

## Request for Records Disposition Authority

Records Schedule Number      DAA-0166-2018-0002  
Schedule Status                Approved  
  
Agency or Establishment        Foreign Agricultural Service  
Record Group / Scheduling Group   Records of the Foreign Agricultural Service  
Records Schedule applies to    Agency-wide  
Schedule Subject                Organization Records  
Internal agency concurrences will be provided      No

Background Information            The Foreign Agricultural Service (FAS) links U.S. agriculture to the world to enhance export opportunities and global food security. In addition to its Washington, D.C. staff, FAS has a global network of 93 offices covering 171 countries. These offices are staffed by agricultural attachés and locally hired agricultural experts who are the eyes, ears, and voice for U.S. agriculture around the world. FAS staff identify problems, provide practical solutions, and work to advance opportunities for U.S. agriculture and support U.S. foreign policy around the globe.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0166-2018-0002

Sequence Number
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1
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Organization
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Disposition Authority Number: DAA-0166-2018-0002-0001
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## Records Schedule Items

Sequence Number														
1	<p><b>Organization</b></p> <p>Disposition Authority Number      <b>DAA-0166-2018-0002-0001</b></p> <p><b>Material relating to organizational analysis and planning or changes in organization functions.</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>NC1-166-78-1-6</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff at the end of the fiscal year.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>1994</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 1994 To 2003</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 5 Years</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td><b>Electronic/Digital</b></td> <td></td> <td></td> </tr> <tr> <td><b>Paper</b></td> <td><b>24 Cubic feet</b></td> <td><b>1 Cubic feet</b></td> </tr> <tr> <td><b>Microform</b></td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	<b>Electronic/Digital</b>			<b>Paper</b>	<b>24 Cubic feet</b>	<b>1 Cubic feet</b>	<b>Microform</b>		
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<b>Electronic/Digital</b>														
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<b>Microform</b>														

Hardcopy or Analog Special Media		
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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
12/20/2017	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
01/26/2018	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
05/16/2018	Submit For Certification	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
05/16/2018	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
07/24/2018	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/24/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
07/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/30/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist