

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCL-151-85-3	DATE RECEIVED 9-9-85
1. FROM (Agency or establishment) U.S. Department of Commerce		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION International Trade Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
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 9-3-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burt</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 8 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 8-28-85	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 GRS OR SUPERSEDED JOB CITATION	10.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 style="text-align: center;">OFFICE OF WORLD FAIRS AND INTERNATIONAL EXPOSITIONS</p> <p>The International Trade Administration (ITA) organizational unit responsible for this activity carries out its mission and functions under the provisions of P.L. 91-269 (84 Stat. 271, 22 U.S.C. 2801 <u>et seq.</u>). This legislation prescribes procedures for Federal recognition and participation in international expositions held in the United States. Other legislation pertinent to the unit's mission includes the Acts of December 29, 1979 (P.L. 96-169, 93 Stat. 281) and of September 8, 1982 (P.L. 97-254, 96 Stat. 208). These established the legal framework for U.S. participation in the 1982 International Energy Exposition in Knoxville, Tennessee and in the 1984 Louisiana World Exposition in New Orleans, Louisiana, respectively.</p> <p>In achieving its mission, this unit performs the following functions:</p> <ul style="list-style-type: none"> o Reviews applications for Federal recognition of international expositions to be held in the U.S.; 		19 items

- o Provides official U.S. representation to the Bureau of International Expositions (BIE) located in Paris. By international treaty, the BIE acts as the sanctioning authority for all world fairs and international expositions;
- o Registers with the BIE those expositions receiving Federal recognition;
- o Prepares the plan, required of the Secretary of Commerce, for Federal participation in world fairs and international expositions;
- o Supports the activities of the U.S. Commissioner General of each U.S. exposition, who serves as the President's representative to such an exposition;
- o Directs all activities of the U.S. pavilion for fairs in which there is U.S. participation;
- o Provides for the lease and/or construction of facilities, and receives gifts and property donated or loaned to the government;
- o Arranges for the design, construction, installation and administration of Federal exhibits;
- o Provides for appropriate transportation, insurance, publicity and maintenance associated with U.S. participation; and
- o Prepares final reports describing the Federal Government's activities in U.S. fairs/expositions.

1. Director's Subject Correspondence File - Documents generated and collected by the Director and his/her staff in carrying out the mission assigned the unit by P.L. 91-269, other pertinent legislation, and relevant organization and function orders. The files are arranged numerically, with each number assigned a specific subject. For example, 2.0 deals with BIE, 3.0 with Briefing Papers/Materials, 4.0 with Commissioner General, and so on. This subject classification system provides for subsidiary subject headings as needed.

Included here are incoming and outgoing correspondence, memoranda, reports, airgrams and related papers. These document the Director's executive activities and the unit's interaction with other ITA elements, other Federal agencies, the private sector, and the BIE.

Permanent. Start a new file every year. Retire closed files to RSHF in 5-year blocks (for example, 1980--1984) when no longer needed for reference. Transfer to WNRC 1 year later. Offer to the National Archives when 20 years old.

in 5 year blocks * MM 6/11/86

* Agreed to by Charles Brett in telephone conversation on 6/6/86.

2. World Fairs and International Expositions File - Documents all phases (proposal, design, construction and operation) of world fairs and international expositions. The file deals with expositions such as Interama; Hemisfair; Expo 74 - Spokane, Washington; Kentucky Fair and Expo; Expo 81-Los Angeles, California; the 1982 International Energy Exposition in Knoxville, Tennessee; the 1984 Louisiana World Exposition in New Orleans, Louisiana; and the 1992 World's Fair to be held concurrently in Chicago, Illinois and Seville, Spain. Three major groups of records are generated in the course of planning and operating an international exposition: Headquarters Operations Files, U.S. Pavilion Staff Files, and U.S. Commissioner General Staff Files.

The records include proposals and announcements, program statements, appropriation requests, designs and sketches, construction plans, contract awards, engineering drawings, environmental impact statements, motion pictures, slides, video tapes, attendance and operations reports, and a final report to Congress. These are arranged by a numeric-subject files classification system or an alphabetical subject system, as appropriate.

a. Textual Records - Permanent. Retire to RSHF after the fair/exposition closes and all administrative needs for the records are met. Transfer to WNRC 1 year later. Offer to the National Archives when 20 years old.

b. Audiovisual Records

1. Motion Pictures, including original negative or color original plus separate optical soundtrack, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print. Permanent. Retire to RSHF after the fair/exposition closes and all administrative needs for the records are met. Transfer to WNRC immediately. Offer to the National Archives when 5 years old.

2. Production Case Files for Motion Pictures, including copies of contracts, scripts, authorization and justification documentation, and other material relevant to the production, ownership, and assignment of rights. Permanent. Retire to RSHF after the fair/exposition closes and all administrative needs for the records are met. Transfer to WNRC immediately. Offer file jacket to the National Archives with the film title to which it pertains when 5 years old.

3. (Reserved)

4. Outtakes, Trims, Matching Sound Tracks, and Documentary Photography not incorporated into a Motion Picture. Upon receipt from the contractor, retire to RSHF and immediately offer to the NARS Stock Film Library. That footage not selected by NARS Stock Film Library: Return to ITA for dissemination to appropriate members of the public or private sectors in consultation with the Office of General Counsel, *mm 6/11/86* and with the National Archives as required by 36 CFR 1228.74(c). *

5. (Reserved)

6. All other duplicate copies of Audiovisual Records specified in items b.1. through b.3. and b.5. above.

- a. Offer to other interested institutions, such as Federal agencies, museums, and similar entities in consultation with the Office of General Counsel.
- b. Rejected Offers-Destroy duplicate copies in accordance with General Services Administration Regulations pertaining to the recycling of photographic film.

c. Machine-Readable Records

1. Program-Related Floppy Disks and Specially-Designed Integrated Circuit Boards - Created for and used as an integral part of computer video exhibitry at the U.S. Pavilion in the 1982 and 1984 World's Fairs held at Knoxville, Tennessee and New Orleans, Louisiana, respectively. This description also includes such machine-readable disks and related integrated circuitry created for fairs in the future. Dispose of in accordance with the applicable General Services Administration Property Disposal Regulations when no longer needed.

2. Program-Related Floppy Disk and Integrated-Circuit Board Documentation - These include papers dealing with data systems specifications, such as definitions of the system; with file specifications, consisting of definitions of the logical and physical characteristics of each record; and also include user guides describing the functions of the system in non-ADP

*Agreed to by Charles Brett in telephone conversation 6/6/86

terminology, such as handbooks and guides to data availability. Dispose of in accordance with the applicable General Services Administration Property Disposal Regulations when no longer needed.

3. Briefing Books - Prepared for the Assistant Secretary and other officials to keep them informed of BIE developments and the sanctioning of world fairs and international expositions. The briefing papers offer insights into the U.S. relationship with the BIE; into the planning, scheduling, operations and results of present and future expositions; and document U.S. representation on BIE committees and attendance at meetings. The books' contents are arranged under major subject headings, namely: BIE Meetings; U.S. Delegation; specific BIE Committees, such as Budget and Executive; and by the names of international expositions.

The unit maintains a Master Briefing Book, which is condensed periodically into a Summary Book highlighting issues that may be of current interest to the Assistant Secretary. The papers include agendas and minutes of meetings, committee rosters, exposition regulations, reports and telegrams.

Permanent. Retire to RSHF when no longer needed for reference, provided that the records fill an entire FRC carton. Transfer to WNRC 1 year later. Offer to the National Archives when 20 years old.

4. Country File - Incoming and outgoing telegrams arranged alphabetically by country name. These document the promotional activities undertaken by the Commissioner General and the marketing staff of the Louisiana World Exposition. The papers have continuing reference value as an information source for future marketing and promotional activities in the expositions area.

