

WITHDRAWN- RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0166-2018-0041**

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0041
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 Housing Property 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	4

GAO Approval

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Outline of Records Schedule Items for DAA-0166-2018-0041

Sequence Number	
1	Property-Housing Case Files Disposition Authority Number: DAA-0166-2018-0041-0001
2	Property-Housing - Utilities and Maintenance Disposition Authority Number: DAA-0166-2018-0041-0002
3	Property-Housing - Request to Attaché Disposition Authority Number: DAA-0166-2018-0041-0003
4	Property-Housing - Inventory Disposition Authority Number: DAA-0166-2018-0041-0004

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Records Schedule Items

Sequence Number	
1	<p>Property-Housing Case Files</p> <p>Disposition Authority Number DAA-0166-2018-0041-0001</p> <p>Records may include, copies of leases, extensions, rent receipts, and correspondence documenting the lease of U.S. Citizen Cooperator residence.</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Item Status Withdrawn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GRS or Superseded Authority Citation NC1-166-78-2-ADM-10-1-a NC1-166-78-2-ADM-10-1-b</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the fiscal year.</p> <p>Retention Period Destroy 3 years after expiration, termination, or cancellation of lease. In case of litigation, retain pertinent records until local statute of limitations expire.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Property-Housing - Utilities and Maintenance</p> <p>Disposition Authority Number DAA-0166-2018-0041-0002</p> <p>Copies of vouchers pertaining to utilities and maintenance charges</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-10-1-d</p>

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3

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year
Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Property-Housing - Request to Attaché

Disposition Authority Number DAA-0166-2018-0041-0003

Requests to Attaché with list of all required household furnishings and estimated cost for purchase of 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-ADM-10-1-c

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year in which furniture is disposed.
Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Property-Housing - Inventory

Disposition Authority Number DAA-0166-2018-0041-0004

Annually updated inventory property accumulated.

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

4

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GRS or Superseded Authority Citation	NC1-166-78-2-ADM-10-1-e
Disposition Instruction	
Retention Period	Retain current year inventory and previous year inventory. Destroy final inventory when office is closed after final audit.
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	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services