Agency Assistance - ACRA

National Archives and Records Administration

8601 Adelphi Road, Room 2200

College Park, MD 20740-6001

(301) 837-1706

Kate Flaherty <kate.flaherty@nara.gov>
To: "Hulmston, John" <john.hulmston@nara.gov>

Mon, Dec 11, 2017 at 8:50 AM

John,

Please see my response to Keith and prepare a list of all of the FSA jobs in question in ERA. We will email that to Keith and ask for him to respond agreeing that they should be withdrawn. Once I receive that email, i will send the final withdrawal message to Keith and copy you.

After that, since they were certified in ERA, you will have to complete a CATS form for EACH job and I will register and withdraw them all at once.

Let's get this done by COB Tuesday.

Thanks,
Kate

[Quoted text hidden]

Kate Flaherty
Supervisor, Appraisal Team 3
Records Appraisal and Agency Assistance - ACRA
National Archives and Records Administration
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