

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	<i>NI-151-89-2</i>
1 FROM (Agency or establishment) <i>U.S. Department of Commerce</i>		DATE RECEIVED	<i>7-26-89</i>
2 MAJOR SUBDIVISION <i>International Trade Administration</i>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER <i>Tami S. Ambrose</i>	5 TELEPHONE EXT <i>377-3031</i>	DATE <i>8/29/90</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE <i>7/17/89</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Tami S. Ambrose</i>	D TITLE <i>ITA Records Management Officer</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>DEPUTY ASSISTANT SECRETARY</p> <p>FOR TEXTILES AND APPAREL</p> <p>The Deputy Assistant Secretary (DAS) for Textiles and Apparel (OTEXA) directs the development of the Department's position on international textile agreements and on relations with the domestic textile and apparel industries; participates in the negotiation of international textile agreements; oversees studies and analyses of domestic and foreign fiber, textile, and apparel industries; coordinates interagency relations, legislative comment, and liaison with industry, trade groups, and foreign government officials; oversees efforts to improve U.S. textile industry productivity and the promotion of export expansion activities; and chairs the Committee for the Implementation of Textile Agreements (CITA), Management Labor Textile Advisory Committee (MLTAC), the Importer's and Retailer's Textile Advisory Committee (IRTAC), and the Exporter's Textile Advisory Committee (ETAC).</p> <p>Continuation</p> <p><i>Copies sent to agency, NN-W, NNT 9/7/90</i></p>		

Immediate Office of the Deputy Assistant Secretary (ODAS)

1. Deputy Assistant Secretary's Subject Correspondence File - incoming and outgoing correspondence, memoranda, reports, and studies generated or collected by the Deputy Assistant Secretary and his staff. These are arranged alphabetically by subject.

Among the subjects are Domestic Apparel Program, Industry Assessment, Legislation, Multi-Fiber Arrangement (MFA), New Round, President's Export Council, and Rules of Origin.

Permanent. Start a new file for each subject every calendar year. Transfer to WNRC when 1 year old. Transfer to the National Archives when 20 years old.

2. Deputy Assistant Secretary's Committee Files - the Deputy Assistant Secretary chairs various committees whose membership is comprised of textiles industry executives, labor officials and U.S. Government representatives. The membership meets to discuss and resolve domestic and international issues affecting the U.S. textiles industry. The committees include CITA, MLTAC, IRTAC, and ETAC, as cited above.

The records consist of agendas and minutes of meetings, general subject files and membership files. These are arranged by committee name and by appropriate subject heading, thereunder.

Permanent. Break file every 5 years. Transfer to WNRC 1 year later. Transfer to the National Archives when 20 years old.

3. Trade Issues File - contains case work on non-tariff barriers and other trade issues. This includes information on trade practices such as rules-of-origin, quotas, export financing issues, freight rates, and other issues. Strike Force and other task force assignments are also included.

Transfer to WNRC when 1 year old. Destroy when 12 years old.

4. Country File - contains airgrams and telegrams relating to textiles and textile products in 100 countries. The files are maintained alphabetically by name of country.

Destroy in office space when 2 years old.

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