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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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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

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Records Schedule Items

Sequence Number	
1	<p data-bbox="337 378 673 410">Policy Correspondence</p> <p data-bbox="337 431 1149 463">Disposition Authority Number DAA-0166-2017-0027-0001</p> <p data-bbox="337 485 1490 517">Policy correspondence related to administration of market development program.</p> <p data-bbox="337 538 917 570">Final Disposition Permanent</p> <p data-bbox="337 591 917 623">Item Status Withdrawn</p> <p data-bbox="337 644 820 676">Is this item media neutral? Yes</p> <p data-bbox="337 697 803 729">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 data-bbox="337 846 1036 878">GRS or Superseded Authority Citation NC1-166-78-1-48-a</p> <p data-bbox="337 953 657 985">Disposition Instruction</p> <p data-bbox="337 1006 1282 1038">Transfer to the National Archives for Accessioning Transfer to NARA when 30 years old</p> <p data-bbox="337 1112 657 1144">Additional Information</p> <p data-bbox="337 1166 1291 1198">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 data-bbox="337 1283 982 1315">How frequently will your agency transfer these records to the National Archives? Every 30 Years</p>
2	<p data-bbox="337 1478 1096 1510">Audit - Policy Correspondence and Related Materials</p> <p data-bbox="337 1532 1153 1564">Disposition Authority Number DAA-0166-2017-0027-0002</p> <p data-bbox="337 1585 917 1617">Final Disposition Permanent</p> <p data-bbox="337 1638 917 1670">Item Status Withdrawn</p> <p data-bbox="337 1691 820 1723">Is this item media neutral? Yes</p> <p data-bbox="337 1744 803 1776">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 data-bbox="337 1893 1036 1925">GRS or Superseded Authority Citation NC1-166-78-1-49-b</p>

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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

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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

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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

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

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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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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.

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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

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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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