

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0166-2018-0046**

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0046
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 Schedules of Daily Activities - High Level Officials
Internal agency concurrences will be provided No

Background Information The Foreign Agricultural Service (FAS) links U.S. agriculture to the world to enhance export opportunities and global food security. In addition to its Washington, D.C. staff, FAS has a global network of 93 offices covering 171 countries. These offices are staffed by agricultural attachés and locally hired agricultural experts who are the eyes, ears, and voice for U.S. agriculture around the world. FAS staff identify problems, provide practical solutions, and work to advance opportunities for U.S. agriculture and support U.S. foreign policy around the globe.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	1

GAO Approval

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Outline of Records Schedule Items for DAA-0166-2018-0046

Sequence Number

1

Schedules of Daily Activities - High Level Officials Disposition Authority Number: DAA-0166-2018-0046-0001

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Records Schedule Items

Sequence Number	
1	<p data-bbox="363 427 1040 459">Schedules of Daily Activities - High Level Officials</p> <p data-bbox="363 476 1143 508">Disposition Authority Number DAA-0166-2018-0046-0001</p> <p data-bbox="363 529 1409 640">Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity.</p> <p data-bbox="363 657 922 689">Final Disposition Permanent</p> <p data-bbox="363 708 914 740">Item Status Withdrawn</p> <p data-bbox="363 759 824 791">Is this item media neutral? Yes</p> <p data-bbox="363 810 808 938">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 data-bbox="363 970 669 1002">Disposition Instruction</p> <p data-bbox="363 1027 1472 1059">Cutoff Instruction Cutoff at the end of the Fiscal year in which created</p> <p data-bbox="363 1078 1435 1151">Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p data-bbox="363 1189 669 1221">Additional Information</p> <p data-bbox="363 1247 1105 1336">What will be the date span of the initial transfer of records to the National Archives? Unknown From creation to present</p> <p data-bbox="363 1355 964 1449">How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>

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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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