

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0031

## Request for Records Disposition Authority

Records Schedule Number      DAA-0166-2018-0031  
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                      Market Development Project Records  
Internal agency concurrences will be provided      No

Background Information              Material accumulated and maintained by the Foreign Agricultural Affairs Officer (FAAO/F) pertaining to Cooperator Project Agreements. and Export Incentive Program.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	18

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0031

## Outline of Records Schedule Items for DAA-0166-2018-0031

Sequence Number	
1	Cooperator Projects - Special Reports - Audit Inspection reports Disposition Authority Number: DAA-0166-2018-0031-0001
2	Export Incentive Program - Housing - Utilities and Maintenance; Office of Cooperat or - Utilities and Maintenance Disposition Authority Number: DAA-0166-2018-0031-0002
3	Cooperator Projects - Agreements and Amendments, Financial; Export Incentive P rogram- Case Files Disposition Authority Number: DAA-0166-2018-0031-0003
4	Cooperator Projects - Office - Case Files Disposition Authority Number: DAA-0166-2018-0031-0004
5	Cooperator Projects - Motor Vehicle Disposition Authority Number: DAA-0166-2018-0031-0005
6	Export Incentive Program - Housing - Attaché Equipment and Furniture; Office of C ooperator - Attaché Equipment and Furniture. Disposition Authority Number: DAA-0166-2018-0031-0006
7	Office of Cooperator - Case Files Disposition Authority Number: DAA-0166-2018-0031-0007
8	Office of Cooperator - Leases, Extensions, and Rent Disposition Authority Number: DAA-0166-2018-0031-0008
9	Export Incentive Program - Housing - Case Files Disposition Authority Number: DAA-0166-2018-0031-0009
10	Cooperator Projects - Contribution Reports, Travel Reports, Progress Reports, and Special Reports, Contracts - Advertising or Public Relations Disposition Authority Number: DAA-0166-2018-0031-0010
11	Cooperator Projects - Correspondence between FAAO and FAS or Cooperator U.S . Office Disposition Authority Number: DAA-0166-2018-0031-0011
12	Cooperator Projects - Marketing Plans Disposition Authority Number: DAA-0166-2018-0031-0012
13	Cooperator Projects - Contracts - Technical Services and Foreign Market Develop ment Activities. Disposition Authority Number: DAA-0166-2018-0031-0013
14	Cooperator Projects - Travel Disposition Authority Number: DAA-0166-2018-0031-0014
15	Office of Cooperator - Establishment Documentation Disposition Authority Number: DAA-0166-2018-0031-0015

WITHDRAWN - RETURNED WITHOUT ACTION

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0031

- |    |   |
|----|---|
| 16 | Export Incentive Program - Housing - Inventory; Office of Cooperator - Inventory<br>Disposition Authority Number: DAA-0166-2018-0031-0016 |
| 17 | Cooperator Projects - Personnel<br>Disposition Authority Number: DAA-0166-2018-0031-0017  |
| 18 | Market Development Project - Regulations and Procedures<br>Disposition Authority Number: DAA-0166-2018-0031-0018                          |

# WITHDRAWN - RETURNED WITHOUT ACTION

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0031

## Records Schedule Items

Sequence Number	
1	<p>Cooperator Projects - Special Reports - Audit Inspection reports</p> <p>Disposition Authority Number      DAA-0166-2018-0031-0001</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                                  NC1-166-78-2-MDP-4-6-5-b</p> <p>Disposition Instruction</p> <p>Cutoff Instruction                      Cutoff at the end of the fiscal year in which created.</p> <p>Retention Period                        Destroy 5 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval                            Not Required</p>
2	<p>Export Incentive Program - Housing - Utilities and Maintenance; Office of Cooperator - Utilities and Maintenance</p> <p>Disposition Authority Number      DAA-0166-2018-0031-0002</p> <p>Records include vouchers pertaining to utilities, maintenance and related correspondence.</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                                  NC1-166-78-2-MDP-4-5-1-b NC1-166-78-2-MDP-4-5-2-d</p> <p>Disposition Instruction</p>

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0031

3

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

Cooperator Projects - Agreements and Amendments, Financial; Export Incentive Program- Case Files

Disposition Authority Number DAA-0166-2018-0031-0003

Project agreements, and amendments, copies of authorization of funds under cooperator projects; Case files may contain Attaché's comments, copies of program agreement and amendments and related communications, fiscal instructions and communications pertaining to the review, approval or disapproval of claims.

