

WITHDRAWN

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2017-0025
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 Market Development Activities - FAS Cooperator Projects
Internal agency concurrences will be provided No

Background Information Market development projects conducted jointly by FAS and Non-profit agricultural trade organizations known as "Cooperators" to develop, expand and maintain foreign markets for U.S. agricultural commodities in accordance with Public Law 690 and other applicable legislation.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0166-2017-0025

Sequence Number	
1	Market Development Projects and Export Incentive Program - Project Agreements and Documentation of Approval Disposition Authority Number: DAA-0166-2017-0025-0001
2	Magnetic media Disposition Authority Number: DAA-0166-2017-0025-0002
3	Marketing Plans Disposition Authority Number: DAA-0166-2017-0025-0003
4	Cooperator Contributions Disposition Authority Number: DAA-0166-2017-0025-0004

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Records Schedule Items

Sequence Number

1 Market Development Projects and Export Incentive Program - Project Agreements and Documentation of Approval

Disposition Authority Number DAA-0166-2017-0025-0001

Project agreements and amendments authorizing the use of FAS funds for approved market development activities, terminal reports and related correspondence. Documentation of approval of new project agreements or amendments including correspondence regarding review of proposal from standpoint of need and feasibility, suitability with respect to foreign policy, legal clearances, and fiscal provisions.

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Item Status Withdrawn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GRS or Superseded Authority Citation NC1-166-78-1-35-a
NC1-166-78-1-35-b

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year in which project/program is completed.

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
From inception of program to present

How frequently will your agency transfer these records to the National Archives? Every 20 Years

2 Magnetic media

Disposition Authority Number DAA-0166-2017-0025-0002

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Magnetic media which reflects expenditures on market development activities, by cost category, cooperator, country and/or type of activity.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation NC1-166-78-1-35-c

Disposition Instruction

Retention Period Destroy 1 year after the end of the year in which employee is terminated.

Additional Information

GAO Approval Not Required

Marketing Plans

Disposition Authority Number DAA-0166-2017-0025-0003

Records may include documentation and amendments to marketing plans, cooperator annual progress 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 NC1-166-78-1-34

Disposition Instruction

Retention Period Destroy 3 year(s) after publication

Additional Information

GAO Approval Not Required

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Cooperator Contributions

Disposition Authority Number **DAA-0166-2017-0025-0004**

Reports and correspondence pertaining to cooperator contributions (money, personnel, materials, etc., expressed in terms of U.S. Dollar values) to market development projects as required by project agreement and authorizing legislation.

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 **NC1-166-78-1-36**

Disposition Instruction

Retention Period **Destroy 3 years after the end of the year in which agreement is terminated.**

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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