

ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records.

They are superseded or obsolete. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

NA ITEMS. These items have no applicable status (active or inactive). These items cannot be used for disposition.

For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

(P) Permanent - item with permanent disposition

(T) Temporary - item with temporary disposition

ITEM	STATUS	WHY INACTIVE
1	P (Active)	
2 / a	P (Active)	
2 / b	T (Active)	
3	P (Active)	
4	T (Active)	
5	T (Active)	
6	P (Inactive)	superseded by DAA-0166-2018-0002-0001
7 / a	T (Active)	
7 / b	P (Active)	
8	P (Active)	
9 / a	P (Active)	
9 / b	T (Active)	
10	T (Active)	
11	T (Active)	
12	T (Inactive)	superseded by DAA-0166-2018-0015-0001
13	T (Inactive)	superseded by DAA-0166-2018-0015-0002
14	T (Inactive)	superseded by DAA-0166-2018-0015-0003
15 / a	T (Active)	
15 / b	T (Active)	
16	P (Active)	
17	T (Active)	

18	T (Active)	
19	P (Active)	
20 / a	P (Active)	
20 / b	T (Active)	
21	T (Active)	
22 / a	P (Active)	
22 / b	T (Active)	
23 / a	T (Active)	
23 / b	T (Active)	
24 / a	T (Active)	
24 / b	T (Active)	
25	T (Active)	
26	T (Active)	
27	T (Active)	
28 / P	P (Active)	
28 / T	T (Active)	
29	T (Active)	
30	T (Active)	
31	T (Active)	
32 / a	T (Active)	
32 / b	T (Active)	
33	P (Active)	
34	T (Active)	
35 / a	P (Active)	
35 / b	P (Active)	
35 / c	T (Active)	
36	T (Inactive)	superseded by DAA-0166-2018-0028-0002
37 / a	T (Inactive)	superseded by DAA-0166-2018-0029-0001
37 / b	T (Inactive)	superseded by DAA-0166-2018-0029-0002
38	T (Active)	
39	T (Active)	
40 / a	T (Active)	
40 / b	T (Active)	
41	T (Active)	
42	T (Active)	
43	T (Active)	
44	T (Active)	
45	T (Active)	
46	T (Active)	

47	T (Active)	
48 / a	P (Active)	
48 / b	T (Active)	
49 / a	T (Active)	
49 / b	P (Active)	
50	T (Active)	
51	T (Active)	
52	T (Active)	
53	T (Active)	
54	T (Active)	
55	T (Active)	
56	T (Active)	
57	P (Active)	
58	P (Active)	
59	T (Active)	
60	P (Active)	
61 / a	T (Active)	
61 / b	T (Active)	
62	T (Active)	
63 / a	T (Active)	
63 / b	T (Active)	
64	T (Active)	
65	T (Active)	
66	T (Active)	
67	T (Active)	
68	T (Active)	
69	P (Active)	
70 / a	T (Active)	
70 / b	T (Active)	
71	T (Active)	
72	P (Active)	
73	P (Active)	
74	P (Active)	
75	T (Active)	
76	P (Active)	
77	T (Active)	
78	T (Active)	
79	T (Inactive)	superseded by DAA-0166-2018-0005-0001
80	T (Inactive)	superseded by DAA-0166-2018-0005-0002

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REQUEST FOR RECORD POSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB N

NC 1-166-78 - 1

DATE RECEIVED

13 OCT 1977

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.

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

1. FROM (AGENCY OR ESTABLISHMENT)

Foreign Agricultural Service, U.S. Dept. of Agriculture

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Robert E. Hackley

5. TEL. EXT.

447-3477

11-21-77

Date Aug 17 ☒ 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 25 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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

Assistant Administrator,

Agricultural Attaches and Management

SEP 21

7.
ITEM NO.

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

9.
SAMPLE OR
JOB NO

10.
ACTION TAKEN

This comprehensive records disposition schedule supersedes all previously approved records schedules for FAS/Washington Headquarters of the Foreign Agricultural Service. Our most recent authority was dated July 30, 1954, Job. No. IINNA-1271. Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.

Temporary records covered by the revised General Records Schedule are disposable without further authorization.

