

Request for Records Disposition Authority

Records Schedule Number **DAA-0166-2018-0015**

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 **Foreign Agricultural Services Budget Files**

Internal agency concurrences will be provided **No**

Background Information **Budget formulation, presentations, and Enactments. General Authorizations and Supporting Records and Budget Support.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0166-2018-0015

Sequence Number	
1	Budget Formulation, Presentation, and Enactment Disposition Authority Number: DAA-0166-2018-0015-0001
2	General Authorizations and Supporting Records Disposition Authority Number: DAA-0166-2018-0015-0002
3	Budget Support Disposition Authority Number: DAA-0166-2018-0015-0003

Records Schedule Items

Sequence Number	
1	<p>Budget Formulation, Presentation, and Enactment</p> <p>Disposition Authority Number DAA-0166-2018-0015-0001</p> <p>Records of budget estimates and budget enactment. Records covering the initial development (budget projections and agency, Departmental and Presidential allowances), preparation, presentation (hearings), and justification of budget estimates. Key working papers and data are considered as part of budget estimates records.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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GRS or Superseded Authority Citation NC1-166-78-1-12</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the budget year.</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>General Authorizations and Supporting Records</p> <p>Disposition Authority Number DAA-0166-2018-0015-0002</p> <p>General Letters of Authorization (GA) and GA amendments to Agricultural Attaches authorizing the expenditure of funds for specified items in limited amounts; Financial Plans which itemizes obligations anticipated in the forthcoming year; Mid-Year Review of status of funds and related correspondence.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>

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

GRS or Superseded Authority Citation **NC1-166-78-1-13**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the budget year.**

Retention Period **Destroy 3 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Budget Support

Disposition Authority Number **DAA-0166-2018-0015-0003**

Correspondence relating to budget activities, supporting records by category, allocation or activity, administrative expenditures, specific projects.

Final Disposition **Temporary**

Item Status **Active**

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 **NC1-166-78-1-14**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the budget year.**

Retention Period **Destroy 10 year(s) after cutoff**

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 Concurrency	John Hulmston	Senior Records Analyst	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 Services	National Records Management Program - ACNR Records Management Services
07/14/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist