

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI 476-00.1</i>	DATE RECEIVED <i>2/18/2000</i>
1. FROM (Agency or establishment) U.S. Department of Commerce/BXA		<b>NOTIFICATION TO AGENCY</b>	
2. MAJOR SUBDIVISION Office of Chemical & Biological Controls and Treaty Compliance		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Treaty Compliance Division / <i>ITT</i>			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Elaine Farrow</i>	5. TELEPHONE <i>(202) 482-2165</i>	DATE <i>6-22-00</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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,

is not required;       is attached; or       has been requested.

DATE <i>2/14/00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Elaine Farrow</i>	TITLE Records Management Officer/DOC
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Office of Chemical and Biological Controls and Treaty Compliance Information Technology Team</p> <p>The Information Technology Team (ITT) is responsible for the processing of Data Declarations under the Chemical Weapons Convention (CWC). On April 25, 1997, the United States ratified the Convention on the Prohibition of the Development, Production, Acquisition, Stockpiling, Transfer and use of Chemical Weapons and on their Destruction. ITT is responsible for the collection, aggregation, and validation of declaration data from U.S. Chemical Industry involving chemicals. ITT also participates in outreach programs to maintain dialogue with industry and to provide education on their rights and obligations under the CWC.</p> <p>See the attached list of record descriptions and requested Disposition Authorities.</p> <p style="text-align: center;"><i>Agency records number</i></p>		

## INFORMATION TECHNOLOGY TEAM (ITT)

### 1. CWC Information Management System (IMS):

The IMS is used to process, validate, store, and aggregate CWC data declarations (Schedules 1, 2, 3 & UDOC) from U.S. chemical facilities that produce, process or consume dual-use chemicals to ensure that the U.S. complies with its obligations under the treaty.

a) *Recordkeeping copy:* Original data declarations regulated under the Chemical Weapons Convention. Records are filed by plant site and unique USC number.

**Temporary:** Cut off file at end of fiscal year. Retain original copies on site for 5 years, then retire to the WNRC. Destroy when 7 years old.

b) *Data files:* Index of images

**Temporary:** Cut off file at end of fiscal year. Store off-line on CD. Destroy when 7 years old.

c) *System documentation:* The **IMS Instructional Manual** provides guidance for operating IMS. The manual is for internal use by ITT staff members. It provides an overview of the program and is revised as new procedures are established. New pages are inserted to replace those that are obsolete.

**Temporary:** Retain until superseded or obsolete, then destroy.

d) *Images:* Tiff files

**Temporary:** Cut off file at end of fiscal year. Store off-line on CD. Destroy when 7 years old.

e) *Output/Reports:* Management reports and ad hoc reports generated by ITT.

**Temporary:** Retain until superseded or obsolete, then destroy.

### 2. CWC Data Declaration Reports and Supporting Documentation

Recordkeeping copies of chemical determinations (classifications), notification letters, end-use certificates, facility agreements, and other supporting documentation regulated under the Chemical Weapons Convention. These records are not scanned into IMS.

**Temporary:** Cut off files at end fiscal year. Retain for 5 years, then destroy.

### 3. Agency and Industry Meetings

Agendas, meeting minutes, and correspondence with the Department of Commerce, government agencies, and the chemical industry concerning CWC program issues, policy interpretations, and meetings. Records are filed by subject and alphabetically by company or agency name.

**Temporary:** Cut off files at end fiscal year. Retain for 5 years, then destroy.

4. **ITT Program Operation Records**

Records which document or effect substantive changes in the organization, functions, or relationships of components of ITT. Included are executive orders, functional and mission statements, and vital record plan. Records are filed alphabetically by subject.

**Temporary:** Cut off files at end of fiscal year. Retain until superseded or obsolete, then destroy.

5. **Instructional and Procedural Manuals**

a) *ITT Record Keeping Manual:* Articulates the fundamental concept of the records management program and provides instructions on the use of the recordkeeping software Foremost. Foremost complies with DOD 5015.2 standard, which is endorsed by NARA. New pages are inserted to replace those that are obsolete.

**Temporary:** Retain until superseded or obsolete, then destroy.

b) *General System Operational Manual:* Provides instructions for the general use of ITT's computer systems.

**Temporary:** Retain until superseded or obsolete, then destroy.

6. **Outreach Program**

Workshops and seminars conducted by ITT staff informing the public of their obligations under the Chemical Weapon Convention Regulations (CWCR). Records include presentation slides, handouts, registration logs and brochures.

**Temporary:** Retain for 5 years or when superseded or obsolete, whichever comes first, then destroy.

7. **Chemical Weapons Convention (CWC) Files**

Copies of records documenting policies, agreements, and programs related to the CWC. Documents are maintained as reference and include directives, agreements, regulations, international treaty amendments, and reports to Congress.

**Temporary:** Cut off files at end of fiscal year. Retain on site for 3 years or when no longer needed for current business, whichever comes first, then destroy.

8. **Chemical Weapons Convention (CWC) Working Files**

Files maintained individually by staff members which consist of background materials, work papers, extra copies, drafts, and technical reference materials. Recordkeeping copies are maintained in the ITT central files.

**Temporary:** Destroy when no longer needed for current business.

9. **Chronological Files**

Extra copies of incoming and outgoing correspondence maintained for the convenience of reference. These files have a longer-term reference value because they serve as a useful index to other files that the office creates. The office will maintain an unclassified and classified chron file.

**Temporary:** Cut off files at end fiscal year. Retain for 3 years, then destroy.

10. **Biological Weapons Convention (BWC) Files**

Copies of records documenting policies, procedures, and regulations related to biological weapons. Documents are maintained as reference and include facility agreements and subject material relating to BWC.

**Temporary:** Cut off files at end of fiscal year. Retain for 3 years, then destroy.

11. **Convention on Biodiversity (CB) Files**

Copies of records documenting policies, procedures, and regulations related to biodiversity. Documents are maintained as reference and include facility agreements and subject material relating to CB.

**Temporary:** Cut off files at end of fiscal year. Retain for 3 years, then destroy.

12. **Electronic Mail and Word Processing System Copies:**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a) Copies that have no further administrative value after the recordkeeping copy are made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are only to produce the recordkeeping copy.

**Temporary:** Destroy/delete after the recordkeeping copy has been produced.

b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Temporary:** Destroy/delete after dissemination, revision, or updating is completed.