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Request for Records Disposition Authority

Records Schedule Number DAA-0166-2017-0012

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 Services Budget Files

Internal agency concurrences will
be provided No

Background Information Budget formulation, presentations, and Enactments. General
 Authorizations and Supporting Records and Budget Support.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	3

GAO Approval

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Outline of Records Schedule Items for DAA-0166-2017-0012

Sequence Number	
1	Budget Formulation, Presentation, and Enactment Disposition Authority Number: DAA-0166-2017-0012-0001
2	General Authorizations and Supporting Records Disposition Authority Number: DAA-0166-2017-0012-0002
3	Budget Support Disposition Authority Number: DAA-0166-2017-0012-0003

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Records Schedule Items

Sequence Number

1

Budget Formulation, Presentation, and Enactment

Disposition Authority Number DAA-0166-2017-0012-0001

Records of budget estimates and budget enactment. Records covering the initial development (budget projections and agency, Departmental and Presidential allowances), preparation, presentation (hearings), and justification of budget estimates. Key working papers and data are considered as part of budget estimates records.

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Item Status Withdrawn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GRS or Superseded Authority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 NC1-166-78-1-12

Disposition Instruction

Cutoff Instruction Cutoff at the end of the budget year

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

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General Authorizations and Supporting Records

Disposition Authority Number DAA-0166-2017-0012-0002

General Letters of Authorization (GA) and GA amendments to Agricultural Attaches authorizing the expenditure of funds for specified items in limited amounts; Financial Plans which itemizes obligations anticipated in the forthcoming year; Mid-Year Review of status of funds 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 No

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

GRS or Superseded Authority Citation **NC1-166-78-1-13**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the budget year.**

Retention Period **Destroy 3 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Budget Support

Disposition Authority Number **DAA-0166-2017-0012-0003**

Correspondence relating to budget activities, supporting records by category, allocation or activity, administrative expenditures, specific projects.

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 **NC1-166-78-1-14**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the budget year**

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

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