

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0018

## Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0018

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 International Organization Affairs Records

Internal agency concurrences will be provided No

Background Information Records created by the Foreign Agricultural Service concerning International Organization Affairs

### 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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                                     | 4                                     |

GAO Approval

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## Outline of Records Schedule Items for DAA-0166-2018-0018

| Sequence Number |   |
|-----------------|---|
| 1               | International Organization Affairs - Recruitment<br>Disposition Authority Number: DAA-0166-2018-0018-0001 |
| 2               | Publications Distribution - Correspondence<br>Disposition Authority Number: DAA-0166-2018-0018-0002       |
| 3               | Publications Distribution – Mailing Lists<br>Disposition Authority Number: DAA-0166-2018-0018-0003        |
| 4               | Conference Files<br>Disposition Authority Number: DAA-0166-2018-0018-0004                                 |

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Records Schedule: DAA-0166-2018-0018

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p data-bbox="358 427 1003 463"><b>International Organization Affairs - Recruitment</b></p> <p data-bbox="358 480 1133 517">Disposition Authority Number      DAA-0166-2018-0018-0001</p> <p data-bbox="358 534 1393 676"><b>Material pertaining to the recruitment of U.S. citizens for employment with international organizations, including applicant background information, correspondence with international organizations pertaining to vacancies and personnel requirements</b></p> <p data-bbox="358 693 911 729">Final Disposition                      Temporary</p> <p data-bbox="358 746 906 783">Item Status                              Withdrawn</p> <p data-bbox="358 800 813 836">Is this item media neutral?          Yes</p> <p data-bbox="358 853 802 974">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="358 991 1003 1049">GRS or Superseded Authority Citation      NC1-166-84-1-13</p> <p data-bbox="358 1087 662 1123"><b>Disposition Instruction</b></p> <p data-bbox="358 1140 1279 1176">Cutoff Instruction                      Cutoff at the end of the calendar year.</p> <p data-bbox="358 1193 1474 1272">Retention Period                      Destroy when 3 years old or when no longer needed for reference.</p> <p data-bbox="358 1300 662 1336"><b>Additional Information</b></p> <p data-bbox="358 1353 943 1389">GAO Approval                          Not Required</p> |
| 2               | <p data-bbox="358 1417 943 1453"><b>Publications Distribution - Correspondence</b></p> <p data-bbox="358 1470 1138 1506">Disposition Authority Number      DAA-0166-2018-0018-0002</p> <p data-bbox="358 1523 1481 1602"><b>Records may include correspondence, request forms, and other records relating to changes in mailing lists</b></p> <p data-bbox="358 1619 911 1655">Final Disposition                      Temporary</p> <p data-bbox="358 1672 906 1708">Item Status                              Withdrawn</p> <p data-bbox="358 1725 813 1761">Is this item media neutral?          Yes</p> <p data-bbox="358 1779 802 1900">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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GRS or Superseded Authority Citation NC1-166-84-1-14-a

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the year in which created.

Retention Period Destroy 3 year(s) after cutoff or when no longer needed occurs, whichever is sooner

**Additional Information**

GAO Approval Not Required

**Publications Distribution – Mailing Lists**

Disposition Authority Number DAA-0166-2018-0018-0003

**Mailing lists and other records relating to changes in mailing lists.**

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 NC1-166-84-1-14-b

**Disposition Instruction**

Cutoff Instruction Cutoff once created or revised.

Retention Period Destroy when cancelled or revised.

**Additional Information.**

GAO Approval Not Required

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**Conference Files**

Disposition Authority Number DAA-0166-2018-0018-0004

**Records may include copies of correspondence, nominations for representation, position and background papers, preliminary and final reports (delegation and conference), membership information, and related materials concerning participation in non-governmental and international conference.**

Final Disposition Permanent

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  | NC1-166-84-1-15  |
| <b>Disposition Instruction</b>  |  |
| Cutoff Instruction  | Cutoff at the end of the conference.                                       |
| Transfer to the National Archives for Accessioning  | Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff |
| <b>Additional Information</b>   |  |
| What will be the date span of the initial transfer of records to the National Archives?                                   | Unknown<br>Creation of agency to present                                   |
| How frequently will your agency transfer these records to the National Archives?  | Every 5 Years  |

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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<br>- Foreign Agricultural<br>Service                            |
| 06/12/2018 | Return for Revision      | John Hulmston  | Senior Records Analyst | National Archives and<br>Records Administration<br>- ACRA                           |
| 06/12/2018 | Submit For Certification | Debra Lackey   | Records Analyst        | FAS - FAS   |
| 12/04/2018 | Certify                  | Keith Holden   | Records Officer        | Farm Service Agency<br>- Foreign Agricultural<br>Service                            |
| 12/04/2018 | Return Without Action    | Valerie Terray | Archives Specialist    | National Archives and<br>Records Administration<br>- Records Management<br>Services |

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