

## Request for Records Disposition Authority

Records Schedule Number      DAA-0166-2018-0028  
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                Market Development Activities - FAS Cooperator Projects  
Internal agency concurrences will be provided    No

Background Information            Market development projects conducted jointly by FAS and Nonprofit agricultural trade organizations known as "Cooperators" to develop, expand and maintain foreign markets for U.S. agricultural commodities in accordance with Public Law 690 and other applicable legislation.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0166-2018-0028

Sequence Number	
1	<b>Marketing Plans</b> Disposition Authority Number: DAA-0166-2018-0028-0001
2	<b>Cooperator Contributions</b> Disposition Authority Number: DAA-0166-2018-0028-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Marketing Plans</b></p> <p>Disposition Authority Number      DAA-0166-2018-0028-0001</p> <p>Records may include documentation and amendments to marketing plans, cooperator annual progress reports and related correspondence.</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GRS or Superseded Authority Citation      NC1-166-78-1/ 34</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cutoff at the end of the calendar year in which published.</p> <p>Retention Period                      Destroy 3 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>
2	<p><b>Cooperator Contributions</b></p> <p>Disposition Authority Number      DAA-0166-2018-0028-0002</p> <p>Reports and correspondence pertaining to cooperator contributions (money, personnel, materials, etc., expressed in terms of U.S. Dollar values) to market development projects as required by project agreement and authorizing legislation.</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      NC1-166-78-1/ 36</p>

**Disposition Instruction**

**Cutoff Instruction**

**Cutoff at the end of the calendar year in which agreement is terminated.**

**Retention Period**

**Destroy 3 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
01/10/2018	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
05/17/2018	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
05/17/2018	Submit For Certification	Debra Lackey	Records Analyst	FAS - FAS
06/14/2018	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
09/18/2018	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
09/18/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
09/20/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/21/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist