

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-377-90-1

DATE RECEIVED

2/7/90

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

1. FROM (Agency or establishment)

United States Department of Commerce

2. MAJOR SUBDIVISION

Travel and Tourism Administration

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

5/1/90

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 _____ 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 2/2/90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Department Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached agency schedule		

Copies sent to agency
RMS, RRT, RHW, & NCF 5/9/90 J

RECORDS OF THE UNITED STATES TRAVEL
AND TOURISM ADMINISTRATION
(RECORD GROUP 377)

The Office of the Assistant Secretary of Commerce for Tourism

1. Assistant Secretary's Reading File, 1963-64, 1974-79. 3 ft. 9 in. Arranged chronologically.

Reading file for the Assistant Secretary for the periods May 1963-April 1964 and January 1974-February 1979.

WNRC accessions: 377-66A2403, box 1 8 in. 1963-64
377-79-0013 2 ft. 1974-77
377-85-0001, box 1 3 in. 1977
377-85-0001, box 2 10 in. 1977-79

PERMANENT. Transfer to the National Archives in 1995.

The Office of the Deputy Assistant Secretary for Tourism

2. Deputy Assistant Secretary Reading File, 1966-67, 1973-74. 1 ft. Arranged chronologically.

Reading files of Sylvan M. Barnet, Jr. for the March 1966-December 1967 period and Michael Miller for the April 1973-August 1974 period.

WNRC accessions: 377-70A5632, box 1 8 in. 1966-67
377-75-0001, box 4 4 in. 1973-74

PERMANENT. Transfer to the National Archives in 1995.

The Office of Information Services

3. Departmental Weekly Reports, 1962-68. 2 in. Arranged chronologically.

Selected copies of weekly reports sent by the Public Information Officer to the Secretary of Commerce, the Undersecretary of Commerce, and the Department of Commerce's Public Affairs Office regarding USTS activities.

WNRC accession 377-72A8045, box 7 2 in. 1962-68

Destroy immediately.

4. Editorial Support Job Item Packages, 1963-68. 7 ft. 4 in. Arranged numerically by job item (#1-92, 96-100).

One copy of each editorial support job package. Each package was a compilation of pamphlets, guidebooks, brochures, photos, press kits, newspapers, press released, magazines, and travel essays (written by USTS staff or for the USTS), as well as other materials related to travel that were sent to each field office to be used in promoting travel. The record sets includes much duplicate materials.

WNRC accessions:	377-66A2162, boxes 1-2	2 ft. 1963-64
	377-68B1082, boxes 2-3	2 ft. 1965-66
	377-69A4481, boxes 1-3	3 ft. 1966-67
	377-70E3347, box 12	4 in. 1968

Destroy immediately.

5. Post Newsletter Files, 1966-68. 3 ft. 4 in. Arranged by field office and thereunder chronologically.

Multiple copies of USTS field office newsletters sent to headquarters. The newsletters were used by the field offices to inform local travel officials about USTS activities, field office activities, and various travel opportunities. At least one-third of the volume consists of duplicates.

WNRC accession	377-69A2863, boxes 2-4	3 ft. 1966-68
	377-70E3347, box 12	4 in. 1968

Destroy immediately.

6. Publications and Speech Background and Working Papers, 1963-76. 4 ft. 1 in. Arranged by publication of speech and thereunder chronologically.

Correspondence, memoranda, drafts and copies of speeches, articles, and USTS publications. These records were accumulated in preparing the semiannual USTS reports to the Department of Commerce and annual report to Congress, press releases and other publications; and drafting speeches and articles for top USTS officials. Included are reference copies of some publications used for background information.

WNRC accessions:	377-72A8045, box 1	8 in. 1962-69
	377-72A8045, box 2	5 in. 1966-69
	377-72A8045, box 3	2 in. 1963-66
	377-72A8045, box 7	1 in. 1968-70
	377-75A0006, box 6	3 in. 1969-71
	377-75-0004, box 1	2 in. 1972
	377-79-0028, box 1	6 in. 1970-75

377-79-0028, box 4	1 ft. 1970-74
377-79-0028, box 3	6 in. 1975-76
377-79-0028, box 2	2 in. 1976

Destroy immediately.

7. USTS Newsletters, 1962-69. 8 in. Arranged chronologically.

Copies of USTS bi-monthly newsletters covering USTS programs, personnel, and activities. This was a short-lived publication. At least a quarter of the copies of the newsletters are duplicates.