Review files annually and destroy documents in office space when no longer needed for reference. Not authorized for retirement to RSHF.

5. World Fairs and International Expositions Reports File - Legislation authorizing U.S. participation in world fairs and international expositions requires the Secretary of Commerce to report to Congress on the activities of the Federal Government pursuant to the enabling legislation, including a detailed statement of expenditures. The report provides a capsule history of each exposition, ranging from its conceptual development to disposition of property. Also included here are copies of the preliminary and final Environmental Impact Statements for U.S. expositions, other pertinent reports, and some copies of final reports issued by foreign countries for their international expositions.

These reports have a long-term reference value. The creating ITA unit uses them extensively for background and precedential purposes. They are also subject to regular inquiries from both the public and private sectors.

- a. Record Set of Environmental Impact Statements and of Final Report dealing with U.S. Participation in World Fairs and International Expositions (2 printed copies of each report) - Permanent. File in the World Fairs and International Expositions File cited above.
- b. Microform copy - Retain in office space until no longer needed for reference, then destroy.
- c. All other printed copies - Destroy in office space or donate to the Department of Commerce library when no longer needed for reference. Not authorized for retirement to RSHF.

6. Chronological File - One copy of each piece of outgoing correspondence prepared by the Director and his/her staff. Arranged by date.

Some of the papers in this file have a longer-term reference value to the creating unit than is normally associated with a chron file. Selected documents are useful in quickly answering inquiries from the public and private sectors about the unit's activities and about international expositions. Such documents serve as an institutional memory for the staff, which varies in size in direct proportion to the level of world's fair activity in the United States.

Start a new file every calendar year. Review files annually and destroy documents in office space when no longer needed for reference. Not authorized for retirement to RSHF.

7. Personal Computer (PC) File - Staff members in the headquarters office, the U.S. Pavilion, and in the U.S. Commissioner General's office use PC's for text-processing and editing documents. Drafts of correspondence, memoranda, reports and related papers are entered into the system and edited as necessary, prior to production of a hard copy. Hard copies of the data are then printed, and subsequently filed within one of the records series pertinent to the appropriate unit's operations.

- a. Source documents, such as drafts of correspondence, memoranda and reports. Destroy upon verification of data on related magnetic media (for example, floppy disk).
- b. Hard Copies of Documents.
 1. Official File Copy. File in the appropriate subject or case file maintained in the office.

- 2. Duplicate Copies. Destroy in office space when no longer needed for reference.
- c. Magnetic Disks. Erase data when no longer needed for reference and re-use the disk.

GENERAL NOTE:

Administrative Records Common to All ITA Offices

The files listed below are in ITA's Records Control Schedule under Section I. General Administration: ITA Records Common to All Offices. Refer to that Section for appropriate disposition.

<u>File Title</u>	<u>Page No.</u>
Administrative Subject File	1
Press Releases, Statements, Speeches, and Testimonies	2
Chronological, Reading, Tickler or Suspense Files	2
Reproducibles File	2
Charity Campaign and Bond Drive File	2
Job Applications	2
Classified Information Accounting and Control Records	2
Top Secret Accounting and Control Files	3
Classified Document Container Security Files	3
Indexes or Check Lists	3
Personnel Statistical Reports	4
Personnel Folders Maintained Outside of the Office of Personnel, ITA	4
Information Requests File	4
Acknowledgement Files	4
Mailing Lists	4
Records/Logs of Mail, Visitors or Telephone Calls	4
Technical Information Files	4
Congressional Correspondence File	5
Freedom of Information Act (FOIA) Requests Files	5
FOIA Appeals Files	6
Privacy Act Requests Files	6
Privacy Act Amendment Case Files	7
Privacy Act Accounting of Disclosure Files	8
Career Development and Training Work Files	8