100 items

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

115-107

115-187
J...T is a group. NCR, NNR, NNS, NNF,
NNB - 11/22/77

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>GENERAL FILES</u>		
1.	<u>FAS Publications</u> Arranged chronologically by type of publication. Record copy of numbered publications (Foreign Agriculture, FAS Circulars, M-Series) and published and processed studies and reports. Unless otherwise specified in this schedule, include posters, charts, and similar material, and available indices thereto. PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 10 years old.		
2.	<u>Speeches</u> Arranged chronologically. a. Official speeches of the Administrator and Deputy Administrator. PERMANENT. Offer to NARS when 10 years old. b. Official speeches of the Assistant Administrators and Division Directors relating to agency policies and programs. Destroy when 5 years old.		
3.	<u>Agreements and Delegations of Authority</u> Arranged in date order. Interagency agreements and Memoranda of Understanding with other agencies that significantly affect the substantive functions of the agency. PERMANENT. Offer to NARS when 30 years old.		
4.	<u>Disposition of Records</u> Disposition Authority - SF-115 and 115-A. Federal Records Center Accessions (SF-135) -- by Accession Number Destroy when obsolete or superseded.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<u>Information and Reference Files</u> Non-record files maintained in various forms by all organizational units containing information on the specialties of each unit. These files include publications, bulletins, leaflets, printed and duplicated material; reports and related materials, excerpts of articles; photographic materials, drawings, art work and charts, and similar and related materials. Destroy individual items as they become obsolete or are superseded.		
6.	<u>Organizational Records</u> Arranged chronologically. Official organization charts and statements of functions which document the organization and functions of the Agency. <u>Permanent.</u> Offer record copies to NARS 10 years after modification.		
7.	<u>Controlled Correspondence Files</u> Arranged chronologically by date, except that correspondence to Members of Congress are filed alphabetically by name of Congressman. Correspondence related to inquiries addressed to the Department of Agriculture and the office of the Secretary, and correspondence referred by the White House and Members of Congress for reply. a. Routine correspondence. Destroy when 3 years old. b. Policy correspondence. PERMANENT. Offer to NARS when 5 years old.		
8.	<u>Administrator's Reading Files</u> Arranged chronologically. Correspondence, memoranda and related material originated by the Administrator and the Administrator's office staff.		

PERMANENT. Offer to NARS when 5 years old.
Four copies, including original, to be submitted to the National Archives and Records Service

