

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0011

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0011
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 Foreign Agricultural Service - Country Projects
Internal agency concurrences will be provided No

Background Information Files pertain to FAS sponsored market development activities in foreign countries conducted by FAS representatives from Washington, D.C. or by the Agricultural Attaché in the host country.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	9

GAO Approval

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Outline of Records Schedule Items for DAA-0166-2018-0011

Sequence Number	
1	FAS Country Projects - Exhibits/Fairs - Case Files Disposition Authority Number: DAA-0166-2018-0011-0001
2	Trade Services - New Product Testing - Label Clearance - Taste Tasting Case Files Disposition Authority Number: DAA-0166-2018-0011-0002
3	Trade Services – New Product Testing – Label Clearance – Taste Testing – Contracts Disposition Authority Number: DAA-0166-2018-0011-0003
4	Trade Opportunity – Referral System (TORs) Inquiry – Trade Inquiry Form or Referral Questionnaire Disposition Authority Number: DAA-0166-2018-0011-0004
5	Trade Opportunity – Referral System (TORs) Inquiry – Product and foreign Buyer Lists Disposition Authority Number: DAA-0166-2018-0011-0005
6	Trade Opportunity – Referral System (TORs) Inquiry – Export Briefs Disposition Authority Number: DAA-0166-2018-0011-0006
7	Trade Opportunity – Referral System (TORs) – Contracts Disposition Authority Number: DAA-0166-2018-0011-0007
8	Marketing Survey – Sales Teams and Buying Teams – Case Files Disposition Authority Number: DAA-0166-2018-0011-0008
9	FAS Country Projects - General Country Project Statement (CPS) Disposition Authority Number: DAA-0166-2018-0011-0009

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Records Schedule Items

Sequence Number	
1	<p data-bbox="365 421 1053 457">FAS Country Projects - Exhibits/Fairs - Case Files</p> <p data-bbox="365 470 1149 506">Disposition Authority Number DAA-0166-2018-0011-0001</p> <p data-bbox="365 527 1466 634">Records may include special receptions (including guest lists), press releases, trade catalogs, documents relating to receiving, clearance and transport of products, and disposition of exhibit-fair stands, etc. and related correspondence.</p> <p data-bbox="365 655 925 691">Final Disposition Temporary</p> <p data-bbox="365 704 921 740">Item Status Withdrawn</p> <p data-bbox="365 753 829 789">Is this item media neutral? Yes</p> <p data-bbox="365 802 816 929">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="365 942 1095 1006">GRS or Superseded Authority Citation NC1-166-78-2, FASP-2</p> <p data-bbox="365 1040 674 1076">Disposition Instruction</p> <p data-bbox="365 1089 1458 1174">Cutoff Instruction Cutoff at the end of the calendar year in which the specific exhibit-fair is completed.</p> <p data-bbox="365 1187 1169 1223">Retention Period Destroy 6 year(s) after cutoff</p> <p data-bbox="365 1257 674 1293">Additional Information</p> <p data-bbox="365 1306 954 1342">GAO Approval Not Required</p>
2	<p data-bbox="365 1364 1442 1427">Trade Services - New Product Testing - Label Clearance - Taste Tasting Case Files</p> <p data-bbox="365 1440 1149 1476">Disposition Authority Number DAA-0166-2018-0011-0002</p> <p data-bbox="365 1498 1491 1604">Establish a case file by name of U.S. exporter containing contracts related to label clearances and taste testing, communications, applications for clearance of labels on Export Food Products, copy of clearance report and related correspondence.</p> <p data-bbox="365 1617 925 1653">Final Disposition Temporary</p> <p data-bbox="365 1666 921 1702">Item Status Withdrawn</p> <p data-bbox="365 1715 829 1751">Is this item media neutral? Yes</p> <p data-bbox="365 1764 816 1891">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p>

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3	GRS or Superseded Authority Citation	NC1-166-78-2, FASP-3-a
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year in which label clearance or test is completed.
	Retention Period	Destroy 6 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Trade Services – New Product Testing – Label Clearance – Taste Testing – Contracts	
	Disposition Authority Number	DAA-0166-2018-0011-0003
	Contracts related to label clearances and taste testing.	
	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
4	GRS or Superseded Authority Citation	NC1-166-78-2, FASP-3-b
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year in which completed or termination of the contract.
	Retention Period	Destroy 6 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Trade Opportunity – Referral System (TORs) Inquiry – Trade Inquiry Form or Referral Questionnaire	
	Disposition Authority Number	DAA-0166-2018-0011-0004
	Records may include Trade Inquiry or Trade Opportunity Referral Questionnaire and related correspondence.	
	Final Disposition	Temporary
	Item Status	Withdrawn

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5	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, FASP-4-1-a NC1-166-78-2, FASP-4-1-B
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year in which the inquiry is made.
	Retention Period	Destroy 6 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Trade Opportunity – Referral System (TORs) Inquiry – Product and foreign Buyer Lists	
	Disposition Authority Number	DAA-0166-2018-0011-0005
	Records may include a list of U.S. Supplies by product category and lists of foreign buyers for agricultural products.	
	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, FASP-4-1-c NC1-166-78-2, FASP-4-1-d	
Disposition Instruction		
Cutoff Instruction	Cutoff when superseded	
Retention Period	Destroy 6 year(s) after cutoff	
Additional Information		
GAO Approval	Not Required	
Trade Opportunity – Referral System (TORs) Inquiry – Export Briefs		
Disposition Authority Number	DAA-0166-2018-0011-0006	
Records may include briefs and related correspondence		

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7	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, FASP-4-1-e
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year in which inquiry was made.
	Retention Period	Destroy 6 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Trade Opportunity – Referral System (TORs) – Contracts	
	Disposition Authority Number	DAA-0166-2018-0011-0007
	Records may include contracts used to comprise list of foreign buyers for agricultural products.	
	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, FASP-4-2	
Disposition Instruction		
Cutoff Instruction	Cutoff at the end of the calendar year in which contract is completed or terminated	
Retention Period	Destroy 6 year(s) after cutoff	
Additional Information		
GAO Approval	Not Required	
8	Marketing Survey – Sales Teams and Buying Teams – Case Files	

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Disposition Authority Number	DAA-0166-2018-0011-0008
Establish a case file by name of sales team or buying team, activity number and related correspondence pertaining to the sales team.	
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, FASP-5 NC1-166-78-2, FASP-6
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the calendar year in which activity is completed
Retention Period	Destroy 6 year(s) after cutoff
Additional Information	
GAO Approval	Not Required
FAS Country Projects - General Country Project Statement (CPS)	
Disposition Authority Number	DAA-0166-2018-0011-0009
Correspondence regarding the development of the CPS, drafts and revision of the proposed CPS, signed final CPS and amendment.	
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-FASP-1
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the fiscal year in which CPS was finalized
Retention Period	Destroy 6 year(s) after cutoff

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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
05/22/2018	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
05/23/2018	Submit For Certification	Debra Lackey	Records Analyst	FAS - FAS
05/23/2018	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
07/11/2018	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/12/2018	Submit For Certification	Debra Lackey	Records Analyst	FAS - FAS
07/12/2018	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
12/04/2018	Return Without Action	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services

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