

**WITHDRAWN**

**Request for Records Disposition Authority**

Records Schedule Number DAA-0166-2017-0013  
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 General Files - Correspondence, Documentation of Meetings, Interagency Agreements, Information and Reference, Controlled Correspondence, Policy Correspondence, Administrator's Reading Files, Cables, Speeches, Visitors to Post, VIP Visitors and Visitors to U.S., Agriculture and Commodity Information, Reporting Schedules, Reports, Shuttle Sheets, Working Files and Economic Reports.

Internal agency concurrences will be provided No

Background Information General files created by the Foreign Agricultural Service.

**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	26

GAO Approval

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## Outline of Records Schedule Items for DAA-0166-2017-0013

Sequence Number	
1	Correspondence Files – High Level Officials Disposition Authority Number: DAA-0166-2017-0013-0001
2	Correspondence Files – Other Officials Disposition Authority Number: DAA-0166-2017-0013-0002
3	Documentation of Meetings - Administrator Files Disposition Authority Number: DAA-0166-2017-0013-0003
4	Documentation of Meetings – All other copies Disposition Authority Number: DAA-0166-2017-0013-0004
5	Documentation of Meetings – Appointment Books and Telephone logs Disposition Authority Number: DAA-0166-2017-0013-0005
6	Interagency Agreements Disposition Authority Number: DAA-0166-2017-0013-0006
7	Controlled Correspondence Files Disposition Authority Number: DAA-0166-2017-0013-0007
8	Policy Correspondence Disposition Authority Number: DAA-0166-2017-0013-0008
9	Administrator's Reading Files Disposition Authority Number: DAA-0166-2017-0013-0009
10	State Department Telegrams - Disposition Authority Number: DAA-0166-2017-0013-0010
11	TOFAS/FASTO Messages - Disposition Authority Number: DAA-0166-2017-0013-0011
12	Speeches Disposition Authority Number: DAA-0166-2017-0013-0012
13	Speeches Official speeches of Assistant Administrators and Division Directors Disposition Authority Number: DAA-0166-2017-0013-0013
14	Visitors to Post - Routine Disposition Authority Number: DAA-0166-2017-0013-0014
15	Visitors to Post – List prepared by Embassy or FAO/F Disposition Authority Number: DAA-0166-2017-0013-0015
16	VIP Visitors or Visitors to the U.S. Disposition Authority Number: DAA-0166-2017-0013-0016
17	Agriculture – General Disposition Authority Number: DAA-0166-2017-0013-0017
18	Commodity Information – General or Specific Information

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Disposition Authority Number: DAA-0166-2017-0013-0018  
Commodity Information – Lists of Trade Contacts  
Disposition Authority Number: DAA-0166-2017-0013-0019  
Reporting Schedule – Correspondence  
Disposition Authority Number: DAA-0166-2017-0013-0020  
Reporting Schedule – General  
Disposition Authority Number: DAA-0166-2017-0013-0021  
Reports – Scheduled –  
Disposition Authority Number: DAA-0166-2017-0013-0022  
Reports – Appraisals  
Disposition Authority Number: DAA-0166-2017-0013-0023  
Shuttle Sheets  
Disposition Authority Number: DAA-0166-2017-0013-0024  
Working Files  
Disposition Authority Number: DAA-0166-2017-0013-0025  
Economic Reports  
Disposition Authority Number: DAA-0166-2017-0013-0026

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## Records Schedule Items

Sequence Number

1

### Correspondence Files – High Level Officials

Disposition Authority Number DAA-0166-2017-0013-0001

Correspondence documenting the discharge of official responsibilities.  
(Administrator and Associate Administrator)

Final Disposition Permanent

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 NC1-166-84-1-3-a

### Disposition Instruction

Cutoff Instruction Cutoff at the end of the year

Transfer to the National Archives  
for Accessioning Transfer to the National Archives in 5 year blocks 15  
year(s) after cutoff

### Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives? Unknown  
Creation of Agency to present

How frequently will your agency  
transfer these records to the  
National Archives? Every 15 Years

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### Correspondence Files – Other Officials

Disposition Authority Number DAA-0166-2017-0013-0002

Correspondence documenting the discharge of official responsibilities.

