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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0013

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0013

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 Commodity Analysis

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	18

GAO Approval

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Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0013

Outline of Records Schedule Items for DAA-0166-2018-0013

Sequence Number	
1	Commodity Planning and Commodity Agreement Files Disposition Authority Number: DAA-0166-2018-0013-0001
2	Commodity Intelligence Files Disposition Authority Number: DAA-0166-2018-0013-0002
3	Commodity Information Files Disposition Authority Number: DAA-0166-2018-0013-0003
4	Foreign Competition Files Disposition Authority Number: DAA-0166-2018-0013-0004
5	Trade Barriers and Restrictions (Commodity Areas) Disposition Authority Number: DAA-0166-2018-0013-0005
6	Commodity Analysis Files Disposition Authority Number: DAA-0166-2018-0013-0006
7	Supply and Demand Files Disposition Authority Number: DAA-0166-2018-0013-0007
8	Quality and Standards Disposition Authority Number: DAA-0166-2018-0013-0008
9	Meat Import Law (P.L. 88-482) Disposition Authority Number: DAA-0166-2018-0013-0009
10	Section 22, Agricultural Adjustment Act, as amended – Correspondence Disposition Authority Number: DAA-0166-2018-0013-0010
11	Tariff Commission Reports Disposition Authority Number: DAA-0166-2018-0013-0011
12	Economic Indicators Disposition Authority Number: DAA-0166-2018-0013-0012
13	Economic Analysis – Country Analysis and Quarterly World Summaries Disposition Authority Number: DAA-0166-2018-0013-0013
14	Environmental Protection Agency (EPA) Liaison Matters Disposition Authority Number: DAA-0166-2018-0013-0014
15	Production, Supply and Distribution (PSD) Disposition Authority Number: DAA-0166-2018-0013-0015
16	World Agricultural Production and Trade Disposition Authority Number: DAA-0166-2018-0013-0016
17	Credit Sales Disposition Authority Number: DAA-0166-2018-0013-0017
18	Import Regulations

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Records Schedule: DAA-0166-2018-0013

| Disposition Authority Number: DAA-0166-2018-0013-0018

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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Records Schedule: DAA-0166-2018-0013

Records Schedule Items

Sequence Number	
1	<p>Commodity Planning and Commodity Agreement Files</p> <p>Disposition Authority Number DAA-0166-2018-0013-0001</p> <p>Files consisting of publications, newspaper clippings, census data, and legislation relating to commodity intelligence. This information is used in planning U.S. farm programs and in maintaining adequate domestic supplies of agricultural commodities at stable prices and commodity agreements and other agricultural agreements bearing on the exchange of data and technology.</p> <p>Final Disposition Temporary</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 NC1-166-78-1-50 NC1-166-78-1-51</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year.</p> <p>Retention Period Destroy 5 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Commodity Intelligence Fil</p> <p>Disposition Authority Number DAA-0166-2018-0013-0002</p> <p>Records pertaining to the coordination and integration of foreign market intelligence data with other factors and conditions affecting the level of world food reserves such as the availability of nitrogenous fertilizer, the distribution of fuel and other essential energy related inputs, and the availability of transport containers, vessels and other equipment needed to move agricultural commodities from the farm to the consumer.</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

NC1-166-78-1-52

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the calendar year.

Retention Period

Destroy 5 year(s) after cutoff

Additional Information

GAO Approval

Not Required

Commodity Information Files

Disposition Authority Number

DAA-0166-2018-0013-0003

Correspondence primarily with cooperators and related records material pertaining to production, trade and marketing data on agricultural commodities and related 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

NC1-166-78-1-54

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the calendar year.

Retention Period

Destroy when 5 years old or when no longer needed for reference, whichever is sooner

Additional Information

GAO Approval

Not Required

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Foreign Competition Files

Disposition Authority Number

DAA-0166-2018-0013-0004

Correspondence primarily with importers and exporters and related papers pertaining to appraisals of the U.S. competitive position in world markets in relation to foreign suppliers of the same or competitive products. Includes studies and

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appraisals of actual and potential foreign competition facing U.S. commodities in world markets.

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 NC1-166-78-1-55

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy when 5 years old or when no longer needed for reference, whichever is sooner.

Additional Information

GAO Approval Not Required

Trade Barriers and Restrictions (Commodity Areas)

Disposition Authority Number DAA-0166-2018-0013-0005

Copies of correspondence and related records pertaining to changes of foreign import duties, tariff reductions, trade negotiations and other trade barriers and restrictions to U.S. agricultural exports. General background information for import/export.

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 NC1-166-78-1-56

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.,

Retention Period Destroy when 5 years old or when no longer needed for reference, whichever is sooner.

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Additional Information

GAO Approval Not Required

Commodity Analysis Files

Disposition Authority Number DAA-0166-2018-0013-0006

Records pertaining to the formulation and administration of foreign commodity analysis, including estimates and forecasts of world agricultural production, trade and consumption.

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 NC1-166-78-1-57

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy when 5 years old or when no longer needed for reference, whichever is sooner.

Additional Information

GAO Approval Not Required

Supply and Demand Files

Disposition Authority Number DAA-0166-2018-0013-0007

Includes correspondence, studies and position papers relating to conditions in world commodity markets affecting the supply-demand situation for U.S. agriculture.

Final Disposition Permanent

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 NC1-166-78-1-58

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8	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Creation of the Agency to present.
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
	Quality and Standards	
	Disposition Authority Number	DAA-0166-2018-0013-0008
	Correspondence and related information pertaining to grades, standards and quality of exported agricultural commodities.	
	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	NC1-166-78-1-59	
9	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year.
	Retention Period	Destroy 5 year(s) after cutoff or when no longer needed for reference occurs, whichever is sooner
	Additional Information	
	GAO Approval	Not Required
	Meat Import Law (P.L. 88-482)	
	Disposition Authority Number	DAA-0166-2018-0013-0009

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Correspondence with Department of State, Special Trade Representative, Treasury and USDA agencies pertaining to restraints on imports, outlook situation, information of decision to free meat imports.

Final Disposition Permanent

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 NC1-166-78-1-60

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Creation of the Agency to present

How frequently will your agency transfer these records to the National Archives? Every 5 Years

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Section 22, Agricultural Adjustment Act, as amended – Correspondence

Disposition Authority Number DAA-0166-2018-0013-0010

Correspondence and related papers pertaining to investigation findings, proposals, and justifications under Section 22 of the Agricultural Adjustment Act.

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 NC1-166-78-1-61-a

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Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.
Retention Period Destroy 5 year(s) after cutoff or when no longer needed for reference occurs, whichever is sooner

Additional Information

GAO Approval Not Required

Tariff Commission Reports

Disposition Authority Number DAA-0166-2018-0013-0011

Copies of Tariff Commission reports, hearings and transcripts, Agriculture testimony and regulations pertaining to Section 22, Agricultural Adjustment Act.

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 NC1-166-78-1-61-b

Disposition Instruction

Cutoff Instruction Cutoff when superseded
Retention Period Destroy when superseded or when no longer needed for reference, whichever is sooner.

Additional Information

GAO Approval Not Required

Economic Indicators

Disposition Authority Number DAA-0166-2018-0013-0012

Statistical data of the major economic situation in major agricultural importing and exporting countries

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

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electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation NC1-166-78-1-62

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy 5 year(s) after cutoff or when no longer needed for reference occurs, whichever is sooner

Additional Information

GAO Approval Not Required

Economic Analysis – Country Analysis and Quarterly World Summaries

Disposition Authority Number DAA-0166-2018-0013-0013

Economic analysis of individual countries and quarterly world summaries.

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 NC1-166-78-1-63-a
NC1-166-78-1-63-b

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy 5 year(s) after cutoff or when no longer needed for reference occurs, whichever is sooner

Additional Information

GAO Approval Not Required

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Environmental Protection Agency (EPA) Liaison Matters

Disposition Authority Number DAA-0166-2018-0013-0014

News releases, position papers, publications, food health and sanitary actions and related materials which affect or could affect U.S. foreign agricultural trade.

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	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	NC1-166-78-1-64
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year.
	Retention Period	Destroy 4 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
15	Production, Supply and Distribution (PSD)	
	Disposition Authority Number	DAA-0166-2018-0013-0015
	Records containing information on foreign production supply and distribution of commodities such as cotton, grains, oil seeds, tobacco, and sugar and tropical products. Included are statistics for production, beginning stocks, imports, exports, domestic use, and ending stocks for individual countries.	
	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	NC1-166-78-1-66
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year.
	Retention Period	Submit for review in 5 years or after inclusion of major agricultural commodities.
	Additional Information	
	GAO Approval	Not Required
16	World Agricultural Production and Trade	
	Disposition Authority Number	DAA-0166-2018-0013-0016

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Magnetic media containing information on the world agricultural production and trade of specified agricultural commodities.

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 NC1-166-78-1-67

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy after 3rd update cycle

Additional Information

GAO Approval Not Required

Credit Sales

Disposition Authority Number DAA-0166-2018-0013-0017

Records containing information to support short-term credit function of the Office of the General Sales Manager (OGSM) and to evaluate status of program in promoting further export financing of agricultural commodities through private exporters under the program and analyze the impact of the Credit Sales program on the U.S. agricultural market

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 NC1-166-78-1-68

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year

Retention Period Destroy 2 year(s) after cutoff

Additional Information

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18	GAO Approval	Not Required
	Import Regulations	
	Disposition Authority Number	DAA-0166-2018-0013-0018
	Regulations governing the importation of cheese and dairy products, including definitions, revisions, amendments, notices, historical summaries, investigations and other pertinent items.	
	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 when changes are incorporated in regulations.
	Retention Period	Destroy 3 years after changes are incorporated in regulations or when of no further reference value, whichever is sooner.
	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
12/04/2018	Return Without Action	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services