

WITHDRAWN- RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0010

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0010
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 Directives and Publications
Internal agency concurrences will be provided No

Background Information Record copy of publications, studies and reports.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	6

GAO Approval

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Outline of Records Schedule Items for DAA-0166-2018-0010

Sequence Number	
1	Directives and Publications - Office of Record Disposition Authority Number: DAA-0166-2018-0010-0001
2	Directives and Publications - All other offices Disposition Authority Number: DAA-0166-2018-0010-0002
3	Directives and Publications - Annual Publications Disposition Authority Number: DAA-0166-2018-0010-0003
4	Directives and Publications - Quarterly Publications Disposition Authority Number: DAA-0166-2018-0010-0004
5	Directives and Publications - Monthly Publications Disposition Authority Number: DAA-0166-2018-0010-0005
6	Directives and Publications - Weekly and Daily Publications Disposition Authority Number: DAA-0166-2018-0010-0006

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Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0010

Records Schedule Items

Sequence Number	
1	<p>Directives and Publications - Office of Record</p> <p>Disposition Authority Number DAA-0166-2018-0010-0001</p> <p>Approved directives and related amendments.</p> <p>Final Disposition Permanent</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Item Status Withdrawn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GRS or Superseded Authority Citation NC1-166-84-1-1-a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year in which created.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Creation of the Agency to present</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>
2	<p>Directives and Publications - All other offices</p> <p>Disposition Authority Number DAA-0166-2018-0010-0002</p> <p>Copies of approved directives that are distributed to State and County offices for program implementation.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p>

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	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	NC1-166-84-1-1-b
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year in which created.
	Retention Period	Destroy 3 year(s) after cutoff or when no longer needed for reference occurs, whichever is sooner
	Additional Information	
	GAO Approval	Not Required
3	Directives and Publications - Annual Publications	
	Disposition Authority Number	DAA-0166-2018-0010-0003
	Records received from U.S. or foreign governments or other sources, such as "World Agricultural Situation."	
	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 no item #
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year in which received
	Retention Period	Retain only current issue and previous year
	Additional Information	
	GAO Approval	Not Required
4	Directives and Publications - Quarterly Publications	
	Disposition Authority Number	DAA-0166-2018-0010-0004
	Publications received from U.S. or other sources, such as "Poultry and Egg Situation."	

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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	NC1-166-78-2 no item #
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the quarter in which created.
	Retention Period	Retain last 4 issues. Destroy the oldest issue when the most recent issues is placed in the folder.
	Additional Information	
	GAO Approval	Not Required
5	Directives and Publications - Monthly Publications	
	Disposition Authority Number	DAA-0166-2018-0010-0005
	Publications received from U.S. or foreign governments or other sources, such as "Foreign Agricultural Trade of the United States."	
	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 no item #
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the month in which received
	Retention Period	Retain 1 year. Destroy the oldest issue when the most recent is placed in folder.
	Additional Information	
	GAO Approval	Not Required
6	Directives and Publications - Weekly and Daily Publications	

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Disposition Authority Number	DAA-0166-2018-0010-0006
Received from U.S. or other sources, such as Foreign Agriculture, The Kiplinger Letter or Market News.	
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	
Cutoff Instruction	Cutoff at the end of the week in which received
Retention Period	Destroy copies 6 months after cutoff.
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
12/20/2017	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
06/04/2018	Return Without Action	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA