

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0029
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 Cooperators and Consultants Personnel Records
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0166-2018-0029

Sequence Number	
1	Cooperator Personnel Disposition Authority Number: DAA-0166-2018-0029-0001
2	Consultants Disposition Authority Number: DAA-0166-2018-0029-0002

Records Schedule Items

Sequence Number	
1	<p>Cooperator Personnel</p> <p>Disposition Authority Number DAA-0166-2018-0029-0001</p> <p>Personnel documents, salary histories, job descriptions, salary schedules and allowances, leave information, biographic data, awards, correspondence and related material pertaining to cooperator employees stationed overseas, subsidized by FAS Market Development Funds.</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GRS or Superseded Authority Citation NC1-166-78-1/ 37-a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year in which employee is terminated.</p> <p>Retention Period Destroy 1 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Consultants</p> <p>Disposition Authority Number DAA-0166-2018-0029-0002</p> <p>Personnel documents, salary histories, job descriptions, salary schedules and allowances, leave information, biographic data, awards, correspondence and related material pertaining to Consultants stationed overseas, subsidized by FAS Market Development Funds.</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</p>

electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation NC1-166-78-1/ 37-b

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year in which the consultant is released.

Retention Period Destroy when no longer needed

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
06/19/2018	Submit for Concurrency	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
06/19/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
07/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/30/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist