

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
USDA - Office of International Cooperation and

2. MAJOR SUBDIVISION **Development (OICD)**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Chuck Rooney

5. TEL EXT

475-5234

LEAVE BLANK

JOB NO

NC1-166-84-01

DATE RECEIVED

05-23-84

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-16-86 *James H. B...*
Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 17 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

4/20/86

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

James H. B...
Assistant Administrator for Administration

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

Attached is a comprehensive records schedule addressing records created and maintained by the Office of International Cooperation and Development. This agency records schedule will be used in conjunction with the General Records Schedule.

54 items

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1.	<p style="text-align: center;">GENERAL FILES</p> <p><u>Publications</u></p> <p>Arranged alphabetically by title.</p> <p>Record copy of publications, studies and reports prepared by the Office of International Cooperation and Development. Should include but not be limited to charts, pamphlets, booklets, annual reports, summaries of activities, special reports and studies, and similar material.</p> <p>a. Official record copy</p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to NARA in 5-year blocks when the most recent records are 15 years old.</p> <p>b. Other copies</p> <p>Review annually. Destroy when superseded, obsolete or no longer required for reference.</p>		
2.	<p><u>Electronic Messages</u> (COMET, DIALCOM, etc.)</p> <p>Filed on disk either chronologically or by subject.</p> <p>Electronic messages of an informal nature, generally transmitting information of temporary value.</p> <p>Erase from disk when files are 6 months old.</p>		
3.	<p><u>Correspondence Files</u></p> <p>Arranged alphabetically by subject.</p> <p>Correspondence documenting the discharge of official responsibilities.</p> <p>a. high level officials</p> <p>PERMANENT. Offer record copy to NARA in 5-year blocks when the most recent records are 15 years old. (Administrator & Associate Administrator).</p> <p>b. other officials</p> <p>Destroy after 3 years.</p>		

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4.	<p><u>Documentation of Meetings</u></p> <p>a. Briefing books and minutes of meeting (Administrator)</p> <p>PERMANENT. Offer record copy to NARA in 5-year blocks when most recent records are 15 years old.</p> <p>b. All other copies</p> <p>Destroy when 3 years old.</p> <p>c. Appointment books and telephone logs.</p> <p>Destroy when two years old or when no longer needed for reference.</p> <p style="text-align: center;">PRIVATE SECTOR RELATIONS</p> <p>The Office of International Cooperation and Development is responsible for activities related to agribusiness development and the promotion of trade, and participating in Departmental initiatives to advance agricultural development.</p>		
5.	<p><u>Cancun Initiative</u></p> <p>Arranged alphabetically by subject.</p> <p>Material relating to the Presidential initiative of 1982, whereby President Reagan proposed that teams of farmers and agricultural experts be sent to developing countries to assist in solving food and agricultural problems. Materials include candidate and task force resumes, country background information, draft position papers, reviews and analyses of position papers developed by other agencies and Departments, cable traffic, budget papers, minutes of inter-departmental working group meetings, copies of briefing books, minutes of discussions with representatives of other agencies, officials of the private sector and representatives of the U.S. government, and copies of final reports. Arranged chronologically, by country. (countries include Belize, Chile, Honduras, Guinea, Sudan, Tanzania, Liberia, Poland, Thailand, Panama, and Venezuela)</p>		

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6.	<p>Destroy 10 years after termination of the project or when no longer required for reference.</p> <p><u>Nutrition Assistance Program (Puerto Rico)</u></p> <p>Arranged alphabetically by subject.</p> <p>Material relating to agricultural modernization activities authorized by President Reagan's Caribbean Basin Initiative. Material includes copies of correspondence, cable traffic, non-record copies of reports on ad-hoc Working Group meetings, trip reports, and related administrative material.</p> <p>Destroy 5 years after termination of the program or when no longer required for reference.</p>		
7.	<p><u>General Files</u></p> <p>Arrange alphabetically by subject.</p> <p>Administrative material and non-record copies of reports from committees/conferences attended by OICD officials or of interest to the agency, including the Versailles Summit, the Belmont Conference, and the National Security Council's Population Policy Group.</p> <p>Destroy when no longer required for reference.</p>		
8.	<p><u>Country Files</u></p> <p>Arrange alphabetically by country.</p> <p>Background information on developing and transitional countries, including copies of AID country/program budgets, country development strategy statements, socio/political information and related material.</p> <p>Destroy when no longer needed for reference.</p>		
9.	<p><u>Joint Agricultural Consultative Committee (JACC) with Nigeria</u></p> <p>Arranged alphabetically by subject.</p>		