WNRC accessions: 377-72A8045, box 2	5 in. 1965-68
377-72A8045, box 5	2 in. 1969
377-75A0006, box 6	1 in. 1962-69

PERMANENT. Transfer to the National Archives in 1995.

8. "Visit USA" Newsletters, 1970-71. 1 in. Arranged chronologically.

Record copy of "VISIT USA," USTS's bimonthly newsletter for United States travel industry sales personnel, state and local tourist officials, community and volunteer groups, and others interested in inbound tourism. The newsletter was established in 1970 to improve communications between USTS and its industry partners in the VISIT USA program. This newsletter was short-lived.

WNRC accession 377-75A0006, box 6	1 in. 1970-71
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PERMANENT. Transfer to the National Archives in 1995.

9. "Visit USA Digest", 1963-69. 1 ft. Arranged chronologically.

Monthly newsletter containing xeroxed newsclips. Also included are some original newsclippings used in the preparation of the newsletter. There is much duplication between accessions and within accessions.

WNRC accessions: 377-72A8045, box 5	8 in. 1963-69
377-75-0004, box 1	2 in. 1963-66
377-75A0006, box 6	2 in. 1963-68

PERMANENT. Transfer to the National Archives in 1995.

Office of Research and Analysis

10. Director's Program and Project Administration File, 1961-77. 5 ft. Arranged generally alphabetically by subject.

Correspondence; memorandums; reports; drafts of publications, reports, and speeches; and other records relating to the administration of the Office (e.g. budget for the Office) and of various projects (e.g. performance measurement system, advertising effectiveness). Included are records of the director of the predecessor unit, the Planning and Facilitation Division, relating to the administration of market surveys (1961-68). Also included are records relating to the directors dealings with other USTS components and the National Tourism Resources Review Commission.

WNRC accession 377-70B2688, box 3	4 in.	1961-68
377-75-0012, box 2	6 in.	1967-70
377-75-0012, box 5	1 in.	1967-72
377-75-0012, box 6	1 in.	1969-70
377-80-0001, box 10	1 ft.	1971-75
377-82-0017	1 ft.	1975-76
377-80-0002, boxes 1-2	2 ft.	1975-77

Destroy immediately.

11. Director's Foreign and Domestic Organization Subject Files, 1971-77. 7 ft. Arranged by generally alphabetically by the name of travel organizations.

Correspondence, memoranda, copies of professional journals and publications, and other records accumulated by the director. Most of the records relate to the director's personal and professional dealings with the Pacific Area Travel Association, the International Union of Travel Organizations, the Alliance Internationals De Tourisme, the Tourism Committee of the Organization for Economic Co-Operation and Development, Discover America Travel Organizations, Inc., and other travel organizations.

WNRC accession 377-80-0001, boxes 1-7 7 ft. 1971-77

Destroy immediately.

12. International Organizations Files, 1962-71. 4 ft. 6 in.
Arranged by organization and thereunder by subject.

Correspondence, memoranda, cables, position papers, reports, minutes of meetings, publications, and other records, relating to conferences and meetings of the International Union of Travel Organizations, the Pacific Area Travel Association, the Tourism Committee of the Organization for Economic Co-Operation and Development, and the Inter-American Travel Congress. These records were accumulated by the Facilitation and Planning Division (1962-68) and later by its successor, the Office of Research and Analysis (1968-71).

WNRC accessions: 377-66A2752 2 ft. 1962-65
377-75-0012, box 1 1 ft. 1966-71
377-75-0012, box 2 6 in. 1967-69
377-75-0012, box 3 1 ft. 1966-69

PERMANENT. Transfer to the National Archives in 1995.

13. Reading File, 1969. 2 in. Arranged chronologically.

Reading file of the Research and Analysis Director for the April-December 1969 period.

WNRC accession 377-75-0012, box 6 2 in. 1969

Destroy immediately.

14. Legislative Subject Files, 1960-75. 2 ft. Arranged by subject.

Correspondence, memoranda, copies of congressional bills and copies of transcripts of congressional hearings, copies of congressional testimonies of USTS and Commerce officials and by others; and other records relating to travel legislation. Included are records pertaining to the adoption of the International Travel Act of 1961 and creation of the USTS, and to legislation amending the Act.

WNRC accession 377-80-0001, boxes 8-9 2 ft. 1960-75

PERMANENT. Transfer to the National Archives in 1995.

15. Energy Crisis Files, 1973-79. 1 ft. 6 in. Arranged by subject.

Correspondence, memoranda, reports, copies of articles, and other records relating to various energy crises. These records, accumulated by the director.

