

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JCS NUMBER	N1-377-96-1
1. FROM (Agency or establishment) U.S. Department of Commerce		DATE RECEIVED	7-16-96
2. MAJOR SUBDIVISION U.S. Travel and Tourism Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Dan Rooney	202-482-4458	5-1-97	<i>John W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
7/12/96	<i>Daniel J. Rooney</i>	Department Records Mgmt. Officer	

RECORDS OF THE U.S. TRAVEL AND TOURISM ADMINISTRATION

1. Textual Records of the U.S. Travel and Tourism Administration (USTTA), 1961-95, 31 cu.ft.

Arranged into subseries, as described on the pages following. Series consists of letters, memorandums, research reports, meeting books, transcripts, marketing plans, publications, and other correspondence documenting the activities of the USTTA.

~~PERMANENT. Transfer to the Washington National Records Center (WNRC) in one block immediately upon approval of this schedule. Offer to NARA in 1977.~~

SEE ATTACHED REVISIONS

Verbal concurrence for all revisions was received from Daniel J. Rooney by telephone on 4/23/97.
Jerry Baume

MAY 19 1997 *MKV*

*Copy to: Agency
NWDD*

**Attachment to Job No. N1-377-96-01 (Revised Schedule)
U.S. Travel and Tourism Administration**

Textual Records of the U.S. Travel and Tourism Administration (USTTA), 1961-95, 31 cu.ft.

Arranged into subseries, as described below. Series consists of letters, memorandums, research reports, meeting books, transcripts, marketing plans, publications, and other correspondence documenting the activities of the USTTA.

RECORDS OF THE OFFICE OF THE UNDER SECRETARY

1. Correspondence of Charles E. Cobb, Jr., Under Secretary for Travel and Tourism, 1988-89, 2 cu.ft. Arranged by subject. General correspondence regarding the activities of the highest USTTA official in promoting agency programs. Most of the correspondence relates to trips and conferences Cobb participated in or spoke at.

PERMANENT. Transfer to the National Archives and Records Administration (NARA) immediately upon approval of this schedule.

RECORDS OF THE OFFICE OF TOURISM MARKETING

2. Records Relating to the Activities of Linda M. Mysliwy, Assistant Secretary for Tourism Marketing, 1991-93, 2 cu. ft. Series consists of two subseries. The first is arranged chronologically by meeting and consists primarily of speeches and other correspondence relating to trips to conferences and other meetings at which Ms. Mysliwy spoke. The second is arranged by subject and concerns projects, e.g., GO*USA, in which Ms. Mysliwy was involved.

PERMANENT. Transfer to the National Archives and Records Administration (NARA) immediately upon approval of this schedule.

3. Records Relating to the Travel and Tourism Advisory Board (TTAB), 1969-95, 10 cu.ft. Arranged by subject or date of meeting. Series includes correspondence relating to the activities of the TTAB and its sponsorship by USTTA.

TEMPORARY. Destroy immediately upon approval of this schedule.

4. Subject Correspondence of Karen Cardran, Director, Tourism Marketing, 1980-95, 3 cu.ft. Arranged by subject. Letters, memorandums, reports, and other correspondence relating to the activities of the tourism marketing program.

TEMPORARY. Destroy immediately upon approval of this schedule.

5. Publications, Reports, and Binders Maintained by Karen Cardran, 1961-95, 3 cu.ft. Bound publications, USTTA and TTAB annual reports, and miscellaneous binders collected and maintained by Karen Cardran.

PERMANENT. Transfer to the National Archives and Records Administration (NARA) immediately upon approval of this schedule.

6. Regional Marketing Plans, FY 1988-96, 3 cu.ft. Marketing plans for those countries and regions served by USTTA regional offices.

PERMANENT. Transfer to the National Archives and Records Administration (NARA) immediately upon approval of this schedule.

7. Correspondence Relating to a Publicity Campaign by M. Silver Associates, 1993, 1 cu. ft. Correspondence relating to a contract with M. Silver Associates, a New York public relations firm, to promote tourism to nine states affected by the 1993 floods in the Midwest.

PERMANENT. Transfer to the National Archives and Records Administration (NARA) immediately upon approval of this schedule.

8. Correspondence Relating to a Customer Needs Assessment Conducted by the Tourism Policy Council (TPC), 1994-95, 1 cu.ft. Correspondence relating to a Customer Needs Assessment conducted by the TPC Framework Committee.

TEMPORARY. Destroy immediately upon approval of this schedule.

9. Travel Marketing Posters. Approximately 100 large posters published under USTTA auspices as part of publicity campaigns to encourage travel to the 50 states.

PERMANENT. Transfer to the National Archives and Records Administration (NARA) immediately upon approval of this schedule.

OFFICE OF RESEARCH

10. Research Reports and Publications, 1981-95, 3 cu. ft. Copies of USTTA research reports and publications.

PERMANENT. Transfer to the National Archives and Records Administration (NARA) immediately upon approval of this schedule.