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>ADMINISTRATIVE MANAGEMENT RECORDS</u>		
9.	<u>FAS Directives</u> Arranged by regulation title. Notices and Handbook in numerical sequence. a. Record case files of formal policy and procedural issuances such as Regulations, Notices, and Handbooks with related forms, recommendations, endorsements, clearances, and comments. PERMANENT. Offer record copy to NARS 20 years after it is superseded. b. Non-record copies of FAS directives. Destroy when superseded or no longer needed for reference.		
10.	<u>Forms</u> Arranged sequentially by form number, separated into current and obsolete forms. Case files containing data showing the inception of each form, the program or administrative purposes served by the form, and clearances of the form. Destroy 7 years after cancellation of the form.		
11.	<u>USDA Management Programs</u> Records of FAS' participation in Departmental management programs, including management improvement and management by objectives; includes original submissions, reports and amendments. Destroy when 3 years old.		
12.	<u>Budget Formulation, Presentation, and Enactment</u> Arranged chronologically, thereunder by budget phase. Records of budget estimates and budget enactment. Records covering the initial development (budget projections and agency, Departmental and Presidential allowances),		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	preparation, presentation (hearings), and justification of budget estimates. Key working papers and data are considered as part of budget estimates records. Destroy when 10 years old.		
13.	<u>General Authorizations and Supporting Records</u> General Letters of Authorization (GA) and GA amendments to Agricultural Attaches authorizing the expenditure of funds for specified items in limited amounts; Financial Plans (form FAS-686) which itemizes obligations anticipated in the forthcoming year; Mid-Year Review (form FAS-832) of status of funds; and related correspondence. Destroy when 3 years old.		
14.	<u>Budget Support</u> Correspondence relating to budget activities--supporting records by category, allocation or activity, administrative expenditures, specific projects. Destroy when 10 years old.		
15.	<u>Cables</u> International cable traffic from two transmission systems: (a) the State Department system which is used exclusively for classified or policy oriented material and (b) the TOFAS/FASTO system of State/FAS which is used for nonpolicy, unclassified administrative information. a. State Department telegrams (incoming and outgoing). Destroy 3 years after creation. b. TOFAS/FASTO (TOFAS messages from FAS/field posts to FAS/W and FASTO messages from FAS/W to FAS/field). Transfer to FARC when 2 years old. Destroy when 5 years old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>INTERNATIONAL TRADE POLICY</u> <u>General Agreement on Tariffs and Trade (GATT)</u> The General Agreement on Tariffs and Trade is an international agreement on principles for the conduct of international trade and a forum to provide for settlement of disputes over actions inconsistent with these principles and for negotiations to reduce tariffs and other barriers to trade. FAS provides support service to U.S. delegates and recommends policy with regard to barriers to international trade. 16. <u>GATT Negotiations (1960-67) Subject Files, Pertaining to Agriculture</u> Arranged alphabetically by subject. Original records of the Dillon Round of trade negotiations (on tariff and non-tariff barriers to agricultural trade) in 1960-61 and the Article XXIV:6 negotiations with the European Economic Community (EEC), 1960-61; and the Kennedy Round of trade negotiations, 1964-67. Includes position papers and supporting material, record copies of minutes, statements of negotiating stances, and related documents. PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 30 years old. 17. <u>The GATT Agriculture Committee and GATT Committee II, 1967-72</u> Non-record copies of minutes, transcripts, agendas and reports. Destroy when 5 years old or when no longer needed for reference, whichever is sooner. 18. <u>GATT Activities Since 1972</u> Non-record copies of reports on general sessions of the Contracting Parties and meetings of the GATT Council; and records of activities and positions taken relative to preferential arrangements, anti-dumping, balance of payments review, agriculture, developing countries, and institutional reform. Destroy when 5 years old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
19.	<u>The GATT Article XXIV:6 Negotiations with the EEC on Agricultural Concerns</u> Records of principal negotiating sessions and positions taken; records of the development of U.S. request and EEC offers; positions of third countries; negotiations on grains, citrus fruit and tobacco; final settlements; concessions; initial negotiating rights; historical material (background) on the 1960-62 negotiations; and related material. PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 30 years old. <u>MULTILATERAL TRADE NEGOTIATIONS (MTN)</u> Trade negotiations begun under authorization of the Tokyo Declaration of 1974 encompassing a broad range of international trade topics and including over 80 country participants.		
20.	<u>General Negotiations</u> Arranged by subject, thereunder chronologically. Progress reports; reports on meetings of the negotiating groups and subgroups; records of positions taken and related communications; working files of specific offers and requests and on general negotiating positions; policy statements; Interagency Committee policy and position development; and communications relating to advice and opinions from other government agencies. a. Position papers, policy statements, or analytical background. PERMANENT. Transfer to FARC after negotiating authority expires. Offer to NARS after 30 years. b. Copies of reports, records, working files, and correspondence. Destroy when negotiation authority expires.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
21.	<u>MTN Country Profiles</u> Case files on negotiating stances in the MTN, including Embassy Economic and Political reports, records of notifications and consultations, and related material. Destroy 2 years after the termination of the MTN.		
