

WITHDRAWN

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2017-0028
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 Project Records
Internal agency concurrences will be provided No

Background Information Material accumulated and maintained by the Foreign Agricultural Affairs Officer (FAAO/F) pertaining to Cooperator Project Agreements and Export Incentive Program.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	18

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Outline of Records Schedule Items for DAA-0166-2017-0028

Sequence Number	
1	Cooperator Projects - Special Reports - Audit Inspection reports Disposition Authority Number: DAA-0166-2017-0028-0001
2	Export Incentive Program - Housing - Utilities and Maintenance; Office of Cooperat or - Utilities and Maintenance Disposition Authority Number: DAA-0166-2017-0028-0002
3	Cooperator Projects - Agreements and Amendments, Financial; Export Incentive P rogram- Case Files Disposition Authority Number: DAA-0166-2017-0028-0003
4	Cooperator Projects - Office - Case Files Disposition Authority Number: DAA-0166-2017-0028-0004
5	Cooperator Projects - Motor Vehicle Disposition Authority Number: DAA-0166-2017-0028-0005
6	Export Incentive Program - Housing - Attaché Equipment and Furniture; Office of C ooperator - Attaché Equipment and Furniture. Disposition Authority Number: DAA-0166-2017-0028-0006
7	Office of Cooperator - Case Files Disposition Authority Number: DAA-0166-2017-0028-0007
8	Office of Cooperator - Leases, Extensions, and Rent Disposition Authority Number: DAA-0166-2017-0028-0008
9	Export Incentive Program - Housing - Case Files Disposition Authority Number: DAA-0166-2017-0028-0009
10	Cooperator Projects - Contribution Reports, Travel Reports, Progress Reports, and Special Reports, Contracts - Advertising or Public Relations Disposition Authority Number: DAA-0166-2017-0028-0010
11	Cooperator Projects - Correspondence between FAO and FAS or Cooperator U.S . Office Disposition Authority Number: DAA-0166-2017-0028-0011
12	Cooperator Projects - Marketing Plans Disposition Authority Number: DAA-0166-2017-0028-0012
13	Cooperator Projects - Contracts - Technical Services and Foreign Market Develop ment Activities. Disposition Authority Number: DAA-0166-2017-0028-0013
14	Cooperator Projects - Travel Disposition Authority Number: DAA-0166-2017-0028-0014
15	Office of Cooperator - Establishment Documentation Disposition Authority Number: DAA-0166-2017-0028-0015

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- 16 | Export Incentive Program - Housing - Inventory; Office of Cooperator - Inventory
Disposition Authority Number: DAA-0166-2017-0028-0016
- 17 | Cooperator Projects - Personnel
Disposition Authority Number: DAA-0166-2017-0028-0017
- 18 | Market Development Project - Regulations and Procedures
Disposition Authority Number: DAA-0166-2017-0028-0018

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Records Schedule Items

Sequence Number	
1	<p>Cooperator Projects - Special Reports - Audit Inspection reports</p> <p>Disposition Authority Number DAA-0166-2017-0028-0001</p> <p>Final Disposition Temporary</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 NC1-166-78-2-MDP-4-6-5-b</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when 5 years old.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Export Incentive Program - Housing - Utilities and Maintenance; Office of Cooperator - Utilities and Maintenance</p> <p>Disposition Authority Number DAA-0166-2017-0028-0002</p> <p>Records include vouchers pertaining to utilities, maintenance and related correspondence.</p> <p>Final Disposition Temporary</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 NC1-166-78-2-MDP-4-5-1-b NC1-166-78-2-MDP-4-5-2-d</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when 3 years old.</p>

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Additional Information

GAO Approval Not Required

Cooperator Projects - Agreements and Amendments, Financial; Export Incentive Program- Case Files

Disposition Authority Number DAA-0166-2017-0028-0003

Project agreements, and amendments, copies of authorization of funds under cooperator projects; Case files may contain Attaché's comments, copies of program agreement and amendments and related communications, fiscal instructions and communications pertaining to the review, approval or disapproval of claims.

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
NC1-166-78-2-MDP-4-1
NC1-166-78-2-MDP-4-3
NC1-166-78-2-MDP-5

Disposition Instruction

Retention Period Destroy 3 years after project/program is terminated.

Additional Information

GAO Approval Not Required

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Cooperator Projects - Office - Case Files

Disposition Authority Number DAA-0166-2017-0028-0004

Documentation of the establishment of the office, copies of leases, extension, rent receipts and related correspondence, copies of vouchers pertaining to utilities, maintenance 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

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GRS or Superseded Authority Citation NC1-166-78-2-MDP-4

Disposition Instruction

Retention Period Destroy 3 years after calendar year in which project is terminated

Additional Information

GAO Approval Not Required

Cooperator Projects - Motor Vehicle

Disposition Authority Number DAA-0166-2017-0028-0005

Records documenting the request to purchase, written attaché approval and supporting documentation as required.

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 NC1-166-78-2-MDP-4-5-3

Disposition Instruction

Retention Period Destroy 3 years after calendar year in which project is terminated.

Additional Information

GAO Approval Not Required

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Export Incentive Program - Housing - Attaché Equipment and Furniture; Office of Cooperator - Attaché Equipment and Furniture.

Disposition Authority Number DAA-0166-2017-0028-0006

Records include requests to Attaché with list of all required equipment, furniture and estimated cost for purchase or repairs.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

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

GRS or Superseded Authority Citation NC1-166-78-2-MDP-4-5-1-c
NC1-166-78-2-MDP-4-5-2-e

Disposition Instruction

Retention Period Destroy 3 year(s) after disposal of equipment or furniture

Additional Information

GAO Approval Not Required

Office of Cooperator - Case Files

Disposition Authority Number DAA-0166-2017-0028-0007

Records include documentation on the establishment of the office, copies of leases, extension, rent receipts 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

Disposition Instruction

Retention Period Destroy 3 year(s) after office is closed

Additional Information

GAO Approval Not Required

Office of Cooperator - Leases, Extensions, and Rent

Disposition Authority Number DAA-0166-2017-0028-0008

Records include copies of leases, extension, rent receipts 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

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	GRS or Superseded Authority Citation	NC1-166-78-2-MDP-4-5-2-c
9	Disposition Instruction Retention Period	Destroy 3 years after expiration, termination or cancellation of lease. In case of litigations retain pertinent records until local statue of limitations expires.
	Additional Information GAO Approval	Not Required
10	Export Incentive Program - Housing - Case Files Disposition Authority Number Records may contain leases, extensions, rent receipts and correspondence Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? GRS or Superseded Authority Citation Disposition Instruction Retention Period Additional Information GAO Approval	DAA-0166-2017-0028-0009 NC1-166-78-2-MDP-4-5-1-a Temporary Withdrawn Yes No NC1-166-78-2-MDP-4-5-1-a Destroy 3 years after expiration, termination, or cancellation of lease. In case of litigation, retain pertinent records until local statue of limitations expire. Not Required Cooperator Projects - Contribution Reports, Travel Reports, Progress Reports, and Special Reports, Contracts - Advertising or Public Relations DAA-0166-2017-0028-0010 Progress reports and evaluation; Special reports as required; Proposed contracts and final signed contracts with advertising or public relations agencies, individuals or firms for personal services, etc., and related correspondence Temporary Withdrawn

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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 NC1-166-78-2-MDP-4-6-4
NC1-166-78-2-MDP-4-6-5-a
NC1-166-78-2-MDP-4-7-a
NC1-166-78-2-MDP-4-6-6
NC1-166-78-2-MDP-4-6-7

Disposition Instruction

Retention Period Destroy 2 year(s) after submission

Additional Information

GAO Approval Not Required

Cooperator Projects - Correspondence between FAAO and FAS or Cooperator U.S. Office

Disposition Authority Number DAA-0166-2017-0028-0011

Correspondence from cooperator office that do not fall into specific subcategories listed elsewhere.

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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 NC1-166-78-2-MDP-4-2

Disposition Instruction

Retention Period Destroy when 2 years old unless of a policy nature, in which case retain until policy has changed.

Additional Information

GAO Approval Not Required

Cooperator Projects - Marketing Plans

Disposition Authority Number DAA-0166-2017-0028-0012

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Records may include marketing plans, amendments, or copy of approval letter of cooperator's letter request to carry out activities and related correspondence pertaining to review and approval.

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 NC1-166-78-2-MDP-4-6-3

Disposition Instruction

Retention Period Destroy when 2 years old retaining current and previous year.

Additional Information

GAO Approval Not Required

Cooperator Projects - Contracts - Technical Services and Foreign Market Development Activities.

Disposition Authority Number DAA-0166-2017-0028-0013

Contracts between cooperator and individual to perform technical services work; Contract between cooperator and third party cooperator to carry out foreign market development activities.

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 NC1-166-78-2-MDP-4-7-b
NC1-166-78-2-MDP-4-7-c

Disposition Instruction

Retention Period Destroy 2 years after completion or termination of contract.

Additional Information

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Not Required

Cooperator Projects - Travel

Disposition Authority Number

DAA-0166-2017-0028-0014

Records may include itineraries and trip reports of travel by cooperator personnel.

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

NC1-166-78-2-MDP-4-8

Disposition Instruction

Retention Period

Destroy when 2 years old.

Additional Information

GAO Approval

Not Required

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Office of Cooperator - Establishment Documentation

Disposition Authority Number

DAA-0166-2017-0028-0015

Records consist of documents on the establishment of the office.

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

NC1-166-78-2-MDP-4-5-2-b

Disposition Instruction

Retention Period

Destroy 2 year(s) after office is closed.

Additional Information

GAO Approval

Not Required

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Export Incentive Program - Housing - Inventory; Office of Cooperator - Inventory

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Disposition Authority Number DAA-0166-2017-0028-0016

Records include updated inventory property accumulated.

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 NC1-166-78-2-MDP-4-5-1-d
NC1-166-78-2-MDP-4-5-2-f

Disposition Instruction

Retention Period Retain current year inventory and previous year inventory. Destroy final inventory when office is closed after final audit.

Additional Information

GAO Approval Not Required

Cooperator Projects - Personnel

Disposition Authority Number DAA-0166-2017-0028-0017

Correspondence pertaining to cooperator personnel salaries, position descriptions, promotions and compensations, and personnel actions etc.

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 NC1-166-78-2-MDP-4-4

Disposition Instruction

Retention Period Destroy 1 year after individual leaves employment of Cooperator.

Additional Information

GAO Approval Not Required

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Market Development Project - Regulations and Procedures

Disposition Authority Number **DAA-0166-2017-0028-0018**

General regulations, policies and procedures pertaining to all market development projects.

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 **NC1-166-78-2-MDP-2**

Disposition Instruction

Retention Period **Destroy when superseded.**

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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Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0

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