

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0016

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0016

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 General Files - Correspondence, Documentation of Meetings, Interagency Agreements, Information and Reference, Controlled Correspondence, Policy Correspondence, Administrator's Reading Files, Cables, Speeches, Visitors to Post, VIP Visitors and Visitors to U.S., Agriculture and Commodity Information, Reporting Schedules, Reports, Shuttle Sheets, Working Files and Economic Reports.

Internal agency concurrences will be provided No

Background Information General files created by the Foreign Agricultural Service.

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 | 26 |

GAO Approval

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Outline of Records Schedule Items for DAA-0166-2018-0016

| Sequence Number | |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Correspondence Files – High Level Officials Disposition Authority Number: DAA-0166-2018-0016-0001 |
| 2 | Correspondence Files – Other Officials Disposition Authority Number: DAA-0166-2018-0016-0002 |
| 3 | Documentation of Meetings - Administrator Files Disposition Authority Number: DAA-0166-2018-0016-0003 |
| 4 | Documentation of Meetings – All other copies Disposition Authority Number: DAA-0166-2018-0016-0004 |
| 5 | Documentation of Meetings – Appointment Books and Telephone logs Disposition Authority Number: DAA-0166-2018-0016-0005 |
| 6 | Interagency Agreements Disposition Authority Number: DAA-0166-2018-0016-0006 |
| 7 | Controlled Correspondence Files Disposition Authority Number: DAA-0166-2018-0016-0007 |
| 8 | Policy Correspondence Disposition Authority Number: DAA-0166-2018-0016-0008 |
| 9 | Administrator's Reading Files Disposition Authority Number: DAA-0166-2018-0016-0009 |
| 10 | State Department Telegrams Disposition Authority Number: DAA-0166-2018-0016-0010 |
| 11 | TOFAS/FASTO Messages Disposition Authority Number: DAA-0166-2018-0016-0011 |
| 12 | Speeches Disposition Authority Number: DAA-0166-2018-0016-0012 |
| 13 | Speeches Official speeches of Assistant Administrators and Division Directors Disposition Authority Number: DAA-0166-2018-0016-0013 |
| 14 | Visitors to Post - Routine Disposition Authority Number: DAA-0166-2018-0016-0014 |
| 15 | Visitors to Post – List prepared by Embassy or FAO/F Disposition Authority Number: DAA-0166-2018-0016-0015 |
| 16 | VIP Visitors or Visitors to the U.S. Disposition Authority Number: DAA-0166-2018-0016-0016 |
| 17 | Agriculture – General Disposition Authority Number: DAA-0166-2018-0016-0017 |
| 18 | Commodity Information – General or Specific Information |

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| | Disposition Authority Number: DAA-0166-2018-0016-0018 |
| 19 | Commodity Information – Lists of Trade Contacts Disposition Authority Number: DAA-0166-2018-0016-0019 |
| 20 | Reporting Schedule – Correspondence Disposition Authority Number: DAA-0166-2018-0016-0020 |
| 21 | Reporting Schedule – General Disposition Authority Number: DAA-0166-2018-0016-0021 |
| 22 | Reports – Scheduled Disposition Authority Number: DAA-0166-2018-0016-0022 |
| 23 | Reports – Appraisals Disposition Authority Number: DAA-0166-2018-0016-0023 |
| 24 | Shuttle Sheets Disposition Authority Number: DAA-0166-2018-0016-0024 |
| 25 | Working Files Disposition Authority Number: DAA-0166-2018-0016-0025 |
| 26 | Economic Reports Disposition Authority Number: DAA-0166-2018-0016-0026 |

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Records Schedule Items

| Sequence Number | |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Correspondence Files – High Level Officials</p> <p>Disposition Authority Number DAA-0166-2018-0016-0001</p> <p>Correspondence documenting the discharge of official responsibilities (Administrator and Associate Administrator).</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 NC1-166-84-1-3-a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year.</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 agency to present</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p> |
| 2 | <p>Correspondence Files – Other Officials</p> <p>Disposition Authority Number DAA-0166-2018-0016-0002</p> <p>Correspondence documenting the discharge of official responsibilities.</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</p> |

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

GRS or Superseded Authority Citation NC1--166-84-1-3-b

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Documentation of Meetings - Administrator Files

Disposition Authority Number DAA-0166-2018-0016-0003

Briefing books and minutes of meetings.