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 **NC1-166-84-1-3-b**

**Disposition Instruction**

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

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

**Additional Information**

GAO Approval **Not Required**

**Documentation of Meetings - Administrator Files**

Disposition Authority Number **DAA-0166-2017-0013-0003**

**Briefing books and minutes of meetings.**

Final Disposition **Permanent**

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 **NC1-166-84-1-4-a**

**Disposition Instruction**

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

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
Creation to present**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

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**Documentation of Meetings - All other copies**

Disposition Authority Number **DAA-0166-2017-0013-0004**

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**Briefing books and minutes of meetings.**

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	NC1-166-84-1-4-b

**Disposition Instruction**

Cutoff Instruction	Cutoff at the end of the year.
Retention Period	Destroy 3 year(s) after cutoff

**Additional Information**

GAO Approval	Not Required
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**Documentation of Meetings – Appointment Books and Telephone logs**

Disposition Authority Number	DAA-0166-2017-0013-0005
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**Records may include appointment books all logs of meetings.**

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	NC1-166-84-1-4-c

**Disposition Instruction**

Cutoff Instruction	Cutoff at the end of the year.
Retention Period	Destroy 2 year(s) after cutoff

**Additional Information**

GAO Approval	Not Required
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**Interagency Agreements**

Disposition Authority Number	DAA-0166-2017-0013-0006
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Interagency agreements with other agencies that significantly affect the substantive functions of the agency. Materials may include the agreement, correspondence and all other records pertaining to Interagency Agreements.

Final Disposition	Permanent
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	NC1-166-78-1-3

**Disposition Instruction**

Cutoff Instruction	Cutoff at the end of the year.
Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?	Unknown Creation of Agency to present
How frequently will your agency transfer these records to the National Archives?	Every 15 Years

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**Controlled Correspondence Files**

Disposition Authority Number	DAA-0166-2017-0013-0007
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Correspondence related to inquiries addressed to the Department of Agriculture and the office of the Secretary, and correspondence referred by the White House and Members of Congress for reply.

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	NC1-166-78-1-7-a

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**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the year.

Retention Period Destroy 3 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**Policy Correspondence**

Disposition Authority Number DAA-0166-2017-0013-0008

**Policy documents**

Final Disposition Permanent

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 NC1-166-78-1-7-b

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Creation of Agency to present

How frequently will your agency transfer these records to the National Archives? Every 15 Years

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**Administrator's Reading Files**

Disposition Authority Number DAA-0166-2017-0013-0009

Correspondence, memoranda and related material originated by the Administrator and the Administrator's office staff.

Final Disposition Permanent

Item Status Withdrawn



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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 NC1-166-78-1-8

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Creation of Agency to present

How frequently will your agency transfer these records to the National Archives? Every 15 Years

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**State Department Telegrams -**

Disposition Authority Number DAA-0166-2017-0013-0010

**State Department System which is used exclusively for classified or policy oriented material.**

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 NC1-166-78-1-15-a

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the year.

Retention Period Destroy 3 year(s) after cutoff

**Additional Information**

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GAO Approval Not Required

**TOFAS/FASTO Messages -**

Disposition Authority Number **DAA-0166-2017-0013-0011**

**TOFAS/FASTO system of State/FAS which is used for non-policy, unclassified administrative information.**

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 **NC1-166-78-1-15-b**

Disposition Instruction

Cutoff Instruction Cutoff at the end of the year.

Retention Period Destroy 5 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

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**Speeches**

Disposition Authority Number **DAA-0166-2017-0013-0012**

**Official speeches of Administrator and Deputy Administrator**

Final Disposition Permanent

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 **NC1-166-78-1-2-a**

Disposition Instruction

Cutoff Instruction Cutoff at the end of the year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff.

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Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Creation of Agency to present

How frequently will your agency transfer these records to the National Archives? Every 15 Years

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Speeches Official speeches of Assistant Administrators and Division Directors

Disposition Authority Number DAA-0166-2017-0013-0013

Speeches Official speeches of Assistant Administrators and Division Directors relating to agency policies and programs.

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 NC1-166-78-1-2-b

Disposition Instruction

Cutoff Instruction Cutoff at the end of the year.  
Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Visitors to Post - Routine

Disposition Authority Number DAA-0166-2017-0013-0014

Routine communications regarding travel arrangements, plans, itineraries, hotel reservations, etc., for visitors to post from U.S. or other countries.