22.	<u>Advisory Committtees to the MTN</u> Membership lists; minutes of meetings, position papers, background information on the chartering of committees; recommendations to the MTN, reports, briefing papers and related correspondence. a. Position papers, recommendations to the MTN, and briefing papers. PERMANENT. Transfer to FARC after termination of the MTN. Offer to NARS when 30 years old. b. Membership lists, minutes, copies of reports, and correspondence. Destroy 3 years after termination of the MTN.		
23.	<u>Tariff and Non-Tariff Barriers MTN Participants</u> a. Magnetic media containing information on tariff and non-tariff barriers to trade by country and commodity. PERMANENT. Maintained by the Data Systems Division, Foreign Commodity Analysis, FAS. <i>Destroy when no longer needed JB</i> b. Computer printouts. Destroy after 6 months or when no longer required for reference, whichever is sooner. <u>TRADE POLICY - OTHER</u>		
24.	<u>THE GENERALIZED SYSTEM OF PREFERENCES (GSP)</u> Arranged chronologically, thereunder by subject. a. Position papers, notes and private industry briefs concerning petitions and proposals to add or delete commodities or countries from GSP.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Destroy when 10 years old. (Record copy maintained by the Office of Special Trade Representative). b. Correspondence. Destroy when 10 years old.		
25.	<u>LEGISLATIVE HISTORY OF THE TRADE ACT OF 1974</u> Texts, analysis, testimony, summaries, status reports and correspondence which document the intent of Congress and the objectives of the Department and other agencies. Transfer to FARC when 6 years old for retention until the Trade Act is superseded by new legislation.		
26.	<u>LEGISLATIVE HISTORY FILE</u> General policy statements, letters, cables and aircomms concerning USDA and/or FAS policies on international trade questions, U.S. farm programs, and trade policies. Includes legislative reports, congressional hearings, and related materials. Destroy when no longer required for reference.		
27.	<u>THE HARMONIZED COMMODITY DESCRIPTION AND CODING SYSTEM</u> Correspondence between USDA and other U.S. Government agencies, concerning an international effort to develop a replacement for, or supplement to, the Customs Cooperation Council Nomenclature (CCCN), which facilitates customs classification and statistical data collections; documents from the Council containing draft proposals, comments, recommendations, U.S. positions papers and related material. Destroy 5 years after the system is adopted.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>INTERNATIONAL TRADE RELATIONS</u> 28. <u>Classified and Unclassified Country, Regional Group, and Subject Case Files</u> Arranged alphabetically by country, regional group or subject. Country, regional group, and subject case files on trade relations between the U.S., other countries, and regional trade groups, including the European Economic Community, Market Economy countries, Non-Market Economy countries, the African, Caribbean, and Pacific Commonwealth Association and other organizations such as Bilateral Trade Commission. a. Correspondence, memoranda, telegrams, airgrams, reports, position and background papers, etc., concerning trade and agricultural support policies and U.S. protest actions against those policies, including correspondence with foreign governments. PERMANENT. Offer to NARS when 20 years old. b. Non-record reference and background material, including summaries of meetings, protocols, and agendas. Destroy when 5 years old or when no longer required for reference, whichever is sooner. 29. <u>U.S. Participation in International Conferences and Committees</u> Non-record copies of briefing papers, position papers and related background materials prepared for U.S. representatives, agency, departmental and non-government, attending conferences, e.g., Food and Agriculture Organization, World Food Conference, World Grasslands Conference, etc. Destroy when 3 years old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
30.	<u>International Organizations</u> Non-record reference files, including minutes, cables, letters, reports and related materials concerning activities in the Organization for Economic Cooperation and Development, UN General Assembly, Food and Agriculture Organization, International Monetary Fund, International Bank for Reconstruction and Development, and others. Destroy when 5 years old.		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 11 of 25
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>INTERNATIONAL ORGANIZATION AFFAIRS (LIAISON)</u>		
31.	<u>Recruitment</u> Materials pertaining to the recruitment of U.S. citizens for employment with international organizations, including applicant background information, correspondence with international organization pertaining to vacancies and personnel requirements. Destroy when 3 years old or when no longer required for reference, whichever is sooner.		
32.	<u>Publications Distribution</u> Materials relating to the distribution of international organization publications by FAS, including correspondence determining responsibilities and continuously updated mailing lists. a. Correspondence, request forms and other records relating to change in mailing lists. Destroy after revision of mailing list or after 3 months, whichever is earlier. b. Mailing lists. Destroy when cancelled or revised.		
33.	<u>Conference Files</u> Arranged alphabetically by organization and subgroup within organization and thereunder by conference. 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, governmental and international conferences (e.g., US-FAO Interagency Committee, International Dairy Congress, Organization of American States, Organization for Economic Cooperation and Development). PERMANENT. Offer record copies to NARS when 20 years old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>MARKET DEVELOPMENT ACTIVITIES</u> <u>FAS COOPERATOR PROJECTS</u> Market development projects conducted jointly by FAS and non-profit agricultural trade organizations known as "cooperators" to develop, expand and maintain foreign markets for U.S. agricultural commodities in accordance with Public Law 690 and other applicable legislation.		
34.	<u>Marketing Plans</u> Annual and long-range projections of market development activities conducted jointly with cooperators (prepared by cooperators and approved by FAS); amendments to marketing plans, cooperator annual progress reports, and related correspondence. Destroy 3 years after publication.		