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 NC1-166-78-2-MDP-4-1  
NC1-166-78-2-MDP-4-3  
NC1-166-78-2-MDP-5

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which project/ program is terminated.

Retention Period Destroy 3 year(s) after cutoff

## Additional Information

GAO Approval Not Required

Cooperator Projects - Office - Case Files

Disposition Authority Number DAA-0166-2018-0031-0004

Documentation of the establishment of the office, copies of leases, extension, rent receipts and related correspondence, copies of vouchers pertaining to utilities, maintenance and related correspondence.

Final Disposition Temporary

Item Status Withdrawn

4

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0031

	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	NC1-166-78-2-MDP-4
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the fiscal year in which project is terminated
	Retention Period	Destroy 3 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
5	<b>Cooperator Projects - Motor Vehicle</b>	
	Disposition Authority Number	DAA-0166-2018-0031-0005
	Records documenting the request to purchase, written attaché approval and supporting documentation as required.	
	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	NC1-166-78-2-MDP-4-5-3
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the fiscal year in which project is terminated.
	Retention Period	Destroy 3 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
6	<b>Export Incentive Program - Housing - Attaché Equipment and Furniture; Office of Cooperator - Attaché Equipment and Furniture.</b>	
	Disposition Authority Number	DAA-0166-2018-0031-0006

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0031

Records include requests to Attaché with list of all required equipment, furniture and estimated cost for purchase or repairs.

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 NC1-166-78-2-MDP-4-5-1-c  
NC1-166-78-2-MDP-4-5-2-e

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which equipment or furniture in which disposed.

Retention Period Destroy 3 year(s) after cutoff.

## Additional Information

GAO Approval Not Required

## Office of Cooperator - Case Files

Disposition Authority Number DAA-0166-2018-0031-0007

Records include documentation on the establishment of the office, copies of leases, extension, rent receipts and related correspondence.

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 fiscal year in which office is closed.

Retention Period Destroy 3 year(s) after cutoff.

## Additional Information

GAO Approval Not Required

## Office of Cooperator - Leases, Extensions, and Rent

7

8

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0031

Disposition Authority Number DAA-0166-2018-0031-0008

Records include copies of leases, extension, rent receipts and related correspondence.

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 NC1-166-78-2-MDP-4-5-2-c

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which expiration, termination or cancellation of lease. In case of litigations retain pertinent records until local statute of limitations expires.

Retention Period Destroy 3 year(s) after cutoff.

## Additional Information

GAO Approval Not Required

## Export Incentive Program - Housing - Case Files

Disposition Authority Number DAA-0166-2018-0031-0009

Records may contain leases, extensions, rent receipts and correspondence.

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 NC1-166-78-2-MDP-4-5-1-a

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which expiration, termination, or cancellation of lease. In case of litigation, retain pertinent records until local statute of limitations expire.

# WITHDRAWN - RETURNED WITHOUT ACTION



# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0031

10

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Cooperator Projects - Contribution Reports, Travel Reports, Progress Reports, and Special Reports, Contracts - Advertising or Public Relations

Disposition Authority Number DAA-0166-2018-0031-0010

Progress reports and evaluation; Special reports as required; Proposed contracts and final signed contracts with advertising or public relations agencies, individuals or firms for personal services, etc., and related correspondence.

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 NC1-166-78-2-MDP-4-6-4  
NC1-166-78-2-MDP-4-6-5-a  
NC1-166-78-2-MDP-4-7-a  
NC1-166-78-2-MDP-4-6-6  
NC1-166-78-2-MDP-4-6-7

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which contract are submitted.