Final Disposition Temporary  
Item Status Withdrawn  
Is this item media neutral? Yes  
Do any of the records covered by this item currently exist in

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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.  
Retention Period Destroy 2 year(s) after cutoff  
Additional Information  
GAO Approval Not Required  
Visitors to Post – List prepared by Embassy or FAO/F  
Disposition Authority Number DAA-0166-2017-0013-0015  
List of persons arriving and departing from post, prepared by Embassy or FAO/F office.  
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.  
Retention Period Destroy 6 year(s) after cutoff

Additional Information  
GAO Approval Not Required

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VIP Visitors or Visitors to the U.S.  
Disposition Authority Number DAA-0166-2017-0013-0016  
Establish file by visitor's name and position, or by CODEL in case of congressional visitor. File would contain list of appointments made and guest lists for official functions. Routine communications relating to visits by individuals or groups from host country to U.S. not requiring program planning on part of FAS or FAO/F other than notification to individuals concerned of travel.  
Final Disposition Temporary

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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.  
Retention Period Destroy 2 year(s) after cutoff  
Additional Information  
GAO Approval Not Required  
Agriculture – General  
Disposition Authority Number DAA-0166-2017-0013-0017

Correspondence and related documents pertaining to agriculture in general, such as plant and animal diseases, quarantine regulations, food additives, food and health regulations, forestry, soil, farm machinery, cooperatives, agrarian reform, commodities not covered by established FAS Reports Schedule, etc.

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,  
Retention Period Destroy 2 year(s) after cutoff  
Additional Information  
GAO Approval Not Required  
Commodity Information – General or Specific Information  
Disposition Authority Number DAA-0166-2017-0013-0018

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**Correspondence and related documents.**

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.
Retention Period	Destroy 2 year(s) after cutoff

**Additional Information**

GAO Approval	Not Required
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**Commodity Information – Lists of Trade Contacts**

Disposition Authority Number	DAA-0166-2017-0013-0019
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**Lists of trade contacts or distributors in U.S. and host country.**

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.
Retention Period	Destroy when superseded.

**Additional Information**

GAO Approval	Not Required
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**Reporting Schedule – Correspondence**

Disposition Authority Number	DAA-0166-2017-0013-0020
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Correspondence indicating changes to be made in required reporting schedule or additions to same.

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.

Retention Period Destroy 6 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**Reporting Schedule – General**

Disposition Authority Number DAA-0166-2017-0013-0021

**General information on over-all reporting instructions.**

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.

Retention Period Destroy immediately after superseded

**Additional Information**

GAO Approval Not Required

**Reports – Scheduled –**

Disposition Authority Number DAA-0166-2017-0013-0022

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**Copies of scheduled, alert list, and single-time reports 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.
Retention Period	Destroy when determined by FAO/F that information is no longer needed for reference.

**Additional Information**

GAO Approval	Not Required
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**Reports – Appraisals**

Disposition Authority Number	DAA-0166-2017-0013-0023
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**Records may include report appraisals**

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.
Retention Period	Destroy after submission of next similar report.

**Additional Information**

GAO Approval	Not Required
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**Shuttle Sheets**

Disposition Authority Number	DAA-0166-2017-0013-0024
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**Copies of floating and FAAO/F data cards.**

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.  
Retention Period Maintain current annual Shuttle Sheets and historical data for 10 years.

**Additional Information**

GAO Approval Not Required

**Working Files**

Disposition Authority Number DAA-0166-2017-0013-0025

Extra copies of reproducible communications, decrees, press releases, newspaper clippings, background studies, analyses, rough drafts, interim reports, questionnaires, etc.

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.  
Retention Period Destroy when information has been transmitted to FAS/W by AGR report or other means.

**Additional Information**

GAO Approval Not Required

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**Economic Reports**

Disposition Authority Number      **DAA-0166-2017-0013-0026**

**Contribution to Embassy reporting schedule (Economic or Political); Copies of Embassy and/or Consulate reports.**

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**

Retention Period                      **Destroy when 6 months old or when information is no longer of value.**

**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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