35.	<u>Market Development Projects and Export Incentive Program</u> Arranged sequentially by project number. a. Project agreements and amendments authorizing the use of FAS funds for approved market development activities, terminal reports, and related correspondence. PERMANENT. Send to the FARC when 20 years old. Offer NARS when 40 years old. b. Documentation of approval of new project agreements or amendments including correspondence regarding review of proposal from standpoint of need and feasibility, suitability with respect to foreign policy, legal clearances, and fiscal provisions. PERMANENT. Send to FARC when 20 years old. Offer to NARS when 40 years old. c. Magnetic media which reflects expenditures on market development activities, by cost category, cooperator, country and/or type of activity. PERMANENT. Maintained by Data Systems Division, Foreign Commodity Analysis, FAS <i>Destroy when no longer needed SB</i>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
36.	<u>Cooperator Contributions</u> Reports and correspondence pertaining to cooperator contributions (money, personnel, materials, etc., expressed in terms of U.S. dollar values) to market development projects as required by project agreement and authorizing legislation. Destroy 3 years after termination of the agreement.		
37.	<u>Cooperator Personnel and Consultants</u> Personnel documents, salary histories, job descriptions, salary schedules and allowances, leave information, biographic data, awards, correspondence and related material pertaining to cooperator employees stationed overseas, subsidized by FAS market development funds, cooperator consultants. a. <u>Cooperator Personnel</u> Destroy 1 year after termination of employee. b. <u>Consultants</u> Destroy background information on consultants when no longer required for reference. <u>FAS/W - FAS/F MARKET DEVELOPMENT ACTIVITIES</u>		
38.	<u>Country Project Statements</u> Statements of anticipated market development activities conducted primarily by the Agricultural Attache, by country, formulated on an annual basis; activity guidelines; reports; correspondence and related materials. Destroy when 6 years old.		
39.	<u>Trade Exhibits</u> Support materials, including contracts, financial arrangements, lists of participants, reports, and related materials pertaining to participation in agricultural trade exhibits. Destroy when 6 years old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
40.	<u>The Trade Opportunity Referral System (TORS)</u> This system provides a systematic approach for generating and servicing trade inquiries from foreign firms through the Agricultural Attaches at overseas posts, to the U.S. firms interested in exporting the commodity requested. a. Magnetic media containing the master file of TORS containing names and addresses of domestic and foreign persons or firms interested in international trade of agricultural commodities. Various reports are generated from the system such as: (1) a list of firm names and addresses of exporters or importers in alphabetical order within commodity; (2) a list of firm names and addresses of exporters or importers in alphabetical order by commodity within state (exporters), or country (importers); and (3) "Trade Inquiries." Destroy after third update cycle. b. Trade inquiries from foreign importers, FAS actions, and resulting sales information. Destroy when 3 years old.		
41.	<u>Label Clearance</u> Applications for label clearance, background information and related correspondence concerning the acceptability of contents of agricultural commodities abroad. Destroy when 5 years old.		
42.	<u>Trade Complaints</u> Non-record correspondence, logs, talleys, background material, and related information concerning complaints (e.g., concerning quality) received by FAS from foreign importers of U.S. agricultural commodities. FAS serves as the primary coordinating agency within USDA to facilitate the handling of complaints by other agencies, primarily the Federal Grain Inspection Service (FGIS).		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Destroy when 5 years old unless required for litigation. Destroy 5 years after conclusion of litigation, if used for that purpose.		
43.	<u>Export Incentive Award ("E" Award)</u> Applications and comments from other USDA agencies on award program, conducted with the Department of Commerce, to recognize achievements of the private sector in exporting commodities, and related material. Destroy when 6 years old.		
44.	<u>Market and Product Studies</u> Copies of studies, including preliminary feasibility studies, conducted by cooperators, FAS, and/or other agencies or consultants to determine current potential markets of specific agricultural commodities abroad. For example: Consumer interest and preference for California table grapes in Japan, changing patterns in production, marketing and consumption of broiler chickens and eggs in Korea. Destroy when 5 years old or when no longer required for reference.		
45.	<u>Regulations</u> U.S. and foreign regulations affecting agricultural commodities (export and import) e.g., health and sanitation requirements. Destroy when superseded or no longer required for reference.		
46.	<u>Evaluation of Cooperator Activities and Trade Fairs</u> Final studies and interim reports, related corres- pondence, and background information. Destroy when 3 years old or when material becomes obsolete.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
47.	<u>Competition Reports</u> Data on agricultural export values, market development expenditures, types of promotion, product promoted, organizations responsible for promotion, and future trends; and data on expenditures of competitors on market promotion; types of activities, agencies responsible for activities, and future trends. Destroy when no longer required for reference, or when superseded or obsolete.		
48.	<u>Correspondence</u> Arranged alphabetically by cooperator. a. Policy correspondence related to administration of market development program. PERMANENT. Offer to NARS when 30 years old. b. Correspondence concerning the servicing of the export trade (exporters, importers, producers, cooperators) concerning specific commodity questions. Destroy when 3 years old.		
49.	<u>Audits</u> Arranged alphabetically by post. Copies of audits conducted by the USDA Office of Audit. Policy correspondence relating to the audit of FAS market development activities, reports of visits to cooperator offices, copies of reports, and related material including a Memorandum of Understanding with the Office of Audit. a. <u>Audit Reports</u> (Non-record copies) - destroy when 10 years old. (Original copies scheduled by USDA Office of Audit.) b. <u>Policy Correspondence and Related Materials.</u> PERMANENT. Offer to NARS when 25 years old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>FOREIGN COMMODITY ANALYSIS</u> Comprehensive foreign commodity reporting, analysis and dissemination of timely and relevant information on foreign market situations and trends.		
50.	<u>Commodity Planning Files</u> Files consisting of publications, newspaper clippings, census data, legislation relating to commodity intelligence. This information is used in planning U.S. farm programs and in maintaining adequate domestic supplies of agricultural commodities at stable prices. Destroy when 5 years old.		
51.	<u>Commodity Agreements Files</u> Records pertaining to the development and administration of international commodity agreements and other agricultural agreements bearing on the exchange of data and technology. Destroy when 5 years old.		
52.	<u>Commodity Intelligence Files</u> Records pertaining to the coordination and integration of foreign market intelligence data with other factors and conditions affecting the level of world food reserves such as the availability of nitrogenous fertilizer, the distribution of fuel and other essential energy related inputs, and the availability of transport containers, vessels and other equipment needed to move agricultural commodities from the farm to the consumer. Destroy when 5 years old.		
53.	<u>Public Law 480 Programs</u> Copies of correspondence and other related papers pertaining to analytical data on agricultural commodities in P.L. 480 countries; supporting data regarding volume and scheduling of exports; safeguarding commercial markets and other commodity aspects. Destroy when 5 years old or when no longer needed for reference, whichever is sooner.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
54.	<u>Commodity Information Files</u> Correspondence primarily with cooperators and related records material pertaining to production, trade and marketing data on agricultural commodities and related products. Destroy when 5 years old or when no longer needed for reference, whichever is sooner.		
55.	<u>Foreign Competition Files</u> Correspondence primarily with importers and exporters and related papers pertaining to appraisals of the U.S. competitive position in world markets in relation to foreign suppliers of the same or competitive products. Includes studies and appraisals of actual and potential foreign competition facing U.S. commodities in world markets. Destroy when 5 years old or when no longer needed for reference, whichever is sooner.		
56.	<u>Trade Barriers and Restrictions (commodity areas)</u> Copies of correspondence and related records pertaining to changes of foreign import duties, tariff reductions, trade negotiations and other trade barriers and restrictions to U.S. agricultural exports. General background information for import-export. Destroy when 5 years old or when no longer needed for reference, whichever is sooner.		
57.	<u>Commodity Analysis Files</u> Arranged chronologically by country. Records pertaining to the formulation and administration of foreign commodity analysis, including estimates and forecasts of world agricultural production, trade and consumption. PERMANENT. Offer to NARS when 15 years old.		
58.	<u>Supply and Demand Files</u> Arranged chronologically by country.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Includes correspondence, studies and position papers relating to conditions in world commodity markets affecting the supply-demand situation for U.S. agriculture. PERMANENT. Offer to NARS when 15 years old.		
59.	<u>Quality and Standards</u> Correspondence and related information pertaining to grades, standards and quality of exported agricultural commodities. Destroy when 5 years old or when no longer needed for reference, whichever is sooner.		
60.	<u>Meat Import Law (P.L. 88-482)</u> Arranged chronologically and by number. Correspondence with Department of State, Special Trade Representative, Treasury and USDA agencies pertaining to restraints on imports, outlook situation, information on decisions to free meat imports, etc. PERMANENT. Offer to NARS when 10 years old		
61.	<u>Section 22, Agricultural Adjustment Act, as amended</u> a. Correspondence and related papers pertaining to investigation findings, proposals, and justifications under Section 22 of the Agricultural Adjustment Act, as amended. Destroy when 5 years old or when no longer needed for reference, whichever is sooner. b. Copies of Tariff Commission reports, hearings and transcripts, Agriculture testimony and regulations pertaining to Section 22, Agricultural Adjustment Act. Destroy when superseded or when no longer required for reference, whichever is sooner.		
62.	<u>Economic Indicators</u> Statistical data of the major economic situation in major agricultural importing and exporting countries.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
63.	Destroy when 5 years old or when no longer needed for reference, whichever is sooner. <u>Economic Analyses</u> Economic analyses of individual countries and quarterly world economic summaries. a. Destroy country analyses when 3 years old. b. Destroy quarterly world summaries when 5 years old or when no longer needed for reference purposes, whichever is sooner.		
64.	<u>FCA/Environmental Protection Agency (EPA) Liaison Matters</u> News releases, position papers, publications, food health and sanitary actions and related materials which affect or could affect U.S. foreign agricultural trade. Destroy when 4 years old.		
65.	<u>European Community (EC) Commodity Records</u> Non-record material pertaining to EC commodities which could affect U.S. exports regulations, publications, statistical tables, and associated country agreements: Destroy when 5 years old.		
66.	<u>Production, Supply and Distribution (PSD)</u> Magnetic media containing information on foreign production supply and distribution of commodities such as cotton, grains, oil seeds, tobacco, and sugar and tropical products. Included are statistics for production, beginning stocks, imports, exports, domestic use, and ending stocks for individual countries. Submit for review in five years or after inclusion of major agricultural commodities.		
67.	<u>World Agricultural Production and Trade</u> Magnetic media containing information on the world agricultural production and trade of specified agricultural commodities. Destroy after third update cycle.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
68.	<u>Credit Sales</u> Magnetic media containing information to support short-term credit function of the Office of the General Sales Manager (OGSM) and to evaluate status of program in promoting further export financing of agricultural commodities through private exporters under the program and analyze the impact of the Credit Sales program on the U.S. agricultural market. Destroy when 3 months old.		
69.	<u>U.S. Trade System</u> Magnetic media adapted from U.S. Bureau of the Census material on exports and imports of agricultural and agriculturally-related commodities. PERMANENT. Offer to NARS 6 months after the data is validated.		
70.	<u>Import Licensing</u> Licenses issued to importers of cheese and dairy products required by Section 22 of the Agricultural Adjustment Act and related correspondence on port transfer, transfers of country origin, quota advances, customs reports 7501 and 7505, etc. a. Destroy paper records when 5 years old. b. Destroy magnetic tape or machine readable form when 90 days old or after third update cycle.		
71.	<u>Import Regulations</u> Regulations governing the importation of cheese and dairy products, including definitions, revisions, amendments, notices, historical summaries, investigations and other pertinent items. Destroy when changes are incorporated in regulations or when of no further reference value, whichever is sooner.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
72.	<u>Agricultural Attache Reports</u> Arranged alphabetically by country. Scheduled and unscheduled reports from Agricultural Attaches abroad pertaining to various aspects of agricultural and specific commodity situations, including imports, exports, production, climatic conditions, etc. PERMANENT. Transfer to FARC when 6 years old. Offer to NARS when 10 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>LARGE AREA CROP INVENTORY EXPERIMENT (LACIE)</u> LACIE is an experimental program conducted jointly with the National Aeronautics and Space Administration (NASA) and the National Oceanographic and Atmospheric Administration (NOAA). The project is to determine the utility and cost effectiveness of satellite and surface derived data sources to monitor large area crop production and to assess the import of agricultural and meteorological conditions on production estimates. 73. <u>LACIE Project Documentation</u> Arrangement: Numerically by Document Records pertaining to Project Agreements and objectives, status reports, findings and determination of the Executive Steering Committee, correspondence relating to policy decisions made in concert by participating agencies and other related record material which document the experimental stage of the project from its inception. PERMANENT. Offer to NARS 3 years after the completion of the LACIE project (experimental stage). 74. <u>Cartographic Materials and Drawings</u> Maps, charts, NASA satellite photographs, and drawings used in accomplishing LACIE essential job assignments. a. Original agrophysical maps at a scale of 1:1,000,000 consisting of published or photocopied soil sheets covered by manuscript overlays prepared by or for the LACIE staff showing updated soil-climatic region boundaries (when necessary translated from foreign to United States classification schemes) and accompanying textual descriptions and indexes. Maintained by LACIE staff at NASA facilities, Houston. PERMANENT. Offer to NARS 3 years after completion of LACIE project. b. All other cartographic products, or copies: Destroy when no longer needed for reference. 75. <u>Ground Truth Matters</u> Records materials relating to on-site inspections of plant life based upon soil and meteorological data for comparison with satellite imagery. Destroy at completion project or when no longer required for reference, whichever is sooner.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>US-USSR SECRETARIAT</u> The Secretariat provides a central point for information on Agreements with the Soviet Union and facilitates the exchange of technical agricultural data.		
76.	<u>US-USSR Agricultural Agreement</u> Arrangement - chronologically within subject file. Correspondence and other material pertaining to policy, joint committees, research and technology, working groups, projects, and trip reports. PERMANENT. Transfer to FARC when 5 years old Offer to NARS when 10 years old.		
77.	<u>Other Bilateral Agreements with USSR</u> Correspondence and related material pertaining to 4-H grain consultations, the Maritime Agreement, environmental protection, technology and forestry. Destroy when 5 years old.		
78.	<u>Public Service</u> Memoranda and correspondence documenting assistance given to and received from individuals, trade associations, cooperators and business contacts in response to inquiries regarding the US-USSR Agreement. Destroy when 5 years old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>AGRICULTURAL ATTACHES</u> Agricultural Attaches are stationed at posts throughout the world to represent U.S. agricultural interests and to collect and analyze agricultural information. 79. <u>Representation</u> Correspondence and related papers regarding visitors' programs and representation functions undertaken by FAS. Destroy when 3 years old. 80. <u>Post Administration</u> Copies of correspondence, contracts, personnel materials (e.g., performance evaluations) and related information pertaining to the establishment, staffing and administration of attache posts. Also includes papers concerning working agreements with other agencies, personnel exchange program with Department of State, and various conferences. Destroy when 3 years old or when no longer needed for reference, whichever is sooner.		

