INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-364-97-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All records covered by this schedule are presumed disposed, and the schedule is therefore obsolete.

Date Reported: 12/28/2021

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REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)			$\neg \Box \Box$	LEAVE BLANK (NARA use only)		
			JOB	JOB NUMBER NIBCH-97-		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE	DATE RECEIVED 5/20/97		
1 FROM (Agency or establishment) OFFICE OF THE U. S. TRADE REPRESENTATIVE				NOTIFICATION TO AGENCY		
2 MAJOR SUBDIVISION				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"		
3 MINOR SUBDIVISION				ot approved or "withdrawn"		
4 NAME OF PERSON WITH WHOM TO CONFER		5. TELEPHONE	DATE	DATE ARCHIVIST OF THE UNITED STATES		
Nell Doering		(202) 395-6471	3-	1.00 Min	7). Carl 1	
and that the records will not be needed of Office, under the practice. Authority: E.O. 1	proposed on the attacl	now need ten concu	has been requested			
4/23/97	nell o	Soering		STR RECORDS MGT O	FFICER	
7 ITEM 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO.			:	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
(USTR) Data Ge	f the United States To meral (DG) Compute e (WordPerfect Appl l.	er System Records				

OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

' 8 S i

DATA GENERAL (DG) COMPUTER SYSTEM RECORDS SCHEDULE (WORDPERFECT APPLICATIONS ONLY)

PREPARED BY

OFFICE OF ADMINISTRATION
INFORMATION SYSTEMS AND TECHNOLOGY DIVISION
RECORDS MANAGEMENT OFFICE

APRIL 23, 1997

NWML

OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

DATA GENERAL COMPUTER SYSTEM WORDPERFECT APPLICATIONS RECORDS SCHEDULE CONTENTS

WORDPERFECT APPLICATIONS

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OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

This schedule applies to the Data General (DG) Computer System, at the Office of the United States Trade Representative (USTR). The following applies to the Federal records of the USTR that were created using the WordPerfect applications on the DG Computer System.

WORDPERFECT APPLICATIONS

1. Electronic Spreadsheet Documents. Electronic spreadsheet documents created on WordPerfect MathPlan for internal use to support administrative functions of USTR. USTR has determined that it no longer needs these electronic records for administrative, legal, audit, or other operational purposes. Federal records were printed and inter-filed in the designated official recordkeeping system and will be transferred to NARA in accordance with the approved schedule controlling the records (N1-364-88-1).

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

- 2. Federal Record Calendars. This application was used by the USTR Designated High-Level Officials and staff other than USTR designated high-level officials to create daily calendars.
 - A. Electronic Versions.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

B. Paper Version. The paper version of USTR Designated High-Level Officials.

DISPOSITION: PERMANENT

All monthly calendars of USTR Designated High-Level Officials were printed and inter-filed in the designated official recordkeeping system and will be transferred to NARA in accordance with the approved schedule controlling those records (N1-364-88-1, approved March 2, 1990).

3. Word Processing Documents. Word processing documents such as letters, messages, memoranda, reports, directives, and related drafts recorded on Data General Computer System or floppy diskettes. USTR has determined that it no longer needs these electronic records for administrative, legal, audit, or other operational purposes. Federal records were printed and inter-filed in the designated official recordkeeping system and will be transferred to NARA in accordance with the approved schedule controlling the records (N1-364-88-1, approved March 2, 1990).

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

tapes created during 1986 through 1992 on the USTR Data General (DG) computer systems that include INFOS, COBOL, and AOS/VS Operating System related software, Electronic Spreadsheet Documents (Item 2 above), Federal Record Calendars (designated high-level officials and other than designated high-level officials) (Item 3, 3.A., and 3.B. above), WordPerfect Word Processing Documents (Item 4 above), nonrecord materials, and records that are duplicated elsewhere for preservation and disposition.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.