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	<p>The Committee was formed to facilitate private sector cooperation in agriculture and agribusiness. Material includes organizational documents, Fact Sheets explaining the program, minutes of meetings, briefing papers, information relating to trade missions, seminars and conferences, guidelines for investors, copies of the implementing Memorandum of Understanding, consultant reports on trade/development opportunities, copies of speeches, committee membership rosters and biographical material, and related administrative information.</p> <p>PERMANENT. Offer to NARA when 15 years old.</p>		
10.	<p><u>Agribusiness Firms</u></p> <p>Arranged alphabetically, by corporate name.</p> <p>Background material relating to American and foreign agricultural and agribusiness firms interested in trade opportunities, including product information, data on import/export restrictions, cost information.</p> <p>Destroy when superseded or no longer required for reference.</p>		
11.	<p><u>Country Files</u></p> <p>Arranged alphabetically by country.</p> <p>Background information on trade opportunities with developing and transitional countries. Material includes cables, correspondence, socio-political information.</p> <p>Destroy when superseded or no longer required for reference.</p>		
12.	<p><u>Agribusiness Promotion Council</u></p> <p>Arranged alphabetically by subject.</p> <p>The Committee was formed to facilitate trade and development in the Caribbean Basin. Material includes organizational information, news articles, press releases, membership roster, resumes, administrative material such as copies of trip reports, travel vouchers, and related data.</p>		

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	<p>Destroy 15 years after termination of the Committee.</p> <p style="text-align: center;">INTERNATIONAL ORGANIZATION AFFAIRS</p> <p>The Office of International Cooperation and Development participates in the formulation of U.S. policy related to international organizations; provides leadership for and coordinates USDA involvement in the work of international organizations concerned with food, agriculture and rural development, represents USDA in its relationships with U.S. government and private institutions involved in international food and agricultural organizations, coordinated inter-agency working groups concerned with food and agriculture and recruits and facilitates the placement of U.S. members on the staffs of international organizations.</p> <p>13. <u>Recruitment</u></p> <p>Material pertaining to the recruitment of U.S. citizens for employment with international organizations, including applicant background information, correspondence with international organizations pertaining to vacancies and personnel requirements.</p> <p>Destroy when 3 years old or when no longer required for reference.</p> <p>14. <u>Publications Distribution</u></p> <p>Materials relating to the distribution of international organization publications by FAS, including correspondence determining responsibilities and continuously updated mailing lists.</p> <p>a. Correspondence, request forms and other records relating to changes in mailing lists.</p> <p>Destroy after revision of mailing list or after 3 months.</p> <p>b. Mailing lists.</p> <p>Destroy when cancelled or revised.</p>		

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15.	<p><u>Conference Files</u></p> <p>Arranged alphabetically by organization and subgroup within organization and thereunder by conference.</p> <p>Copies of correspondence, nominations for representation, position and background papers, preliminary and final reports (delegation and conference), membership information, and related materials concerning participation in non-governmental and international conferences (e.g., U.S.-FAO Interagency Committee, International Dairy Congress, Organization of American States, Organization for Economic Cooperation and Development).</p> <p>PERMANENT. Offer record copies to NARA in 5-year blocks when most recent records are 20 years old.</p> <p style="text-align: center;">INTERNATIONAL RESEARCH</p> <p>OICD coordinates the Department's international agricultural research activities carried out in cooperation with various USDA agencies, U.S. colleges of agriculture, and foreign research institutions; collaborative research is conducted under a variety of authorities, including the U.S.-Israel Binational Agricultural Research and Development Fund, the U.S.-Spain Agreement of Friendship and Cooperation, and Section 104(b)(1) and (b)(3) of the Agricultural Trade and Development Act of 1954 (P.L.480).</p>		
16.	<p><u>U.S.-Spain Treaty of Friendship and Cooperation Project Case Files</u></p> <p>Arranged alphabetically by agricultural subject, program/project number.</p> <p>Materials relating to agricultural research, performed by U.S. and Spanish scientists through funds provided through the U.S.-Spain Agricultural research program. Includes proposals/protocols, letters of agreement, financial reports, budget material, trip reports, technical evaluations, interim and final reports.</p> <p>Destroy administrative material 8 years after submission of final report.</p>		

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17.	<p><u>U.S.-Spain Organizational Material</u></p> <p>Arranged alphabetically by subject.</p> <p>Copies of authorizing legislation (Treaty of Friendship and Cooperation with Spain), administrative agreements between OICD/USDA and the Spanish Ministry of Agriculture (English and Spanish), copies of agreements between USDA, the Department of State and the International Communications Agency on the use of program funds, inter-agency agreements between USDA and the Department of State defining responsibilities for the program, guidelines and procedures governing the program, and related documents.</p> <p>Copies of documents: destroy when no longer required for reference.</p> <p>PERMANENT: record copies (originals) of agreements, policies and procedures. Transfer to FRC 3 years after termination of the program. Offer to NARA in 5-year blocks when the most recent records are 15 years old.</p>		
18.	<p><u>U.S.-Spain Joint Committee for Scientific and Technological Cooperation</u></p> <p>Arranged chronologically, by meeting.</p> <p>Agendas, minutes of meetings, lists of participants, copies of opening remarks, position papers, correspondence, cables, and related information of non-record nature.</p> <p>PERMANENT. Offer to NARA in 5 year blocks when the most recent records are 15 years old.</p> <p>Note: record copies are maintained by the U.S. Department of State.</p>		
19.	<p><u>Country Background Files</u></p> <p>Arranged alphabetically by subject.</p>		

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	<p>Background material pertaining to research projects anticipated and/or conducted overseas, of interest to OICD. Material contains cables, correspondence, draft papers and related information.</p> <p>Destroy when superseded or no longer required for reference.</p>		
20.	<p><u>U.S.-Israel Binational Agricultural Research and Development Program (BARD)</u></p> <p>a. <u>Background Material</u></p> <p>Arranged alphabetically by subject.</p> <p>Material relating to the establishment and administration of the BARD program, including copies of the BARD agreements, interagency agreements between OICD and the Agricultural Research Service (ARS) designating functional responsibilities, briefing material and related information.</p> <p>Destroy when no longer required for reference.</p> <p>RECORD MATERIAL is maintained by the Agricultural Research Service, ARS/USDA.</p> <p>b. <u>Research Grants</u></p> <p>Arranged alphabetically by subject.</p> <p>Material related to original proposals, letters of acceptance/rejection, evaluations, financial reports, preliminary and final project reports, and related information.</p> <p>Destroy when no longer required for reference.</p> <p>RECORD MATERIAL is maintained by ARS/USDA.</p> <p>c. <u>Meetings and Conferences</u></p> <p>Arranged chronologically by meeting.</p> <p>Material relating to BARD meetings/conferences, including agendas, minutes of meetings, lists of participants, meeting notes, briefing materials and related information.</p> <p>Destroy when no longer required for reference.</p>	<p>NCI-310-80-2 item 115</p> <p>NCI-310-80-2 item 115</p> <p>NCI-310-80-2, item 115</p>	

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21.	<p><u>University Linkage Program and Collaborative Research Project Files</u> RES PROJ FILE</p> <p>Arranged by grant number.</p> <p>Material relating to the cooperative research programs conducted jointly by U.S. and foreign research institutions and universities, including research proposals, cooperative agreements, plans to work, cables and correspondence, interim evaluations and final reports.</p> <p>PERMANENT. Transfer to FRC 5 years after final payment. (Includes proposal, significant evaluations and final report). Offer to NARA in 5-year blocks when most recent records are 15 years old.</p>	<p>85-89 = 2005</p> <p>90-94 = 2010</p> <p>95-99 = 2015</p> <p>2000-04 = 2020</p>	
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INTERNATIONAL TRAINING

The Office of International Cooperation and Development works with U.S. government agencies and universities to design training programs requested by developing countries through AID, the World Bank and other international organizations and/or requested directly from other countries on a reimbursable basis, provides program support services to individuals and groups studying in authorized agricultural programs in U.S. institutions and arranges for training services by USDA, State departments of agriculture, universities and the private sector in support of agricultural development assistance programs.

