

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-166-02-01</i>	DATE RECEIVED <i>6/3/2002</i>
1 FROM (Agency or establishment) <b>U.S. Department of Agriculture</b>		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdraw" in column 10	
2 MAJOR SUBDIVISION <b>Foreign Agricultural Service</b>			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Clarice Crumb</b>	5 TELEPHONE <b>(202) 690-1560</b>	DATE <i>4/22/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</i>

6 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 on the attached 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified-, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE <i>02-20-2002</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Clarice A. Crumb</i>	TITLE <b>Records Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p><b>Import Programs govern the importation of commodities to provide consumers with additional products in the U.S., to provide foreign countries with foreign exchange to purchase U.S. products, and to regulate and promote the import of commodities into the U.S. for the purpose of re-exporting, transferring, or manufacturing use.</b></p> <p><b>Dairy Import Program.</b></p> <p>The Dairy Import Program governs the importation of dairy and dairy products into the U.S. by issuing licenses to importers, manufacturers, and processors which authorize the license holder to import a specified quantity and type of dairy product from a specific country of origin.</p> <p><i>cc Agency DR DUMMU</i></p>	<b>NC1-166-78-1/70</b>	

*Attached 4 pages was reviewed and resubmitted by records officer on 1/18/03. ref*

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1 cont.	<p><b>a. Applications: Records consist of applications for licenses, forms, correspondence, and other related background materials. Records are filed in numerical order by control number for each year. Records are subdivided by approved and disapproved.</b></p> <p><b>Recordkeeping copy (paper). Cut off at the end of each quota year. Destroy 5 years after cutoff.</b></p> <p><b>b. Importer Case Files. Records consist of correspondence, forms, agreements, and other related documents concerning the history of the importer's eligibility. Records are arranged by license control number.</b></p> <p><b>Recordkeeping copy (paper): Cut off at the end of the year in which company is no longer in business. Destroy 5 years after cutoff.</b></p> <p><b>c. Reports.</b>  <b>Reports used to monitor the specified amounts of imports of dairy articles as well as to resolve discrepancies with U.S. customs, including: export submissions, notices of transfers, and postings. Prepared quarterly. Arranged by license/control number of company.</b></p> <p><b>Recordkeeping copy (paper). Cut off at end of each quota year. Destroy 5 years after cutoff.</b></p>		

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2	<p><b>Sugar Import Programs.</b></p> <p>The purpose of the Sugar Import Programs is to monitor and control the importation of sugar and sugar containing products into the U.S. through the licensing system. The sugar import programs are designed to make U.S. manufacturers of sugar-containing products equal competitors in the world market, make it easier for domestic refiners to export refined sugar into the world market, and to provide world priced sugar to U.S. manufacturers of polyhydric alcohols. These programs regulate and promote the import of commodities into the U.S. for re-exporting, transferring, or manufacturing use.</p> <p>a. <b>Sugar Imports Subject to Licensing Requirements.</b></p> <p>Records consist of applications for licenses, any amendments, letters of approval or disapproval, certifications of affiliation, surety bonds and/or letters of credit, documentation agreements, reports and any other related correspondence and background materials.</p> <p>Recordkeeping copy (paper). Cut off at the end of each year. Destroy 5 years after cutoff.</p> <p>b. <b>Sugar Imports Not Subject to Licensing Requirements.</b></p> <p>The issuance of certificates for quota eligibility at in-quota rates of duty, are not subject to licensing requirements, and are used to monitor the importation under the U.S. sugar tariff rate quota (TRQ).</p>		

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2b cont.	<p>Records consist of in-quota permits, letters of application for certificates, agreements with foreign countries providing for designation of certifying authorities, approved and disapproved certificates for quota eligible (sugar) commodities entering the U.S. under the Tariff Rate Quota (TRQ), requests for waivers, grants for waiver(s), revocation/suspension letters, and reinstatement letter and any other related correspondence and background material.</p> <p>Recordkeeping copy (paper): Cut off at the end of each year. Destroy 5 years after cutoff.</p> <p>c. Country Files. Records consist of correspondence and background information concerning the countries under TRQ. Records are subdivided by country.</p> <p>Recordkeeping copy (paper): Cut off at the end of each year. Destroy 5 years after cutoff.</p>		
3	<p>Electronic copies of records created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>		

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3cont	<p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p style="padding-left: 40px;">Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p style="padding-left: 40px;">Destroy/delete when dissemination, revision, or updating is completed.</p>		

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