

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0017

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 Import Program Records

Internal agency concurrences will
be provided No

Background Information Records of the Foreign Agricultural Services Imports Program

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0166-2018-0017

Sequence Number	
1	Dairy Import Program applications, Importer Case Files, Reports Disposition Authority Number: DAA-0166-2018-0017-0001
2	Sugar Import Program - Subject to licensing requirements, Not subject to Licensing and Country files. Disposition Authority Number: DAA-0166-2018-0017-0002

Records Schedule Items

Sequence Number	
1	<p>Dairy Import Program applications, Importer Case Files, Reports</p> <p>Disposition Authority Number DAA-0166-2018-0017-0001</p> <p>Application Records consist of applications for licenses, forms, correspondence, agreements, and other related background materials.</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GRS or Superseded Authority Citation NC1-166-02-1/ 1a NC1-166-02-1/ 1b NC1-166-02-1/ 1c</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of each quota year.</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Sugar Import Program - Subject to licensing requirements, Not subject to Licensing and Country files.</p> <p>Disposition Authority Number DAA-0166-2018-0017-0002</p> <p>Records consist of applications for licenses, any amendments, letters of approval or disapproval, certifications of affiliation, surety bonds and/or letters of credit, documentation agreements, reports, In Quota permits and any other related correspondence and background materials.</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>

GRS or Superseded Authority Citation	N1-0166-02-1/ 2a N1-0166-02-1/ 2b N1-0166-02-1/ 2c
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the quota year.
Retention Period	Destroy 5 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
07/31/2018	Submit for Concurrency	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/31/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
08/07/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/08/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist