

Request for Records Disposition Authority

Records Schedule Number **DAA-0166-2017-0027**

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 **FAS/W-FAS/F Market Development Activities**

Internal agency concurrences will be provided **No**

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	12

GAO Approval

Outline of Records Schedule Items for DAA-0166-2017-0027

Sequence Number	
1	Policy Correspondence Disposition Authority Number: DAA-0166-2017-0027-0001
2	Audit - Policy Correspondence and Related Materials Disposition Authority Number: DAA-0166-2017-0027-0002
3	Audit Reports Disposition Authority Number: DAA-0166-2017-0027-0003
4	Country Project Statements, Trade Exhibits and Export Incentive Award ("E" Award) Records Disposition Authority Number: DAA-0166-2017-0027-0004
5	The Trade Opportunity Referral System (TORS) - Magnetic media Disposition Authority Number: DAA-0166-2017-0027-0005
6	The Trade Opportunity Referral System (TORS) - Trade inquiries from Foreign Importers, FAS actions, and resulting sales information and Correspondence. Disposition Authority Number: DAA-0166-2017-0027-0006
7	Label Clearance Disposition Authority Number: DAA-0166-2017-0027-0007
8	Trade Complaints Disposition Authority Number: DAA-0166-2017-0027-0008
9	Market and Product Studies Disposition Authority Number: DAA-0166-2017-0027-0009
10	Regulations Disposition Authority Number: DAA-0166-2017-0027-0010
11	Evaluation of Cooperator Activities and Trade Fairs Disposition Authority Number: DAA-0166-2017-0027-0011
12	Competition Reports Disposition Authority Number: DAA-0166-2017-0027-0012

Records Schedule Items

Sequence Number	
1	<p>Policy Correspondence</p> <p>Disposition Authority Number DAA-0166-2017-0027-0001</p> <p>Policy correspondence related to administration of market development program.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation NC1-166-78-1-48-a</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to NARA when 30 years old</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown From inception of program to present</p> <p>How frequently will your agency transfer these records to the National Archives? Every 30 Years</p>
2	<p>Audit - Policy Correspondence and Related Materials</p> <p>Disposition Authority Number DAA-0166-2017-0027-0002</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation NC1-166-78-1-49-b</p>

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to NARA when 25 years old

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 25 Years

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Audit Reports

Disposition Authority Number DAA-0166-2017-0027-0003

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 NC1-166-78-1-49-a

Disposition Instruction

Retention Period Destroy when 10 years old.

Additional Information

GAO Approval Not Required

4

Country Project Statements, Trade Exhibits and Export Incentive Award ("E" Award) Records

Disposition Authority Number DAA-0166-2017-0027-0004

Applications and comments from other USDA agencies on award program, conducted with the Department of Commerce, to recognize achievements of the private sector in exporting commodities and related material. Statements of anticipated market development activities conducted primarily by the Agricultural Attaché, by country, formulated on an annual basis; activity guidelines, correspondence and related materials. Support materials, including contracts, financial arrangements, and lists of participants, and related materials pertaining to participation in agricultural trade exhibits

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 NC1-166-78-1-38
 NC1-166-78-1-39
 NC1-166-78-1-43

Disposition Instruction
 Retention Period Destroy when 6 years old

Additional Information
 GAO Approval Not Required

5 The Trade Opportunity Referral System (TORS) - Magnetic media

Disposition Authority Number DAA-0166-2017-0027-0005

Magnetic media containing the master file of TORS containing names and addresses of domestic and foreign persons or firms interested in international trade of agricultural commodities.

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 NC1-166-78-1-40-a

Disposition Instruction
 Retention Period Destroy after 3rd cycle

Additional Information
 GAO Approval Not Required

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The Trade Opportunity Referral System (TORS) - Trade inquiries from Foreign Importers, FAS actions, and resulting sales information and Correspondence.

Disposition Authority Number **DAA-0166-2017-0027-0006**

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 **NC1-166-78-1-40-b**

Disposition Instruction

Retention Period **Destroy when 3 years old**

Additional Information

GAO Approval **Not Required**

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Label Clearance

Disposition Authority Number **DAA-0166-2017-0027-0007**

Applications for label clearance, background information and related correspondence concerning the acceptability of contents of agricultural commodities abroad

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 **NC1-166-78-1-41**

Disposition Instruction

Retention Period **Destroy when 5 years old**

Additional Information

GAO Approval **Not Required**

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Trade Complaints

WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0166-2017-0027

Disposition Authority Number DAA-0166-2017-0027-0008

Correspondence, logs, tally's background material, and related information concerning complaints received by FAS from foreign importers of U.S. agricultural commodities.

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 NC1-166-78-1-42

Disposition Instruction

Retention Period Destroy when 5 years old unless required for litigation. Destroy 5 years after conclusion of litigation, if used for that purpose.

Additional Information

GAO Approval Not Required

Market and Product Studies

Disposition Authority Number DAA-0166-2017-0027-0009

Studies, including preliminary feasibility studies, conducted by cooperators, FAS and/or other agencies or consultants to determine current potential markets of specific agricultural commodities abroad.

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 NC1-166-78-1-44

Disposition Instruction

Retention Period Destroy when 5 years old or when no longer required for reference.

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WITHDRAWN-RETURNED WITHOUT ACTION

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Additional Information

GAO Approval Not Required

Regulations

Disposition Authority Number DAA-0166-2017-0027-0010

U.S. and foreign regulations affecting agricultural commodities (export and import) e.g., health and sanitation 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 NC1-166-78-1-45

Disposition Instruction

Retention Period Destroy when superseded or when no longer required for reference.

Additional Information

GAO Approval Not Required

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Evaluation of Cooperator Activities and Trade Fairs

Disposition Authority Number DAA-0166-2017-0027-0011

Final studies and interim reports, related correspondence, and background 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 NC1-166-78-1-46

Disposition Instruction

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

WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0166-2017-0027

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Additional Information

GAO Approval Not Required

Competition Reports

Disposition Authority Number DAA-0166-2017-0027-0012

Data on agricultural export values, market development expenditures, types of promotion, product promoted, organizations responsible for promotion, and future trends; and data on expenditures of competitors on market promotion; types of activities and future trends.

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 NC1-166-78-1-47

Disposition Instruction

Retention Period Destroy when no longer required for reference or when superseded or obsolete.

Additional Information

GAO Approval Not Required

WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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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