

WITHDRAWN

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2017-0015
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 International Organization Affairs Records
Internal agency concurrences will be provided No

Background Information Records 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	4

GAO Approval

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Outline of Records Schedule Items for DAA-0166-2017-0015

Sequence Number	
1	International Organization Affairs - Recruitment Disposition Authority Number: DAA-0166-2017-0015-0001
2	Publications Distribution - Correspondence Disposition Authority Number: DAA-0166-2017-0015-0002
3	Publications Distribution - Mailing Lists Disposition Authority Number: DAA-0166-2017-0015-0003
4	Conference Files Disposition Authority Number: DAA-0166-2017-0015-0004

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Records Schedule Items

Sequence Number

1

International Organization Affairs - Recruitment

Disposition Authority Number DAA-0166-2017-0015-0001

Material pertaining to the recruitment of U.S. citizens for employment with international organizations, including applicant background information, correspondence with international organizations pertaining to vacancies and personnel requirements

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Item Status Withdrawn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GRS or Superseded Authority Citation NC1-166-84-1-13

Disposition Instruction

Cutoff Instruction Cutoff at the end of the year

Retention Period Destroy when 3 years old or when no longer needed for reference.

Additional Information

GAO Approval Not Required

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Publications Distribution - Correspondence

Disposition Authority Number DAA-0166-2017-0015-0002

Records may include correspondence, request forms, and other records relating to changes in mailing lists

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Item Status Withdrawn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

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GRS or Superseded Authority Citation NC1-166-84-1-14-a

Disposition Instruction

Cutoff Instruction Cutoff at the end of the year.

Retention Period Destroy after revision of mailing lists or after 3 months.

Additional Information

GAO Approval Not Required

Publications Distribution – Mailing Lists

Disposition Authority Number DAA-0166-2017-0015-0003

Mailing lists and other records relating to changes in mailing lists:

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 NC1-166-84-1-14-b

Disposition Instruction

Retention Period Destroy when cancelled or revised.

Additional Information

GAO Approval Not Required

Conference Files

Disposition Authority Number DAA-0166-2017-0015-0004

Records may include copies of correspondence, nominations for representation, position and background papers, preliminary and final reports (delegation and conference), membership information, and related materials concerning participation in non-governmental and international conference.

Final Disposition Permanent

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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3

4

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

GRS or Superseded Authority Citation

NC1-166-84-1-15

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the conference.

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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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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