

**WITHDRAWN**

### Request for Records Disposition Authority

Records Schedule Number      DAA-0166-2017-0016  
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 Research Records  
Internal agency concurrences will be provided      No

Background Information            OICD or other such office coordinates the Department's international agricultural research activities carried out in cooperation with various USDA agencies, U.S. colleges of agriculture, and foreign research institutions; collaborative research is conducted under a variety of authorities, including the U.S. - Israel Bi-national Agricultural Research and Development Fund, the U.S. - Spain Agreement of Friendship and Cooperation's and Section 104(b)(1) and (b)(3) of the Agricultural Trade and Development Act of 1954

#### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	11

#### GAO Approval

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## Outline of Records Schedule Items for DAA-0166-2017-0016

Sequence Number	
1	U.S. Spain Organizational Materials, U.S. Spain Joint Committee for Scientific and Technological Cooperation, University Linkage Program and Collaborative Research, International Training - Foreign National Training - Course Materials - Manuals, Slides and Videotapes Disposition Authority Number: DAA-0166-2017-0016-0001
2	U.S. Spain Treaty of Friendship and Cooperation - Project Case Files Disposition Authority Number: DAA-0166-2017-0016-0002
3	Country Background Files Disposition Authority Number: DAA-0166-2017-0016-0003
4	Bi-national Agricultural Research and Development Program (BARD), BARD Background Material, BARD Research Grants and BARD Meetings and Conferences Disposition Authority Number: DAA-0166-2017-0016-0004
5	International Training Participant Administrations, Participant Files and Conference Attendance Disposition Authority Number: DAA-0166-2017-0016-0005
6	International Training - Participant Statistical Data Disposition Authority Number: DAA-0166-2017-0016-0006
7	International Training - Course Administration Disposition Authority Number: DAA-0166-2017-0016-0007
8	Foreign National Training - Manuals, Slides and Videotapes; Course Materials - All other sources - Manuals and Slides and Videotapes Disposition Authority Number: DAA-0166-2017-0016-0008
9	International Training - Program Evaluation Disposition Authority Number: DAA-0166-2017-0016-0009
10	International Training - Facilities - Policy, Procedural and Evaluative Material Disposition Authority Number: DAA-0166-2017-0016-0010
11	International Training - Facilities - Routine and Administrative Correspondence Disposition Authority Number: DAA-0166-2017-0016-0011

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### Records Schedule Items

Sequence Number

1

U.S. Spain Organizational Materials, U.S. Spain Joint Committee for Scientific and Technological Cooperation, University Linkage Program and Collaborative Research, International Training - Foreign National Training - Course Materials - Manuals, Slides and Videotapes

Disposition Authority Number      DAA-0166-2017-0016-0001

Copies of authorizing legislation (Treaty of Friendship and Cooperation with Spain), administrative agreements between OICD/USDA and the Spanish Ministry of Agriculture (English and Spanish) copies of agreements between USDA, the Department of State and international Communications Agency on the use of program funds, inter-agency agreements between USDA and the Department of State defining responsibilities for the program, guidelines and procedures governing the program and related documents. Records may include agendas, minutes of meetings, list of participants, copies of opening remarks, position papers, correspondence, cables, draft papers and related information of non-record nature. Material relating to the cooperative research programs conducted jointly by U.S. and foreign research institutions and universities, including research proposals, cooperative agreements, plans to work, cables, and correspondence, interim evaluations and final reports. Manuals produced by OICD and used to conduct training courses for foreign nationals.

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      NC1-166-84-1-17  
NC1-166-84-1-18  
NC1-166-84-1-21  
NC1-166-84-1-27-a-1-a  
NC1-166-84-1-27-a-1-b  
NC1-166-84-1-27-a-1-c

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 research to present**

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

2

**U.S. Spain Treaty of Friendship and Cooperation - Project Case Files**

Disposition Authority Number **DAA-0166-2017-0016-0002**

**Materials relating to agricultural research, performed by U.S. and Spanish Agricultural research program. Includes proposals/protocols, letters of agreement, financial reports, and budget material, trip reports, and technical evaluations, interim and final 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 **NC1-166-84-1-16**

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of the year in which program ends.**

Retention Period **Destroy administrative materials 8 years after submission of final report.**

**Additional Information**

GAO Approval **Not Required**

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**Country Background Files**

Disposition Authority Number **DAA-0166-2017-0016-0003**

**Records may include background material pertaining to research projects anticipated and/or conducted overseas, of interest to OICD.**

Final Disposition **Temporary**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

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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

NC1-166-84-1-19

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the year in which research ended.

Retention Period

Destroy when superseded or no longer required for reference.

