

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0166-2018-0033**

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0033
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 Public Relations - Information and Public Relations
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	8

GAO Approval

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Records Schedule: DAA-0166-2018-0033

Outline of Records Schedule Items for DAA-0166-2018-0033

Sequence Number	
1	News Releases Disposition Authority Number: DAA-0166-2018-0033-0001
2	Photographs Disposition Authority Number: DAA-0166-2018-0033-0002
3	Contribution of Articles Disposition Authority Number: DAA-0166-2018-0033-0003
4	Films Disposition Authority Number: DAA-0166-2018-0033-0004
5	Speeches - FAAO/F Disposition Authority Number: DAA-0166-2018-0033-0005
6	Exhibits, Fairs and Expositions. Disposition Authority Number: DAA-0166-2018-0033-0006
7	Speeches - USDA Officials Disposition Authority Number: DAA-0166-2018-0033-0007
8	Routine Inquiries Disposition Authority Number: DAA-0166-2018-0033-0008

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Records Schedule: DAA-0166-2018-0033

Records Schedule Items

Sequence Number	
1	<p>News Releases</p> <p>Disposition Authority Number DAA-0166-2018-0033-0001</p> <p>Copies of news releases issued by the department/agency</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Item Status Withdrawn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>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the fiscal year</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Photographs</p> <p>Disposition Authority Number DAA-0166-2018-0033-0002</p> <p>Copies of Copies of photographs which cannot be filed in any other category.</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Item Status Withdrawn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-ADM-5-5</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the fiscal year</p> <p>Retention Period Destroy 3 years after event at which photograph was taken.</p>

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Additional Information

GAO Approval Not Required

Contribution of Articles

Disposition Authority Number DAA-0166-2018-0033-0003

Copies of contributions by staff to various USDA and other publications and related communications.

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-ADM-5-1

Disposition Instruction

Retention Period Destroy 2 year(s) after publication of article

Additional Information

GAO Approval Not Required

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Films

Disposition Authority Number DAA-0166-2018-0033-0004

Communications relating to procurement of films, transmission, distribution, records of showings, 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-ADM-5-4

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year.

Retention Period Destroy 2 year(s) after after last showing of film.

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Additional Information

GAO Approval Not Required

Speeches - FAAO/F

Disposition Authority Number DAA-0166-2018-0033-0005

Copies of FAAO/F or related office speeches

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-ADM-5-7-b

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

Exhibits, Fairs and Expositions.

Disposition Authority Number DAA-0166-2018-0033-0006

Notice of local exhibits, fairs, expositions, etc., and related communications.

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-ADM-5-3

Disposition Instruction

Cutoff Instruction Cutoff at the completion of event.

Retention Period Destroy 1 year(s) after completion of event

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Additional Information

GAO Approval Not Required

Speeches - USDA Officials

Disposition Authority Number DAA-0166-2018-0033-0007

Copies of speeches by USDA Officials that contain background reference material.

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-ADM-5-7-a

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year

Retention Period Destroy 1 year(s) after cutoff

Additional Information

GAO Approval Not Required

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Routine Inquiries

Disposition Authority Number DAA-0166-2018-0033-0008

Communications relating to requests for general information or publications and replies thereto when not involving a policy decision, special compilation or research for reply.

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-ADM-5-6

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year

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Retention Period	Destroy 6 months after cutoff.
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
04/19/2018	Return Without Action	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations

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