22.	<p><u>Participant Administration</u></p> <p>Arranged alphabetically by participant name/country.</p> <p>Routine administrative and evaluative correspondence regarding any phase of the participant training program. Contains participant trainee case files, PIO/P's, biodata, notices of arrival, course records and reports, and operating files accumulated in the performance of general services, including arrangements for visas, security clearances, maintenance allowances, transportation, health and accident insurance, and other incidental services.</p> <p>Destroy 2 years after completion of training.</p>		
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23.	<p><u>Participant Files</u></p> <p>Arranged alphabetically by participant name/country.</p> <p>Personal history data on international training participants, including biographic material, travel documents, itineraries, correspondence, exit interviews, allowances, evaluations and related material.</p> <p>Destroy 2 years after completion of training.</p>		
24.	<p><u>Conference Attendance</u></p> <p>Arranged alphabetically by conference.</p> <p>Papers regarding conferences attended by participants in connection with training programs, indicating number in attendance, dates, places, itineraries, and copies of papers presented.</p> <p>Destroy 2 years after conclusion of the conference.</p>		
25.	<p><u>Participant Statistical Data</u></p> <p>ADP</p> <p>Arranged alphabetically by subject.</p> <p>Statistical information compiled and maintained on international training participants, including geographic locations in the United States, alphabetical listings, PIO/P listings, caseload reports, non-AID locators, breakdowns by program, critical dates, course enrollment, FAO locators, and related information.</p> <p>Destroy when superseded.</p>		
26.	<p><u>Course Administration</u></p> <p>Arranged alphabetically by agricultural discipline or course title.</p> <p>Materials required for the administrative management of courses conducted by the Agency, including cables and correspondence, enrollment information, lists of material used, and invoices.</p> <p>Destroy 4 years after completion of the course or</p>		

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27.	<p><u>Course Materials</u></p> <p>Arranged by subject and/or title of course.</p> <p>a. Manuals and audiovisual materials produced by OICD and used to conduct training courses for foreign nationals.</p> <p>(1) Courses relating to farming and/or agricultural management</p> <p>(a) manuals</p> <p>PERMANENT. Retire to inactive file when superseded. Offer to NARA 15 years after withdrawal in accumulations of at least one cubic foot.</p> <p>(b) slides</p> <p>Disposition: PERMANENT. Retire to inactive file when superseded. Offer to NARA with related manuals.</p> <p>(c) videotapes</p> <p>Disposition: PERMANENT. Offer to NARA 5 years after withdrawal.</p> <p>(2) Manuals, slides, and videotapes produced by OICD and relating to routine subjects including, but not limited to office skills, equipment usage, and surveys of or introductions to theoretical subjects.</p> <p>Destroy when superseded.</p> <p>b. Manuals and audiovisual materials acquired from all other sources, including non-government, other federal agencies, and other units within USDA.</p> <p>(1) manuals and slides</p> <p>Destroy when superseded.</p> <p>(2) videotapes</p> <p>Destroy or erase when no longer needed.</p>		
28.	<p><u>Program Evaluation</u></p> <p>Arranged chronologically by subject.</p>		

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29.	<p>Reports and studies used to evaluate the effectiveness of training methods and techniques in specific fields of activity, country, or overall participant training program.</p> <p>Destroy 5 years after completion of the report.</p> <p><u>Facilities</u></p> <p>Liaison and strengthening of relationships with organizations that provide training, hospitality, or community activity, and services to participants, such as universities, participating agencies, cooperators, and community service groups.</p> <p>a. <u>Policy, procedural, and evaluative material</u></p> <p>Arranged alphabetically by subject.</p> <p>Destroy when superseded or obsolete.</p> <p>b. <u>Routine and administrative correspondence</u></p> <p>Arranged alphabetically by name of organization/facility.</p> <p>Destroy after 2 years.</p> <p style="text-align: center;">SCIENTIFIC AND TECHNICAL EXCHANGES</p> <p>The Office of International and Development serves as the central point of contact for all international scientific and technical exchange activity; coordinates participation of USDA agencies and universities in science and technology exchange agreements with other countries; and provides secretariat services for high-level binational agreements, including the US-USSR Joint Committee.</p>		
30.	<p><u>Bi-lateral Agricultural Agreements (policy)</u></p> <p>Arranged chronologically within subject files.</p> <p>Correspondence, position papers, evaluations, trip reports and related material of a policy nature pertaining to Working Group meetings.</p> <p>PERMANENT. Offer to NARA in 5-years blocks when most recent records are 15 years old.</p>		

