

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0024

Request for Records Disposition Authority

Records Schedule Number: DAA-0166-2018-0024
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 Trade Relations - Classified and Unclassified Country, Regional Group, and Subject Case Files
Internal agency concurrences will be provided: No

Background Information: Country, regional group and subject case files on trade relations between the U.S., other countries and regional trade groups, including the European Economic Community, Market Economy countries, Non-Market Economy Countries, the African, Caribbean, and Pacific Commonwealth Association and other organizations such as Bilateral Trade Commissions.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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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Records Schedule: DAA-0166-2018-0024

Outline of Records Schedule Items for DAA-0166-2018-0024

Sequence Number	
1	Classified and Unclassified Country, Regional Group, and Subject Case Files Disposition Authority Number: DAA-0166-2018-0024-0001
2	Non-record reference and background material, including summaries of meetings, protocols, and agendas. Disposition Authority Number: DAA-0166-2018-0024-0002
3	International Trade Relations - U.S. Participation in International Conferences and Committees Disposition Authority Number: DAA-0166-2018-0024-0003
4	International Trade Relations - International Organizations Disposition Authority Number: DAA-0166-2018-0024-0004

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Records Schedule Items

Sequence Number	
1	<p>Classified and Unclassified Country, Regional Group, and Subject Case Files</p> <p>Disposition Authority Number DAA-0166-2018-0024-0001</p> <p>Correspondence, memoranda, telegrams, airgrams, reports, position and background papers, etc., concerning trade and agricultural support policies and U.S. protest actions against those policies, including correspondence with foreign governments.</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Item Status Withdrawn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 NC1-166-78-1-28-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 International Trade Relations to Present</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>
2	<p>Non-record reference and background material, including summaries of meetings, protocols, and agendas.</p> <p>Disposition Authority Number DAA-0166-2018-0024-0002</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p>

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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

NC1-166-78-1-28-b

Disposition Instruction

Cutoff Instruction

Cutoff after end of calendar year.

Retention Period

Destroy when 5 years old or when no longer required for reference, whichever is sooner.

Additional Information

GAO Approval

Not Required

International Trade Relations - U.S. Participation in International Conferences and Committees

Disposition Authority Number

DAA-0166-2018-0024-0003

Non-record copies of briefing papers, position papers and related background materials prepared for U.S. representatives, agency, departmental and nongovernment, attending conferences, e.g., Food and Agriculture Organizations, World Food Conference, World Grasslands Conference, 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

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

International Trade Relations - International Organizations

Disposition Authority Number

DAA-0166-2018-0024-0004

Non-record reference files, including minutes, cables, letters, reports and related materials concerning activities in the Organization for Economic Cooperation and Development, UN General Assembly, Food and Agriculture Organization,

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Records Schedule: DAA-0166-2018-0024

International Monetary Fund, International Bank for Reconstruction and Development 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 NC1-166-78-1-30

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

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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
04/19/2018	Return Without Action	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations