

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0022

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0022
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 Multilateral Trade Negotiations (MTN)

Internal agency concurrences will be provided No

Background Information Trade negotiations begun under authorization of the Tokyo Declaration of 1974 encompassing a broad range of international trade topics and including over 80 country participants.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	6

GAO Approval

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Request for Records Disposition Authority

Records Schedule: **DAA-0166-2018-0022**

Outline of Records Schedule Items for DAA-0166-2018-0022

Sequence Number	
1	MTN General negotiations policy and MTN Advisory Committees Disposition Authority Number: DAA-0166-2018-0022-0001
2	MTN General Negotiations Background Disposition Authority Number: DAA-0166-2018-0022-0002
3	MTN Country Profiles Disposition Authority Number: DAA-0166-2018-0022-0003
4	Advisory Committees to the MTN - Membership lists, minutes, copies of reports and correspondence. Disposition Authority Number: DAA-0166-2018-0022-0004
5	Tariff and Non-Tariff Barriers MTN Participants - Magnetic Media Disposition Authority Number: DAA-0166-2018-0022-0005
6	Tariff and Non-Tariff Barriers MTN Participants - Computer printouts Disposition Authority Number: DAA-0166-2018-0022-0006

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Records Schedule: **DAA-0166-2018-0022**

Records Schedule Items

Sequence Number

1	<p>MTN General negotiations policy and MTN Advisory Committees</p> <p>Disposition Authority Number DAA-0166-2018-0022-0001</p> <p>Position papers, policy statements, or analytical background and recommendations to the MTN and briefing papers.</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Item Status Withdrawn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GRS or Superseded Authority Citation NC1-166-78-1-20-a NC1-166-78-1-22-a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 NARA when 30 years old</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown From creation of program through present</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>
2	<p>MTN General Negotiations Background</p> <p>Disposition Authority Number DAA-0166-2018-0022-0002</p> <p>Reports, records, working files and correspondence</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	NC1-166-78-1-20-b
	Disposition Instruction	
	Cutoff Instruction	Cutoff when authority expires
	Retention Period	Destroy when negotiation authority expires
	Additional Information	
	GAO Approval	Not Required
3	MTN Country Profiles	
	Disposition Authority Number	DAA-0166-2018-0022-0003
	Case files on negotiating stances in the NTN, including Embassy Economic and Political reports, records of notifications and consultations and related 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	NC1-166-78-1-21
	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
4	Advisory Committees to the MTN - Membership lists, minutes, copies of reports and correspondence.	
	Disposition Authority Number	DAA-0166-2018-0022-0004
	MTN Advisory committee membership lists, minutes etc.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes

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5	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	NC1-166-78-1-22-b
	Disposition Instruction	
	Cutoff Instruction	Cutoff after termination of the program
	Retention Period	Destroy 3 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Tariff and Non-Tariff Barriers	MTN Participants - Magnetic Media
	Disposition Authority Number	DAA-0166-2018-0022-0005
	Magnetic Media containing information on tariff and non-tariff barriers to trade by country and commodity	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	NC1-166-78-1-23-a	
Disposition Instruction		
Cutoff Instruction	Cutoff at the end of the calendar year.	
Retention Period	Destroy when no longer needed	
Additional Information		
GAO Approval	Not Required	
Tariff and Non-Tariff Barriers	MTN Participants - Computer printouts	
Disposition Authority Number	DAA-0166-2018-0022-0006	
Print outs of tariff and non-tariff barriers for MTN Participants		
Final Disposition	Temporary	

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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	NC1-166-78-1-23-b
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the calendar year.
Retention Period	Destroy after 6 months or when no longer required for reference, 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
01/10/2018	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
04/26/2018	Return Without Action	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations