

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0027

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0027
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 Publications Distribution
Internal agency concurrences will be provided No

Background Information

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Records Schedule: **DAA-0166-2018-0027**

Outline of Records Schedule Items for DAA-0166-2018-0027

Sequence Number	
1	General Disposition Authority Number: DAA-0166-2018-0027-0001
2	Mailing lists Disposition Authority Number: DAA-0166-2018-0027-0002

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Records Schedule: DAA-0166-2018-0027

Records Schedule Items

Sequence Number	
1	<p>General</p> <p>Disposition Authority Number DAA-0166-2018-0027-0001</p> <p>Correspondence, requests, forms and other records relating to change in mailing lists</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Item Status Withdrawn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 electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation NC1-166-78-1-32-a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff after revision</p> <p>Retention Period Destroy after revision of mailing list or when 3 months old</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Mailing lists</p> <p>Disposition Authority Number DAA-0166-2018-0027-0002</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Item Status Withdrawn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 electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation NC1-166-78-1-32-b</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when cancelled or revised.</p>

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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
02/06/2018	Return Without Action	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations

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