

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0005

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 Agricultural Attaches Records

Internal agency concurrences will be provided No

Background Information Agricultural Attachés are stationed at posts throughout the world to represent U.S. agricultural interests and to collect and analyze agricultural information.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0166-2018-0005

Sequence Number	
1	Agricultural Attaches Representation Disposition Authority Number: DAA-0166-2018-0005-0001
2	Agricultural Attachés – Post Administration Disposition Authority Number: DAA-0166-2018-0005-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 414 1492 457">Agricultural Attaches Representation</p> <p data-bbox="365 457 1492 500">Disposition Authority Number DAA-0166-2018-0005-0001</p> <p data-bbox="365 500 1492 606">Correspondence and related papers regarding visitors' programs and representation functions undertaken by FAS.</p> <p data-bbox="365 606 1492 649">Final Disposition Temporary</p> <p data-bbox="365 649 1492 691">Item Status Active</p> <p data-bbox="365 691 1492 734">Is this item media neutral? Yes</p> <p data-bbox="365 734 1492 883">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="365 883 1492 946">GRS or Superseded Authority Citation NC1-166-78-1-79</p> <p data-bbox="365 946 1492 989">Disposition Instruction</p> <p data-bbox="365 989 1492 1117">Cutoff Instruction Cutoff at the end of the calendar year in which mission ends.</p> <p data-bbox="365 1117 1492 1159">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="365 1159 1492 1202">Additional Information</p> <p data-bbox="365 1202 1492 1308">GAO Approval Not Required</p>
2	<p data-bbox="365 1308 1492 1351">Agricultural Attachés – Post Administration</p> <p data-bbox="365 1351 1492 1393">Disposition Authority Number DAA-0166-2018-0005-0002</p> <p data-bbox="365 1393 1492 1606">Copies of correspondence, contracts, personnel materials (e.g., performance evaluations) and related information pertaining to the establishment, staffing and administration of attaché posts. Also includes papers concerning working agreements with other agencies, personnel exchange program with Department of State and various conferences.</p> <p data-bbox="365 1606 1492 1649">Final Disposition Temporary</p> <p data-bbox="365 1649 1492 1691">Item Status Active</p> <p data-bbox="365 1691 1492 1734">Is this item media neutral? Yes</p> <p data-bbox="365 1734 1492 1883">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p>

GRS or Superseded Authority Citation	NC1-166-78-1-80
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the calendar year.
Retention Period	Destroy when 3 years old or when no longer needed for reference, whichever is sooner.
Additional Information	
GAO Approval	Not Required

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
06/14/2018	Submit for Concur rence	John Hulmston	Senior Records Ana lyst	National Archives and Records Administration - ACRA
06/18/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
07/03/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
07/14/2018	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist