

Rec'd NCO 17 Jun 80

RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Commerce

2 MAJOR SUBDIVISION
International Trade Administration

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Charles J. Brett

5 TEL EXT
377-3430

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JOB NO

NCI-151-80-3

DATE RECEIVED
June 20, 1980

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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-8-80 *Paul W. Nantz*
Date 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 2 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 6-11-80	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Kerry V. Parr</i>	E TITLE Departmental Records Management Officer
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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
1.	<p>DIRECTOR OF ADMINISTRATION Congressional Relations Staff</p> <p>The Congressional Relations Staff is responsible for coordinating congressional matters within the International Trade Administration and serves as liaison with the Department's Office of Congressional Affairs.</p> <p>The Staff provides timely and effective reporting on Congressional activities (committee hearings, markup sessions, conferences, etc.) and serves as a focal point for coordinating requests for testimony, Congressional related support. It provides this support to the individual ITA elements.</p> <p>Program File consists of incoming and outgoing correspondence, printed copies of Congressional Hearings, background and procedural documents, press releases, and newspaper clippings, organized alphabetically by subject.</p> <p>Transfer to Records Staging and Holding Facility (RSHF) at the end of each Congress and -</p>		3 items

115-107 *Copies to NTF, agency. 9-11-80*

destroy 2 years later.

2. Congressional Correspondence contains copies of incoming and outgoing correspondence with members of Congress arranged by Congressional body and thereunder alphabetically by name. The file consists of informational copies of correspondence between other units of ITA and individual Congressman, Form CD 182: Report of Telephone Conversation with a Congressional Office and equivalent, and the like.

Start a new file after each Congressional election. Hold files accumulated during previous Congress for 1 year after election, then destroy.

3. Legislative Files consist of information copies of proposed legislation referred to ITA and its predecessor organizations by the Office of Management and Budget for comment. They are useful for reference purposes only.

Prior to January, 1978 these were arranged numerically by House and Senate number. Now they are filed by subject in the Program File.

Transfer to RSHF at the end of each Congress and destroy 2 years later.