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Request for Records Disposition Authority

Records Schedule Number DAA-0166-2018-0028
Schedule Status Appraiser Working Version

Agency or Establishment Foreign Agricultural Service
Record Group / Scheduling Group Records of the Foreign Agricultural Service
Records Schedule applies to Agency-wide
Schedule Subject Market Development Activities - FAS Cooperator Projects
Internal agency concurrences will be provided No

Background Information Market development projects conducted jointly by FAS and Nonprofit 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.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0166-2018-0028

Sequence Number	
1	Marketing Plans Disposition Authority Number: DAA-0166-2018-0028-0001
2	Cooperator Contributions Disposition Authority Number: DAA-0166-2018-0028-0002

Records Schedule Items

Sequence Number	
1	<p>Marketing Plans</p> <p>Disposition Authority Number DAA-0166-2018-0028-0001</p> <p>Records may include documentation and amendments to marketing plans, cooperator annual progress reports and related correspondence.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</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>GRS or Superseded Authority Citation NC1-166-78-1-34</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year in which published.</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Cooperator Contributions</p> <p>Disposition Authority Number DAA-0166-2018-0028-0002</p> <p>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.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</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>GRS or Superseded Authority Citation NC1-166-78-1-36</p>

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the calendar year in which agreement is terminated.

Retention Period

Destroy 3 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
01/10/2018	Certify	Keith Holden	Records Officer	Farm Service Agency - Foriegn Agricultural Service
05/17/2018	Return for Revisio n	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
05/17/2018	Submit For Certific ation	Debra Lackey	Records Analyst	FAS - FAS
06/14/2018	Certify	Keith Holden	Records Officer	Farm Service Agency - Foriegn Agricultural Service

Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0