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 NC1-166-84-1-4-a

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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Documentation of Meetings – All other copies

Disposition Authority Number DAA-0166-2018-0016-0004

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Briefing books and minutes of meetings.

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 NC1-166-84-1-4-b

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Documentation of Meetings – Appointment Books and Telephone logs

Disposition Authority Number DAA-0166-2018-0016-0005

Records may include appointment books all logs of meetings.

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 NC1-166-84-1-4-c

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Interagency Agreements

Disposition Authority Number DAA-0166-2018-0016-0006

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Interagency agreements with other agencies that significantly affect the substantive functions of the agency. Materials may include the agreement, correspondence and all other records pertaining to Interagency Agreements.

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 NC1-166-78-1-3

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year in which agreement ends.

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 agency to present

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

Controlled Correspondence Files

Disposition Authority Number DAA-0166-2018-0016-0007

Correspondence related to inquiries addressed to the Department of Agriculture and the office of the Secretary, and correspondence referred by the White House and Members of Congress for reply.

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

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GRS or Superseded Authority Citation NC1-166-78-1-7-a

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Policy Correspondence

Disposition Authority Number DAA-0166-2018-0016-0008

Policy documents

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 NC1-166-78-1-7-b

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 agency to present

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

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Administrator's Reading Files

Disposition Authority Number DAA-0166-2018-0016-0009

Correspondence, memoranda and related material originated by the Administrator and the Administrator's office staff.

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|----|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| | 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 | NC1-166-78-1-8 |
| | 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 agency to present |
| | How frequently will your agency transfer these records to the National Archives? | Every 5 Years |
| 10 | State Department Telegrams | |
| | Disposition Authority Number | DAA-0166-2018-0016-0010 |
| | State Department System which is used exclusively for classified or policy oriented material. | |
| | 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 | NC1-166-78-1-15-a |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the calendar year. |
| | Retention Period | Destroy 3 year(s) after cutoff |

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| 11 | Additional Information | |
| | GAO Approval | Not Required |
| | TOFAS/FASTO Messages | |
| | Disposition Authority Number | DAA-0166-2018-0016-0011 |
| | TOFAS/FASTO system of State/FAS which is used for non-policy, unclassified administrative information. | |
| | 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 | NC1-166-78-1-15-b |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the calendar year in which created/received. |
| | Retention Period | Destroy 5 year(s) after cutoff |
| 12 | Additional Information | |
| | GAO Approval | Not Required |
| | Speeches | |
| | Disposition Authority Number | DAA-0166-2018-0016-0012 |
| | Official speeches of Administrator and Deputy Administrator | |
| | 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 | NC1-166-78-1-2-a |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the calendar year. |

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|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| | 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 agency to present |
| | How frequently will your agency transfer these records to the National Archives? | Every 5 Years |
| 13 | Speeches Official speeches of Assistant Administrators and Division Directors | |
| | Disposition Authority Number | DAA-0166-2018-0016-0013 |
| | Speeches Official speeches of Assistant Administrators and Division Directors relating to agency policies and programs. | |
| | 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 | NC1-166-78-1-2-b |
| | 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 |
| 14 | Visitors to Post - Routine | |
| | Disposition Authority Number | DAA-0166-2018-0016-0014 |
| | Routine communications regarding travel arrangements, plans, itineraries, hotel reservations, etc., for visitors to post from U.S. or other countries. | |
| | Final Disposition | Temporary |
| | Item Status | Withdrawn |
| | Is this item media neutral? | Yes |

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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

NC1-166-78-2 no item #

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the calendar year.

Retention Period

Destroy 3 year(s) after cutoff

Additional Information

GAO Approval

Not Required

Visitors to Post – List prepared by Embassy or FAO/F

Disposition Authority Number

DAA-0166-2018-0016-0015

List of persons arriving and departing from post, prepared by Embassy or FAO/F office.

