

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

|   |   |
|---|---|
| LEAVE BLANK   |   |
| JOB NO<br><br>NCl-151-83-5  |   |
| DATE RECEIVED<br><br>6-29-83  |   |
| NOTIFICATION TO AGENCY<br><br>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |   |
| 7/12/83<br><small>Date</small>  | <i>R. M. W. W.</i><br><small>Archivist of the United States</small> |

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  
Director of Administration

4. NAME OF PERSON WITH WHOM TO CONFER  
Charles Brett

5. TEL EXT  
377-3430

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<br>6/23/83 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Daniel J. Cooney</i> | E. TITLE<br>Departmental Records Management Officer |
|--------------------|--|---|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|---|---------------------|------------------|
| 1.         | <p align="center">Office of Management and Systems<br/>Systems Management Division</p> <p>ADP User Group Agendas and Minutes of Meetings-- Documents the interplay between the Systems Management Division (SMD) and ITA program offices in addressing questions of mutual interest about ADP issues, management, and systems. Membership consists of SMD's professional staff and one designee named by each Deputy Assistant Secretary or Office Director, as appropriate.</p> <p>Meetings are held each month. Among the topics dealt with are Procedures, Procurement, Revision of Administrative Instructions, Planning, and Security.</p> <p>The files contain agendas; attendance lists; minutes of meetings; monographs providing guidance on ADP matters, e.g., preparing statements of work; and brochures/notices about ADP seminars or meetings held outside the Department. Files arrangement is by fiscal</p> |                     | <i>1 item</i>    |

*NNF + Agency sent out 7-22-83 by DMW.*

year and date of meeting, thereunder.

These papers generally possess short-term value only. Substantive results of the meetings are reflected in SMD's ADP Program Development Assistance File, ITA's Administrative Issuance System or in files maintained elsewhere in the agency or the Department.

Close file at the end of each fiscal year. Destroy  
1 year later.