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31.	<p><u>Public Service</u></p> <p>Arranged chronologically by geographic region.</p> <p>Memorandum and correspondence provided individuals, trade associations, cooperators and business contacts in response to inquiries.</p> <p>Destroy when 5 years old.</p>		
32.	<p><u>Negotiations</u></p> <p>Arranged alphabetically by country.</p> <p>Non-record material relative to the conduct of bi-lateral and multi-lateral negotiations, including draft position paper, correspondence, cable traffic, and related material.</p> <p>Destroy when 5 years old or no longer required for reference.</p>		
32.	<p><u>Exchange Reports</u></p> <p>Arranged alphabetically by country.</p> <p>Reports prepared by participants in the scientific and technical exchanges, evaluating the conduct of the exchange program and containing information obtained during the exchange.</p> <p>PERMANENT. Offer final reports to NARA in 5-year blocks when most recent records are 15 years old.</p>		
33.	<p><u>Cancun Initiative</u></p> <p>Arranged alphabetically by subject.</p> <p>Material relating to the Presidential initiative of 1982, whereby President Reagan proposed that teams of farmers and agricultural experts be sent to developing countries to assist in solving food and agricultural problems. Materials include candidate and task force resumes, country background information, draft position papers, reviews and analyses of position papers developed by other agencies and Departments, cable traffic, budget papers, minutes of inter-departmental working group meetings, copies of briefing books, minutes of discussions with representatives of other agencies, officials of the private sector and representatives of</p>		

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	<p>the U.S. government, and copies of final reports. Arranged chronologically, by country. (Countries include Belize, Chile, Honduras, Guinea, Sudan, Tanzania, Liberia, Poland, Thailand, Panama, and Venezuela).</p> <p>Destroy 10 years after termination of the project or when no longer required for reference.</p> <p style="text-align: center;">TECHNICAL ASSISTANCE</p> <p>The Office of International Cooperation and Development provides technical agricultural assistance to foreign nations, working with U.S. government agencies to provide technical assistance resources requested by developing countries through AID, the World Bank, and other international organizations and/or requested directly by other countries on a reimbursable basis. The agency also participates in building the institutional capability of developing countries in agricultural production, distribution and resource management, works with developing countries in planning and implementing agricultural/rural development programs and assists developing countries to utilize research and technology to improve food and agriculture production.</p>		
34.	<p><u>Country Background Information</u></p> <p>Arranged alphabetically by country.</p> <p>General information on the climatic, political and social conditions in foreign countries where technical assistance projects are conducted.</p> <p>Retain until superseded or no longer required for reference.</p>		
35.	<p><u>Technical Assistance Proposals</u></p> <p>Arranged alphabetically by country.</p> <p>Non-record copies of proposals for technical assistance projects and related correspondence.</p> <p>Retain until superseded or no longer required for reference.</p>		

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36.	<p><u>Technical Assistance Projects</u></p> <p>Arranged alphabetically by country.</p> <p>Correspondence, evaluations and other material related to the conduct of technical foreign assistance programs overseas.</p> <p>Destroy 10 years after termination of the project or when no longer required for reference.</p>		
37.	<p><u>Consultants</u></p> <p>Arranged alphabetically, within area of assignment.</p> <p>Non-record personnel materials, including resumes, travel vouchers, travel authorizations, and related information of technical experts available for overseas assignments.</p> <p>Destroy two years after final payment and/or termination of the project or when no longer required for reference.</p>		
38.	<p><u>Short Term Policy Impact Evaluation Studies (SPIES)</u></p> <p>Arranged alphabetically by region.</p> <p>Administrative back-up material required to support the conduct of short term studies overseas, including travel material, biographic data, trip reports, and related information.</p> <p>Destroy 5 years after completion of the final report or when no longer required.</p>		
39.	<p><u>Consumption Effects of Agricultural Policies</u></p> <p>Arranged alphabetically by region.</p> <p>Evaluations of developing country policies and programs which might affect consumption and possible alternatives and their implications and material on the administrative support required, including travel information, biographic data, trip reports, and related information.</p> <p>PERMANENT. Offer to NARA in 5-year blocks when most recent records are 15 years old.</p>		

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40.	<p><u>Development Project Management</u></p> <p>Arranged alphabetically by country.</p> <p>Administrative material, including communications, cables, travel documents, and biographic material of consultants, and non-record copies of reports, evaluations, feasibility studies, and project design/implementation reports.</p> <p>Destroy 10 years after completion of the project.</p>		