

Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0050
Schedule Status Approved

Agency or Establishment Foreign Agricultural Service
Record Group / Scheduling Group Records of the Foreign Agricultural Service
Records Schedule applies to Agency-wide
Schedule Subject FAS Trade Programs
Internal agency concurrences will be provided No

Background Information Office of Trade Programs that provides: Funding for technical assistance activities to promote exports of U.S Agricultural Commodities to emerging markets worldwide. Provides small samples of agricultural products to potential customers overseas. Funds projects that address sanitary, phytosanitary and technical barriers that prohibit or threaten the export of U.S. Specialty Crops. The Trade Programs are: Quality Samples Program (QSP); Emerging Market Program (EMP); Technical Assistance for Specialty Crops (TASC).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0166-2018-0050

Sequence Number	
1	Emerging Markets Program (EMP) Disposition Authority Number: DAA-0166-2018-0050-0001
2	Quality Sample Program (QSP) Disposition Authority Number: DAA-0166-2018-0050-0002
3	Technical Assistance for Specialty Crops (TASC) Disposition Authority Number: DAA-0166-2018-0050-0003

Records Schedule Items

Sequence Number	
1	<p>Emerging Markets Program (EMP)</p> <p>Disposition Authority Number DAA-0166-2018-0050-0001</p> <p>The EMP is a market development program administered by FAS's Office of Trade Programs (OTP) that provides funding for technical assistance activities intended to promote exports of U.S. agricultural commodities and products to emerging markets in all geographic regions, consistent with U.S. foreign policy. The EMP is authorized by the Food, Agriculture, Conservation, and Trade Act of 1990, as amended. Every year FAS announces in the Federal Register that it is accepting EMP applications for the next fiscal year. Any U. S. agricultural or agribusiness organization, university, state department of agriculture, or USDA agency (or other federal agency involved in agricultural issues) is eligible to participate in the EMP. Records may include: program agreements, program amendments, approval letters, compliance correspondence, reimbursement claims, evaluations, performance reports, and financial reports. Some of these records may exist only in hard copy form and would therefore not be available to view online.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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 7 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Quality Sample Program (QSP)</p> <p>Disposition Authority Number DAA-0166-2018-0050-0002</p> <p>The QSP is a market development program administered by FAS's Office of Trade Programs (OTP) that is designed to encourage the development and expansion of export markets for U.S. agricultural commodities by assisting U.S. entities in providing commodity samples to potential foreign importers to promote a better understanding and appreciation for the high quality of U.S. agricultural commodities. Every year FAS announces in the Federal Register that</p>

it is accepting QSP applications for the next fiscal year. Any U. S. agricultural or agribusiness organization, university, state department of agriculture, or USDA agency (or other federal agency involved in agricultural issues) is eligible to participate in the QSP. QSP is authorized under Section 5(f) of the CCC Charter Act, 15 U.S.C. 714c(f). Records may include program agreements, program amendments, approval letters, compliance correspondence, reimbursement claims, evaluations, performance reports, and financial reports. Some of these records may exist only in hard copy form and would therefore not be available to view online.

Final Disposition Temporary

Item Status Active

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.

Retention Period Destroy 7 year(s) after Cutoff.

Additional Information

GAO Approval Not Required

Technical Assistance for Specialty Crops (TASC)

Disposition Authority Number DAA-0166-2018-0050-0003

The TASC program is designed to assist U.S. organizations by providing funding for projects that address sanitary, phytosanitary and related technical barriers that prohibit or threaten the export of U.S. specialty crops. For purposes of the TASC program, "specialty crops" are defined as all cultivated plants and the products thereof produced in the United States except wheat, feed grains, oilseeds, cotton, rice, peanuts, sugar, and tobacco. U.S. public or private organizations, including, but not limited to, U.S. government agencies, State government agencies, nonprofit trade associations, universities, agricultural cooperatives, and for-profit companies may apply for TASC funding. The Farm Security and Rural Investment Act of 2002 created TASC, which is administered by FAS. Records may include program agreements, program amendments, approval letters, compliance correspondence, reimbursement claims, evaluations, performance reports, and financial reports. Some of these records may exist only in hard copy form and would therefore not be available to view online.

Final Disposition Temporary

Item Status Active

3

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.
Retention Period	Destroy 7 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required

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
06/11/2018	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
11/20/2018	Submit for Concurrency	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
11/20/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
11/20/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/26/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist