

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

NCl-151-85-2

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

DATE RECEIVED

2-25-85

1. FROM (Agency or establishment)

U. S. Department of Commerce

2. MAJOR SUBDIVISION

International Trade Administration

3. MINOR SUBDIVISION

Assistant Secretary for Trade Development

4. NAME OF PERSON WITH WHOM TO CONFER

Charles J. Brett

5. TELEPHONE EXT.

377-3430

DATE

7-3-85

ARCHIVIST OF THE UNITED STATES

*Frank S. Burke*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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; 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 <b>2-15-85</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles J. Brett</i>	D. TITLE ITA Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>RECORDS RELATING TO TRADE ADJUSTMENT ASSISTANCE</p> <p>The International Trade Administration units responsible for this program carry out their activities by authority of Chapters 3 and 4 of Title II of the Trade Act of 1974, as amended. This legislation pertains to trade adjustment assistance to firms and industries, and to studies and reports and information activities in response to investigations and findings of the International Trade Commission.</p>		
1.	<p><u>Trade Act Certification Case Files</u> - These reflect the determinations made about the eligibility of domestic firms that have petitioned for certification of eligibility for adjustment assistance under the Trade Act of 1974. These include rejected, certified, decertified, withdrawn, denied, or terminated cases. The file is arranged alpha-numerically by case number. The file title also includes the petitioner's name.</p> <p style="padding-left: 40px;">Retire to RSHF 3 years after determination of action. Transfer to WNRC 1 year later. Destroy when 8 years old.</p>	NCl-378-79-2 Item No. 285	
2.	<p><u>Technical Assistance Cooperative Agreement and Contract Project Case Files</u>-These cooperative agreements or contracts awarded to help trade-injured firms and industries consist of such materials as pre-approval papers including the application or consultant proposal and Request for Proposal, papers documenting the agreement or contract, papers reflecting monitoring</p>	NCl-378-79-2 Item No. 398 a & b	3 items

115-108 *Copies to Agency, NCF, NN-B, & NNF*

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF 2  
2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>of cooperative-contractor activities, reports, accounting documents, preliminary or final reports, audit matters, and documents relating to firms assisted by the ITA-funded Trade Adjustment Assistance Centers (TAAC's).</p> <p>Cases are closed upon receipt of a final report, upon final payment, and/or upon resolution of any audit issues. Firm assistance files are closed once TAAC assistance is completed or becomes inactive.</p> <p><del>Retire closed cases to RSHF 2 years after closure. Transfer to WNRC 2 years later. (a) Retain samples, namely, the first cooperative agreement file closed during each even fiscal year (FY 1984, FY 1986, etc.); (b) All others-Destroy 10 years after closure.</del></p> <p>Retire closed cases to RSHF 2 years after closure.</p> <p>A. Sample. Permanent. Retain in agency space and transfer to FRC as volume permits. (Sample: first cooperative agreement file closed during each even fiscal year (FY 1984, FY 1986, etc.) Offer to National Archives when last file in FRC box is fifteen years old.</p> <p>B. All other files. Transfer to WNRC when 4 years old. Destroy when 12 years old.</p> <p>All changes have been approved by: <u><i>[Signature]</i></u> NARS appraiser</p> <p><u><i>Charles J. Brett</i></u> Agency representative</p>	<p><u>03/11/85</u> Date</p> <p><u>3/11/85</u> Date</p>	