

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0166-2018-0040**

## Request for Records Disposition Authority

Records Schedule Number: DAA-0166-2018-0040  
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: Animal and Plant Health Inspection Service (APHIS) records  
Internal agency concurrences will be provided: No

Background Information: Suggested subject files and disposal authorization covering record and non-record material accumulated and maintained by the Foreign Agricultural Affairs Officer pertaining to Meat and Poultry Inspection, Veterinary Services, and Plant Protection and Quarantine, APHIS employees are assigned to some overseas posts.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	4

### GAO Approval

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0166-2018-0040**

## Outline of Records Schedule Items for DAA-0166-2018-0040

Sequence Number	
1	APHIS - Case Files Disposition Authority Number: DAA-0166-2018-0040-0001
2	APHIS Regulations Disposition Authority Number: DAA-0166-2018-0040-0002
3	APHIS Handout Disposition Authority Number: DAA-0166-2018-0040-0003
4	APHIS Correspondence Disposition Authority Number: DAA-0166-2018-0040-0004

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0040

## Records Schedule Items

Sequence Number	
1	<p><b>APHIS - Case Files</b></p> <p>Disposition Authority Number      DAA-0166-2018-0040-0001</p> <p>Regulations such as the APHIS Instruction Manual and amendments, copies of handout material pertaining to APHIS, and correspondence pertaining to specific APHIS activity.</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Item Status                                Withdrawn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-APHIS</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        Cutoff at the end of the fiscal year.</p> <p>Retention Period                         Destroy when no longer needed.</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>
2	<p><b>APHIS Regulations</b></p> <p>Disposition Authority Number      DAA-0166-2018-0040-0002</p> <p><b>APHIS Instruction Manual and Amendments.</b></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-APHIS-1</p> <p><b>Disposition Instruction</b></p>

WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0166-2018-0040

3

Cutoff Instruction Cutoff at the end of the fiscal year.  
Retention Period Destroy when amended or obsolete.  
Additional Information  
GAO Approval Not Required  
APHIS Handout  
Disposition Authority Number DAA-0166-2018-0040-0003  
Records include copies of handout material pertaining to APHIS.  
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-APHIS-2

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year  
Retention Period Destroy when obsolete.

## Additional Information

GAO Approval Not Required

## APHIS Correspondence

Disposition Authority Number DAA-0166-2018-0040-0004  
Records include correspondence pertaining to specific APHIS activity.  
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-APHIS-3

## Disposition Instruction

4

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0166-2018-0040**

Cutoff Instruction	Cutoff at the end of the fiscal year.
Retention Period	Destroy when no longer needed for reference purposes.
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-0166-2018-0040

## 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
02/28/2018	Return Without Action	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA

# WITHDRAWN - RETURNED WITHOUT ACTION