WNRC accessions: 377-80-0001, box 11 1 ft. 1974-79
377-80-0001, box 12 6 in. 1973-75

PERMANENT. Transfer to the National Archives in 1995.

16. Aviation Policy Subject File, 1962-75. 6 in. Arranged by subject.

Correspondence, memoranda, copies of bills, and other records concerning USTS policies and positions relating to legislation pertaining to international aviation, charter flights, and air carriers.

WNRC accession 377-80-0001, box 12 6 in. 1962-75

PERMANENT. Transfer to the National Archives in 1995.

17. Post Correspondence, 1969. 9 in. Arranged generally alphabetically by field office and thereunder chronologically.

Correspondence to and from field offices regarding market research and other activities of the Office as well as more routine matters.

WNRC accession 377-75-0012, box 6 9 in. 1969

Destroy immediately.

18. Travel Statistical File, 1959-75. 3 ft. Arranged by source and thereunder by subject and thereunder chronologically.

Copies of tabular printed travel statistics in loose leaf binders. Most of the records are copies of statistics prepared by the Immigration and Naturalization Service (INS) covering entry of persons into the United States. A small portion of the records are USTS-produced version of the INS statistics, with attribution to the Immigration and Naturalization Service.

WNRC accession 377-80-0001, boxes 13-15 3 ft. 1959-75

Destroy immediately.

19. Market Survey Research Reports Working Files, 1962-66. 7 in. Arranged by subject.

Correspondence, memoranda, questionnaires, and other records relating to surveys of foreign travelers at U.S. airports and in the United Kingdom to determine their attitudes about travel to the United States. These records were used to create two market research reports prepared by the USTS' Planning and Facilitation Division in 1962 and 1963 ("Market Research on Attitudes of Potential Travelers to the U.S.A." June 1962, reprinted September 1966; "Summary of Attitude Research of Potential Travelers to the U.S.A. from Selected Countries," December 16, 1963, revised July 1966.

WNRC accession 377-70B2688, box 3 7 in. 1962-66

Destroy immediately.

20. Market Research Bid Proposal General Correspondence, 1965-72. 11 in. Arranged chronologically.

Correspondence, memoranda, and other records relating to bids or prospective bids on contracts for market research studies.

WNRC accession 377-75-0012, box 5 11 in. 1965-72

Destroy immediately.

21. Market Research Prospective Bidders File, 1970-71. 1 in. Arranged chronologically.

Correspondence primarily from prospective bidders requesting they be notified of opportunities to bid on market research contracts.

WNRC accession 377-75-0012, box 4 1 in. 1970-71

Destroy immediately.

22. Post Correspondence, 1972-74. 3 in. Arranged by field office and thereunder chronologically.

Copies of communications sent to the field offices by the Office. For the most part the communications relate to the Office providing information about an event, program, or activity.

WNRC accession 377-77-0005, box 2 3 in. 1973-74

Destroy immediately.

The Office of Visitor Services

23. Directors Program Subject File, 1970-75. 1 ft. 8 in.
Arranged by subject.

Correspondence, memoranda, reports, and other records accumulated by the Director in administering the visitor services program. Included is information about the USTS dealings with Discover America Travel Organizations, the Visit USA Ambassadors Program, and Office dealings with foreign and domestic travel agencies and the National Tourism Resources Review Commission.

WNRC accessions: 377-76-0014, box 1 8 in. 1970-75
377-76-0014, box 2 1 ft. 1970-75

PERMANENT. Transfer to the National Archives in 1995.

24. Public Service Ad Campaign File, 1968-72. 7 in. Arranged by subject.

Correspondence, memoranda, and other records accumulated in the process of providing the print and broadcast media with public service advertisements promoting travel.

WNRC accession 377-77-0005, box 1 7 in. 1968-72

Destroy immediately.

The Office of Expositions and Special Projects

25. Director's Program Subject File, 1966-75. 1 ft. 4 in.
Arranged numerically by a subject decimal system.

Correspondence, memoranda, and other records accumulated by J. William Nelson, director of the U.S. Trade Fairs and Exhibitions Staff in the Domestic and International Business Administration (1966-73) and director of the Office of Expositions and Special Projects pertaining to those unit's organization and operations. Included in the file is information on Presidential Library exhibits (1968) and on policy matters and attempts to clarify the relationship of the Office with other Commerce and USTS components.

WNRC accessions: 377-79-0025 1 ft. 1966-75
377-76-0014, box 1 4 in. 1973-75

PERMANENT. Transfer to the National Archives in 1995.