ACCUMULATION RATES

Listed below, by item number, are the rates of accumulation for records to be offered to NARS for permanent retention:

- | | | |
|----------------|--|---|
| 1. | FAS Publications | 2 cubic feet per year |
| 2a. | Speeches | Less than 1/2 cubic feet per year |
| | Official speeches of the Administrator and Deputy Administrator. | |
| 3. | Agreements and Delegations of Authority | Less than 1/2 cubic feet per year |
| 6. | Organizational Records | Less than 1/2 cubic feet per year |
| 7. | Controlled Correspondence Files | |
| | b. Policy correspondence | 1 cubic foot per year |
| 8. | Administrator's Reading Files | Less than 1/2 cubic feet per year |
| 9. | FAS Directives | Less than 1/2 cubic feet per year |
| 16. | GATT Negotiations (1960-67) Subject Files, Pertaining to Agriculture | 18 cubic feet - total accumulation |
| 19. | The GATT Article XXIV:6 Negotiations with the EEC on Agricultural Concerns | Less than 1 cubic feet per year |
| 20. | General Negotiations | |
| | a. Position papers, policy statements, or analytical background | 2 cubic feet - total accumulation |
| 22. | Advisory Committees to the MTN | |
| | a. Position papers, recommendations to the MTN, and briefing papers | Less than 1 cubic feet per year |
| 23. | Tariff and Non-Tariff Barriers MTN Participants | |
| | a. Magnetic media containing information on tariff and non-tariff barriers to trade by country and commodity. | Permanent - Magnetic media ✓ |

28. Classified and Unclassified Country, Regional Group, and Subject Case Files
 - a. Correspondence, memoranda, telegrams, airgrams, reports, position and background papers, etc., concerning trade and agricultural support policies and U.S. protest actions against those policies, including correspondence with foreign governments. 2 cubic feet per year
33. Conference Files 2 cubic feet per year
35. Market Development Projects and Export Incentive Program
 - a. Project agreements and amendments authorizing the use of FAS funds for approved market development activities, terminal reports, and related correspondence. Less than 1/2 cubic foot per year
 - b. Documentation of approval of new project agreements or amendments including correspondence regarding review of proposal from standpoint of need and feasibility, suitability with respect to foreign policy, legal clearances, and fiscal provisions. Less than 1/2 cubic foot per year
 - c. ~~Magnetic media which reflects expenditures on market development activities, by cost category, cooperator, country and/or type of activity.~~ Permanent ~~Magnetic media~~ ✓
48. Correspondence
 - a. Policy correspondence related to administration of market development program. Less than 1/2 cubic foot per year
49. Audits
 - b. Policy Correspondence and Related Materials. 1/2 cubic foot per year
57. Commodity Analysis Files 2 cubic feet per year
58. Supply and Demand Files. 2 cubic feet per year
60. Meat Import Law (P.L. 88-482) 3/4 cubic feet per year

69.	U.S. Trade System	Permanent -- magnetic media
72.	Agricultural Attache Reports	Six cubic feet per year
73.	LACIE Project Documentation	24 cubic feet - total accumulation
76.	US-USSR Agricultural Agreement	1/2 cubic feet per year