

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0030

## Request for Records Disposition Authority

Records Schedule Number      DAA-0166-2018-0030  
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                 FASW-FAS/F Market Development Activities  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	12

### GAO Approval

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## Outline of Records Schedule Items for DAA-0166-2018-0030

Sequence Number	
1	Policy Correspondence Disposition Authority Number: DAA-0166-2018-0030-0001
2	Audit - Policy Correspondence and Related Materials Disposition Authority Number: DAA-0166-2018-0030-0002
3	Audit Reports Disposition Authority Number: DAA-0166-2018-0030-0003
4	Country Project Statements, Trade Exhibits and Export Incentive Award ("E" Award ) Records Disposition Authority Number: DAA-0166-2018-0030-0004
5	The Trade Opportunity Referral System (TORS) - Magnetic media Disposition Authority Number: DAA-0166-2018-0030-0005
6	The Trade Opportunity Referral System (TORS) - Trade inquiries from Foreign Importers, FAS actions, and resulting sales information and Correspondence. Disposition Authority Number: DAA-0166-2018-0030-0006
7	Label Clearance Disposition Authority Number: DAA-0166-2018-0030-0007
8	Trade Complaints Disposition Authority Number: DAA-0166-2018-0030-0008
9	Market and Product Studies Disposition Authority Number: DAA-0166-2018-0030-0009
10	Regulations Disposition Authority Number: DAA-0166-2018-0030-0010
11	Evaluation of Cooperator Activities and Trade Fairs Disposition Authority Number: DAA-0166-2018-0030-0011
12	Competition Reports Disposition Authority Number: DAA-0166-2018-0030-0012

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## Records Schedule Items

Sequence Number	
1	<p><b>Policy Correspondence</b></p> <p>Disposition Authority Number      DAA-0166-2018-0030-0001</p> <p>Policy correspondence related to administration of market development program.</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      NC1-166-78-1-48-a</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cutoff at the end of the fiscal year in which created.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 30 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      Unknown From inception to present</p> <p>How frequently will your agency transfer these records to the National Archives?      Every 5 Years</p>
2	<p><b>Audit - Policy Correspondence and Related Materials</b></p> <p>Disposition Authority Number      DAA-0166-2018-0030-0002</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>

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	<b>GRS or Superseded Authority Citation</b>	NC1-166-78-1-49-b
	<b>Disposition Instruction</b>	
	<b>Cutoff Instruction</b>	Cutoff at the end of the fiscal year in which audit is completed.
	<b>Transfer to the National Archives for Accessioning</b>	Transfer to the National Archives 25 year(s) after cutoff.
	<b>Additional Information</b>	
	<b>What will be the date span of the initial transfer of records to the National Archives?</b>	Unknown From inception to present.
	<b>How frequently will your agency transfer these records to the National Archives?</b>	Every 5 Years
3	<b>Audit Reports</b>	
	<b>Disposition Authority Number</b>	DAA-0166-2018-0030-0003
	<b>Final Disposition</b>	Temporary
	<b>Item Status</b>	Withdrawn
	<b>Is this item media neutral?</b>	Yes
	<b>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</b>	No
	<b>GRS or Superseded Authority Citation</b>	NC1-166-78-1-49-a
	<b>Disposition Instruction</b>	
	<b>Cutoff Instruction</b>	Cutoff at the end of the fiscal year in which created.
	<b>Retention Period</b>	Destroy 10 year(s) after cutoff
	<b>Additional Information</b>	
	<b>GAO Approval</b>	Not Required
4	<b>Country Project Statements, Trade Exhibits and Export Incentive Award ("E" Award) Records</b>	
	<b>Disposition Authority Number</b>	DAA-0166-2018-0030-0004

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Applications and comments from other USDA agencies on award program, conducted with the Department of Commerce, to recognize achievements of the private sector in exporting commodities and related material. Statements of anticipated market development activities conducted primarily by the Agricultural Attaché, by country, formulated on an annual basis; activity guidelines, correspondence and related materials. Support materials, including contracts, financial arrangements, and lists of participants, and related materials pertaining to participation in agricultural trade exhibits.

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  
NC1-166-78-1-38  
NC1-166-78-1-39  
NC1-166-78-1-43

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which created.

Retention Period Destroy 6 year(s) after cutoff

## Additional Information

GAO Approval Not Required

The Trade Opportunity Referral System (TORS) - Magnetic media

Disposition Authority Number DAA-0166-2018-0030-0005

Magnetic media containing the master file of TORS containing names and addresses of domestic and foreign persons or firms interested in international trade of agricultural commodities.

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? Yes

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GRS or Superseded Authority Citation NC1-166-78-1-40-a

Disposition Instruction

Cutoff Instruction Cutoff at the fiscal year in which cycle ended.

Retention Period Destroy immediately after 3rd cycle

Additional Information

GAO Approval Not Required

The Trade Opportunity Referral System (TORS) - Trade inquiries from Foreign Importers, FAS actions, and resulting sales information and Correspondence.

Disposition Authority Number DAA-0166-2018-0030-0006

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

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GRS or Superseded Authority Citation NC1-166-78-1-40-b

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which created.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Label Clearance

Disposition Authority Number DAA-0166-2018-0030-0007

Applications for label clearance, background information and related correspondence concerning the acceptability of contents of agricultural commodities abroad.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

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

GRS or Superseded Authority Citation NC1-166-78-1-41

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which created.

Retention Period Destroy 5 year(s) after cutoff

## Additional Information

GAO Approval Not Required

## Trade Complaints

Disposition Authority Number DAA-0166-2018-0030-0008

Correspondence, logs, tally's background material, and related information concerning complaints received by FAS from foreign importers of U.S. agricultural commodities.

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 NC1-166-78-1-42

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which complaint was made.

Retention Period Destroy when 5 years old unless required for litigation. Destroy 5 years after conclusion of litigation, if used for that purpose.

## Additional Information

GAO Approval Not Required

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## Market and Product Studies

Disposition Authority Number DAA-0166-2018-0030-0009

Studies, including preliminary feasibility studies, conducted by cooperators, FAS and/or other agencies or consultants to determine current potential markets of specific agricultural commodities abroad.

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	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	NC1-166-78-1-44
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the fiscal year in which created.
	Retention Period	Destroy when 5 years old or when no longer required for reference.
	<b>Additional Information</b>	
	GAO Approval	Not Required
10	<b>Regulations</b>	
	Disposition Authority Number	DAA-0166-2018-0030-0010
	U.S. and foreign regulations affecting agricultural commodities (export and import) e.g., health and sanitation requirements.	
	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	NC1-166-78-1-45
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the fiscal year in which created.
	Retention Period	Destroy when superseded or when no longer required for reference.
	<b>Additional Information</b>	
	GAO Approval	Not Required
11	<b>Evaluation of Cooperator Activities and Trade Fairs</b>	



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Disposition Authority Number DAA-0166-2018-0030-0011

Final studies and interim reports, related correspondence, and background information.

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 NC1-166-78-1-46

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which created.

Retention Period Destroy when 3 years old or when no longer required for reference.

## Additional Information

GAO Approval Not Required

## Competition Reports

Disposition Authority Number DAA-0166-2018-0030-0012

Data on agricultural export values, market development expenditures, types of promotion, product promoted, organizations responsible for promotion, and future trends; and data on expenditures of competitors on market promotion; types of activities and future trends.

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 NC1-166-78-1-47

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which created.

Retention Period Destroy when superseded or obsolete or when no longer required for reference.

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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
05/17/2018	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
05/23/2018	Return Without Action	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services