26. State Department Cables, 1962-66. 1 in. Arranged chronologically.

Copies of State Department cables regarding trade opportunities. The cables were sent from the State Department to foreign service posts. These copies were sent to the Commerce Department for information and/or coordination purposes.

WNRC accession 377-82-0003, box 5 1 in. 1962-66

Destroy immediately.

27. Bureau of International Expositions (BIE) Relations File, 1959-75. 3 ft. Arranged by subject and thereunder chronologically.

Correspondence; memoranda; cables; BIE rules, regulations, conventions, and publications, copies of Congressional hearings; and other records pertaining to United States dealings with the BIE. Included are records relating to United States pre-1969 efforts to formally join the BIE and United States formal participation in the BIE subsequent to 1968.

WNRC accession 377-79-0022 3 ft. 1959-75

PERMANENT. Transfer to the National Archives in 1995.

28. Trade Show Correspondence Log, 1975. 1 in. Arranged chronologically.

Listings in a three-ring binder of incoming and outgoing correspondence relating to trade shows.

WNRC accession 377-82-0003, box 5 1 in. 1975

Destroy immediately.

29. Public Relations Contractor File, 1973-74. 1 ft. Arranged by name of contractor or contracted project.

Correspondence, studies, and reports prepared by contractors in Canada and France regarding the impact and effectiveness of USTS programs and projects in their respective countries.

WNRC accession 377-76-0013, box 3 1 ft. 1973-74

Destroy immediately.

The Travel Advisory Board

30. Travel Advisory Board Records of Meetings, 1962-76. 3 ft.
Arranged chronologically by meeting.

Agendas, minutes of meetings, summaries of proceedings, memorandums, and other records of Travel Advisory Board meetings. The pre-1973 records were accumulated by the Office of Administration and the post-1972 records were accumulated by the Office of the Assistant Secretary.

WNRC accessions: 377-80-0020, boxes 5-6 2 ft. 1962-72
377-79-0027, box 1 1 ft. 1973-78

PERMANENT. Transfer to the National Archives in 1995.

31. Subject and Administrative File, 1973-76. 1 ft. Arranged by subject.

Correspondence, memoranda, and other records relating to the functioning of the Travel Advisory Board, and its predecessor, the Travel Advisory Committee. Included are folders on the appointment of members, and other administrative records relating to such topics as the logistics for the meetings.

WNRC accession 377-79-0027, box 2 1 ft. 1973-76

Destroy immediately.

Addendum to N1-377-90-1

32. Disposable records interspersed with records scheduled for transfer to the National Archives, as described below:

- a. Assistant Secretary Subject Files, 1961-1980. 30 ft. 4 in.

377-66A2403, box 1	4 in.	1961-64
377-66A2403, box 2	1 ft.	1961-64
377-67A3212	2 ft.	1961-64
377-67A3427	1 ft.	1962-64
377-67A3889	1 ft.	1961-65
377-77-0001	1 ft.	1973-75
377-77-0003	5 ft.	1971-75
377-79-0026	3 ft.	1968-79
377-82-0020	2 ft.	1974-80
377-82-0006	14 ft.	1975-80

Authorization: NC1-377-77-1-1 authorizes transfer to the National Archives. NC1-377-77-1-2 and various General Record Schedule items cover interspersed disposable materials.

- b. Travel Orders and Vouchers, 1965-78. 1 ft.

377-70A5632, box 2	2 in.	1965-67
377-75-0008, box 1	2 in.	1970-72
377-75-0001, box 5	1 in.	1973-74
377-82-0019, box 1	1 in.	1974-78
377-85-0001, box 5	6 in.	1977-80

Authorization: NC1-377-77-1-6

- c. Employment Applications, 1975-78. 2 in.

377-78-0005, box 2	1 in.	1975-76
377-82-0019, box 5	1 in.	1977-78

Authorization: NC1-377-77-1-6

- d. Travel Vouchers.

377-72A5123, box 3	2 in.	1963-69
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Authorization: GRS 9/1

e. Media Relations Manager/Public Information Officer
Subject File, 1963-69. 2 ft. 1 in.

377-70B3347, box 2 3 in. 1968-69
377-70A0132, box 2 7 in. 1963-69
377-73A1248, box 1 6 in. 1963-69
377-73A1248, box 2 8 in. 1963-69
377-73A1248, box 3 1 ft. 1963-69

Authorization: NC1-377-77-1-40.

f. Reading File.

Reading files of the Media Relations Manager/Public
Information Officer and staff members.

377-72A8045, box 7 3 in. 1968-70

Authorization: NC1-377-77-1-45.

g. Post Support Files.

377-75-0004, box 1 2 in. 1971-72

Authorization: NC1-377-77-1-44.

h. USTS Press Releases 1961-77 4 ft.

Nonrecord copies and records covered by the General
Records Schedules.

377-70C3347, box 3 9 in. 1965-62
377-72A8045, box 1 4 in. 1968-69
377-72A8045, box 2 2 in. 1965-66
377-75-0004, box 1 6 in. 1972
377-75A0006, box 6 5 in. 1961-73
377-79-0028, box 1 6 in. 1970-75
377-79-0028, box 2 10 in. 1976-77
377-79-0028, box 3 6 in. 1975-76

Authorization: Various General Records Schedules.

i. Office of Advertising and Promotion Director's
Program Subject File.

Interspersed taxi vouchers, budget documentation, routine procurement forms, and other general administrative records (about one cubic feet of records in the accession listed below).

377-82-0013 4 ft. 1977-80

Authorization: Various General Record Schedule items.

j. Personnel Folders.

377-82-0003, box 1 1 in. 1970-73

Authorization: NC1-377-77-1-60.

k. Reading File.

377-79-0001, box 11 5 in. 1969-71

Authorization: NC1-377-77-1-61.

l. Travel Vouchers.

377-82-0003, box 1 1 in. 1975-78

Authorization: GRS 9/1.

m. Post Correspondence, 1974-79. 5 in.

377-82-0003, box 4 4 in. 1974, 1979

377-82-0003, box 5 1 in. 1975-77

Authorization: NC1-377-77-1-60.

n. Major Shows and Expositions File 1967-77 45 ft.

Interspersed bills of lading, job applications, and other routine administrative records.

377-75-0002, box 5	1 ft. 1970-72
151-79-0003-377	2 ft. 1972-75
151-79-0006-377	4 ft. 1974
151-79-0010-377	4 ft. 1974
151-80-0015-377	9 ft. 1967-74
151-80-0016-377	7 ft. 1971-74
151-80-0019-377	10 ft. 1970-75
377-80-0017	8 ft. 1975-77

Authorization: Various General Records Schedules

- o. Interama Travel Orders and Vouchers.
377-75-0011, box 4 1 in. 1967-70
Authorization: GRS 9/1
- p. Interama Routine Purchase Orders and Invoices.
377-75-0011, box 4 2 in. 1967-70
Authorization: GRS 3/4.
- q. VIP (Visit-Investigate-Purchase) Program File, 1959-79.
45 ft. 7 in.

Promotional Nonrecurring Trade Show Files.

377-82-0003, box 1 9 in. 1959-79
377-82-0003, box 2 11 in. 1959-79
377-82-0003, box 3 1 ft. 1959-79
377-82-0003, box 4 5 in. 1959-79
377-82-0003, box 5 6 in. 1959-79
377-82-0003, box 6 1 ft. 1959-79

Authorization: NC1-377-77-1-66.
- r. Directory of Trade Shows and Expositions General Files,
1975-79 7 in.

377-82-0003, box 1 1 in. 1975-78
377-82-0003, box 2 1 in. 1979
377-82-0003, box 4 3 in. 1978-79
377-82-0003, box 5 2 in. 1978-79

Authorization: NC1-377-77-1-68.
- s. Commerce Today File 1971 1 in.

Multiple copies of a reprint of an article entitled
"Trade Shows in U.S. Gain as Export Tool" in the April
19, 1971 issue of Commerce Today.

377-82-0003, box 5 1 in. 1971

Justification: Nonrecord copies.

t. Travel Advisory Board Records of Meetings.

377-80-0020, boxes 5-6 2 ft. 1962-72

Authorization: NC1-377-77-1/9D

The agency authorizes the National Archives to destroy the records described in item 32a-r above during archival processing.

33. International and Regional Travel Organizations Files, 1963-73. 3 ft. 10 in.

Records relating to all international and regional organizations. (The IUOTO and PATA records are scheduled at permanent under NC1-377-77-1-4 and NC1-377-77-1-5. The small volume of records relating to other international and regional organizations should also be accessioned, as the Deputy Assistant Secretary served in the same capacity in those organizations as he did for the IUOTO and PATA.)

377-75-0001, boxes 1-3 3 ft. 1963-70

377-75-0001, box 4 4 in. 1970-73

377-75-0001, box 5 6 in. 1971-73

PERMANENT. Transfer to the National Archives immediately.

Agency Concurrence:

<u>Sherry M. Cagg</u>	<u>Dept. Records Mgmt. Officer</u>	<u>3-8-90</u>
Signature	Title	Date