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.

Retention Period

Destroy 6 year(s) after cutoff

Additional Information

GAO Approval

Not Required

16

VIP Visitors or Visitors to the U.S.

Disposition Authority Number

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Establish file by visitor's name and position, or by CODEL in case of congressional visitor. File would contain list of appointments made and guest lists for official functions. Routine communications relating to visits by individuals or groups from host country to U.S. not requiring program planning on part of FAS or FAO/F other than notification to individuals concerned of travel.

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| | | |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 17 | 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. |
| | Retention Period | Destroy 3 year(s) after cutoff |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Agriculture – General | |
| | Disposition Authority Number | DAA-0166-2018-0016-0017 |
| | Correspondence and related documents pertaining to agriculture in general, such as plant and animal diseases, quarantine regulations, food additives, food and health regulations, forestry, soil, farm machinery, cooperatives, agrarian reform, commodities not covered by established FAS Reports Schedule, etc. | |
| | 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. | |
| Retention Period | Destroy 2 year(s) after cutoff | |
| Additional Information | | |
| GAO Approval | Not Required | |
| Commodity Information – General or Specific Information | | |

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| 19 | Disposition Authority Number | DAA-0166-2018-0016-0018 |
| | Correspondence and related documents. | |
| | 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. |
| | Retention Period | Destroy 3 year(s) after cutoff |
| | Additional Information | |
| | GAO Approval | Not Required |
| | 20 | Commodity Information – Lists of Trade Contacts |
| Disposition Authority Number | | DAA-0166-2018-0016-0019 |
| Lists of trade contacts or distributors in U.S. and host country. | | |
| 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. |
| Retention Period | | Destroy immediately after superseded by new contact list |
| Additional Information | | |
| GAO Approval | | Not Required |
| Reporting Schedule – Correspondence | | |

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Disposition Authority Number DAA-0166-2018-0016-0020
Correspondence indicating changes to be made in required reporting schedule or additions to same.
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
Retention Period Destroy 6 year(s) after cutoff

Additional Information

GAO Approval Not Required

Reporting Schedule – General

Disposition Authority Number DAA-0166-2018-0016-0021

General information on over-all reporting instructions.

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.
Retention Period Destroy immediately after superseded by new reporting instructions are adopted

Additional Information

GAO Approval Not Required

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Reports – Scheduled

Disposition Authority Number DAA-0166-2018-0016-0022

Copies of scheduled, alert list, and single-time reports and related correspondence.

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.

Retention Period Destroy 3 years after superseded or when determined by FAO/F that information is no longer needed for reference.

Additional Information

GAO Approval Not Required

23

Reports – Appraisals

Disposition Authority Number DAA-0166-2018-0016-0023

Records may include report appraisals and other related documentation.

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.

Retention Period Destroy after submission of next similar report.

Additional Information

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Shuttle Sheets

Disposition Authority Number DAA-0166-2018-0016-0024

Copies of floating and FAAO/F data cards or other related documentation.

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.

Transfer to Inactive Storage Transfer to inactive storage for 10 years

Retention Period Destroy 11 year(s) after cutoff

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Additional Information

GAO Approval Not Required

Working Files

Disposition Authority Number DAA-0166-2018-0016-0025

Extra copies of reproducible communications, decrees, press releases, newspaper clippings, background studies, analyses, rough drafts, interim reports, questionnaires, etc.

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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.

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| Retention Period | Destroy when information has been transmitted to FAS/W by AGR report or other means. |
| Additional Information | |
| GAO Approval | Not Required |
| Economic Reports | |
| Disposition Authority Number | DAA-0166-2018-0016-0026 |
| Contribution to Embassy reporting schedule (Economic or Political); Copies of Embassy and/or Consulate reports. | |
| 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 1 year after created/received. |
| Retention Period | Destroy 3 year(s) 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 |
| 12/04/2018 | Return Without Action | Valerie Terray | Archives Specialist | National Archives and Records Administration - Records Management Services |