Request for Records Disposition Authority

Records Schedule Number: DAA-0166-2018-0050
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: 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:

<table>
<thead>
<tr>
<th>Number of Total Disposition Items</th>
<th>Number of Permanent Disposition Items</th>
<th>Number of Temporary Disposition Items</th>
<th>Number ofWithdrawn Disposition Items</th>
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GAO Approval

PENDING - NOT APPROVED FOR USE
# Outline of Records Schedule Items for DAA-0166-2018-0050

<table>
<thead>
<tr>
<th>Sequence Number</th>
<th>Program Name</th>
<th>Disposition Authority Number</th>
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<tbody>
<tr>
<td>1</td>
<td>Emerging Markets Program (EMP)</td>
<td>DAA-0166-2018-0050-0001</td>
</tr>
<tr>
<td>2</td>
<td>Quality Sample Program (QSP)</td>
<td>DAA-0166-2018-0050-0002</td>
</tr>
<tr>
<td>3</td>
<td>Technical Assistance for Specialty Crops (TASC)</td>
<td>DAA-0166-2018-0050-0003</td>
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Emerging Markets Program (EMP)

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.

Final Disposition: Temporary
Item Status: Pending
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

Quality Sample Program (QSP)

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...
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
Pending

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
Pending
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<th>Question</th>
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<tr>
<td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td>
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**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

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>By</th>
<th>Title</th>
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<tbody>
<tr>
<td>06/11/2018</td>
<td>Certify</td>
<td>Keith Holden</td>
<td>Records Officer</td>
<td>Farm Service Agency - Foreign Agricultural Service</td>
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## Executive Summary

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<tr>
<td>Permanent Item Numbers</td>
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<td>Comments Received</td>
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