Additional Information

GAO Approval

Not Required

Bi-national Agricultural Research and Development Program (BARD), BARD Background Material, BARD Research Grants and BARD Meetings and Conferences

Disposition Authority Number

DAA-0166-2017-0016-0004

Material relating to the establishment and administration of the BARD program, including copies of the BARD agreements, interagency agreements between OICD and the Agricultural Research Service designating functional responsibilities, briefing material and related information. Material related to original proposals, letters of acceptance/rejection, evaluations, financial reports, preliminary and final project reports and related information. Material relating to BARD meetings/conferences including agendas, minutes of meetings, lists of participants, meeting notes, briefing materials and related 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

NC1-166-84-1-20-a  
NC1-166-84-1-20-b  
NC1-166-84-1-20-c

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Disposition Instruction

Cutoff Instruction

Cutoff at the end of the year in which program ends.

Retention Period

Destroy when no longer needed

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Additional Information

GAO Approval Not Required

International Training Participant Administrations, Participant Files and Conference Attendance

Disposition Authority Number DAA-0166-2017-0016-0005

Routine administrative and evaluative correspondence regarding any phase of the participant training program. Contains participant trainee case files, PIO/ Ps, biodata, policies of arrival, course records and reports, and operating files accumulated in the performance of general services, including arrangements for visas, security clearances, maintenance allowances, transportation, health and accident insurance, and other incidental services. Personal history data on international training participants, including biographic material, travel documents, itineraries, correspondence, exit interviews, allowances, evaluations and related material. Papers regarding conferences attended by participants in connection with training programs, indicating number in attendance, dates, places, itineraries, and copies of papers presented.

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  
NC1-166-84-1-22  
NC1-166-84-1-23  
NC1-166-84-1-24

Disposition Instruction

Cutoff Instruction Cutoff at the end of the year in which training or conference was attended.

Retention Period Destroy 2 year(s) after cutoff

Additional Information

GAO Approval Not Required

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International Training - Participant Statistical Data

Disposition Authority Number DAA-0166-2017-0016-0006

Statistical information compiled and maintained on international training participants, including geographic locations in the United States alphabetical

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listings, PIO/P listings, caseload reports, non-AID locators, breakdown by program, critical dates, course enrollment, FAO locators, and related 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 NC1-166-84-1-25

**Disposition Instruction**

Retention Period Destroy when superseded.

**Additional Information**

GAO Approval Not Required

**International Training - Course Administration**

Disposition Authority Number DAA-0166-2017-0016-0007

Materials required for the administrative management of courses conducted by the Agency, including cables and correspondence, enrollment information, lists of material used, and invoices.

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 NC1-166-84-1-26

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the year in which course was completed or when no longer required.

Retention Period Destroy 4 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

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**Foreign National Training - Manuals, Slides and Videotapes; Course Materials - All other sources - Manuals and Slides and Videotapes**

Disposition Authority Number **DAA-0166-2017-0016-0008**

Manuals, Slides and Videotapes produced by OICD or related office and relating to routine subjects including, but not limited to office skills, equipment usage and surveys of or introductions to theoretical subjects. Manuals, slides and videotapes acquired from all other sources including non-government, other federal agencies and other units within USDA.

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 **NC1-166-84-1-27-a-2  
NC1-166-84-1-27-b-1  
NC1-166-84-1-27-b-2**

**Disposition Instruction**

Retention Period **Destroy immediately after superseded**

**Additional Information**

GAO Approval **Not Required**

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**International Training - Program Evaluation**

Disposition Authority Number **DAA-0166-2017-0016-0009**

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 **NC1-166-84-1-28**

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**Disposition Instruction**

Retention Period **Destroy 5 years after completion of the report**

**Additional Information**



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GAO Approval Not Required  
**International Training - Facilities - Policy, Procedural and Evaluative Material**

Disposition Authority Number DAA-0166-2017-0016-0010

Liaison and strengthening of relationships with organizations that provide training, hospitality, or community activity and services to participants, such as universities, participating agencies, cooperators, and community service groups. Records may include policy, procedural and Evaluative 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 NC1-166-84-1-29-a

Disposition Instruction

Retention Period Destroy when superseded or obsolete.

Additional Information

GAO Approval Not Required

11

**International Training - Facilities - Routine and Administrative Correspondence**

Disposition Authority Number DAA-0166-2017-0016-0011

Liaison and strengthening of relationships with organizations that provide training, hospitality, or community activity and services to participants, such as universities, participating agencies, cooperators, and community service groups.

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 NC1-166-84-1-29-b

Disposition Instruction

Retention Period Destroy when 2 years old

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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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