

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2017-0038
Schedule Status Returned for Revision

Agency or Establishment Foreign Agricultural Service
Record Group / Scheduling Group Records of the Foreign Agricultural Service
Records Schedule applies to Agency-wide
Schedule Subject Housing Property Records
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

WITHDRAWN

WITHDRAWN

Outline of Records Schedule Items for DAA-0166-2017-0038

Sequence Number	
1	Property-Housing Case Files Disposition Authority Number: DAA-0166-2017-0038-0001
2	Property-Housing - Utilities and Maintenance Disposition Authority Number: DAA-0166-2017-0038-0002
3	Property-Housing - Request to Attache Disposition Authority Number: DAA-0166-2017-0038-0003
4	Property-Housing - Inventory Disposition Authority Number: DAA-0166-2017-0038-0004

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Records Schedule Items

Sequence Number

1

Property-Housing Case Files

Disposition Authority Number DAA-0166-2017-0038-0001

Records may include, copies of leases, extensions, rent receipts, and correspondence documenting the lease of U.S. Citizen Cooperator residence.

Final Disposition Temporary

Item Status Pending

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GRS or Superseded Authority Citation NC1-166-78-2-ADM-10-1-a
NC1-166-78-2-ADM-10-1-b

Disposition Instruction

Retention Period Destroy 3 years after expiration, termination, or cancellation of lease. In case of litigation, retain pertinent records until local statute of limitations expire.

Additional Information

GAO Approval Not Required

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Property-Housing - Utilities and Maintenance

Disposition Authority Number DAA-0166-2017-0038-0002

Copies of vouchers pertaining to utilities and maintenance charges

Final Disposition Temporary

Item Status Pending

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GRS or Superseded Authority Citation NC1-166-78-2-ADM-10-1-d

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Disposition Instruction

Retention Period Destroy when 3 years old

Additional Information

GAO Approval Not Required

Property-Housing - Request to Attache

Disposition Authority Number DAA-0166-2017-0038-0003

Requests to Attache with list of all required household furnishings and estimated cost for purchase of repairs.

Final Disposition Temporary

Item Status Pending

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-ADM-10-1-c

Disposition Instruction

Retention Period Destroy 3 years after disposal of furniture.

Additional Information

GAO Approval Not Required

Property-Housing - Inventory

Disposition Authority Number DAA-0166-2017-0038-0004

Annually updated inventory property accumulated.

Final Disposition Temporary

Item Status Pending

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-ADM-10-1-e

Disposition Instruction

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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

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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
01/12/2017	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
10/27/2017	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA

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