Retention Period Destroy 2 year(s) after cutoff.

11

Additional Information

GAO Approval Not Required

Cooperator Projects - Correspondence between FAAO and FAS or Cooperator U.S. Office

Disposition Authority Number DAA-0166-2018-0031-0011

Correspondence from cooperator office that do not fall into specific subcategories listed elsewhere.

Final Disposition Temporary

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# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0031

	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	NC1-166-78-2-MDP-4-2
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the fiscal year in which created, unless of a policy nature, in which case retain until policy has changed.
	Retention Period	Destroy 2 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
12	<b>Cooperator Projects - Marketing Plans</b>	
	Disposition Authority Number	DAA-0166-2018-0031-0012
	Records may include marketing plans, amendments, or copy of approval letter of cooperator's letter request to carry out activities and related correspondence pertaining to review and approval.	
	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	NC1-166-78-2-MDP-4-6-3
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of the fiscal year in which created.
	Retention Period	Destroy when 2 years old retaining current and previous year.
	<b>Additional Information</b>	
	GAO Approval	Not Required
13	<b>Cooperator Projects - Contracts - Technical Services and Foreign Market Development Activities.</b>	
	Disposition Authority Number	DAA-0166-2018-0031-0013

# WITHDRAWN - RETURNED WITHOUT ACTION

Contracts between cooperator and individual to perform technical services work;  
Contract between cooperator and third party cooperator to carry out foreign market development activities.

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 NC1-166-78-2-MDP-4-7-b  
NC1-166-78-2-MDP-4-7-c

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which contract is completed or terminated

Retention Period Destroy 2 year(s) after cutoff.

## Additional Information

GAO Approval Not Required

## Cooperator Projects - Travel

Disposition Authority Number DAA-0166-2018-0031-0014

Records may include itineraries and trip reports of travel by cooperator personnel.

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 NC1-166-78-2-MDP-4-8

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year.

Retention Period Destroy 2 year(s) after cutoff.

## Additional Information

GAO Approval Not Required

14

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0031

15	<p><b>Office of Cooperator - Establishment Documentation</b></p> <p>Disposition Authority Number      DAA-0166-2018-0031-0015</p> <p>Records consist of documents on the establishment of the office.</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      NC1-166-78-2-MDP-4-5-2-b</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cutoff at the end of the fiscal year in which office is closed.</p> <p>Retention Period                      Destroy 2 year(s) after cutoff.</p> <p><b>Additional Information</b></p> <p>GAO Approval                          Not Required</p>
16	<p><b>Export Incentive Program - Housing - Inventory; Office of Cooperator - Inventory</b></p> <p>Disposition Authority Number      DAA-0166-2018-0031-0016</p> <p>Records include updated inventory property accumulated.</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      NC1-166-78-2-MDP-4-5-1-d NC1-166-78-2-MDP-4-5-2-f</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cutoff at the end of the fiscal year.</p> <p>Retention Period                      Retain current year inventory and previous year inventory. Destroy final inventory when office is closed after final audit.</p>

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# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0031

17

## Additional Information

GAO Approval Not Required

## Cooperator Projects - Personnel

Disposition Authority Number DAA-0166-2018-0031-0017

Correspondence pertaining to cooperator personnel salaries, position descriptions, promotions and compensations, and personnel actions 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

GRS or Superseded Authority Citation NC1-166-78-2-MDP-4-4

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which individual leaves employment of Cooperator.

Retention Period Destroy 1 year(s) after cutoff.

## Additional Information

GAO Approval Not Required

18

## Market Development Project - Regulations and Procedures

Disposition Authority Number DAA-0166-2018-0031-0018

General regulations, policies and procedures pertaining to all market development projects.

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 NC1-166-78-2-MDP-2

## Disposition Instruction

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0031

Retention Period

Destroy immediately after superseded.

Additional Information

GAO Approval

Not Required

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0031

## 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 for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
06/19/2018	Return Without Action	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services

# WITHDRAWN - RETURNED WITHOUT ACTION