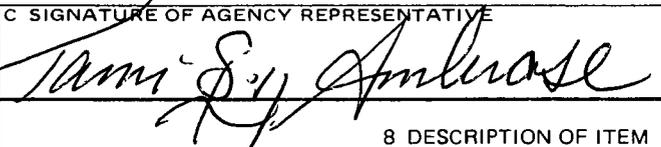


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	<i>NI-151-92-2</i>
1 FROM <i>(Agency or establishment)</i> U.S. Department of Commerce		DATE RECEIVED	<i>2-6-92</i>
2 MAJOR SUBDIVISION International Trade Administration		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION IEP/OC/FTA Binational Secretariat		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Tami S. Ambrose	5 TELEPHONE EXT 377-3031	DATE <i>6/9/92</i>	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 <i>2/4/92</i>	C SIGNATURE OF AGENCY REPRESENTATIVE 	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>INTERNATIONAL ECONOMIC POLICY</p> <p>OFFICE OF CANADA</p> <p>FTA BINATIONAL SECRETARIAT</p> <p>The attached is a newly created Records Control Schedule for this particular office.</p>		

Copies sent to Agency, NN-W, NNT, NCF 6/9/92

U.S. Department of Commerce
International Trade Administration
International Economic Policy
Office of Canada
FTA Binational Secretariat

The FTA Binational Secretariat administers a procedure under Chapter 19 of the U.S.-Canada Free Trade Agreement (FTA), which offers review by binational panels of antidumping (AD) and countervailing duty (CVD) final determinations, administrative reviews, scope determinations, and redeterminations made by Revenue Canada and the U.S. Import Administration, and as an alternative process to judicial review by the Federal Court of Appeals in Canadian cases, and to judicial review by the Court of International Trade in U.S. cases. In addition, it serves as an alternative to injury determinations in AD and CVD cases made by the Canadian International Trade Tribunal and the U.S. International Trade Commission. The Binational Secretariat also administers binational panel reviews of general disputes concerning the FTA under Chapter 18 of the Agreement.

The Binational Secretariat provides administrative support of the panels and maintains a Registry but has no substantive role in panel deliberations.

1. Division Subject File - documentation of an administrative nature related to the general operation of the Division. Subjects include budgets, personnel, expenditures, etc. These files are based on the State Department Filing System.

Start a new file each year and destroy in office when 3 years old.

2. FTA Case Files - official and public case documents, briefs, panel order and administrative records filed with the Secretariat by case participants and panelists. Some of these documents are proprietary in nature. These files are docketed and filed chronologically.

CUTOFF FILES ANNUALLY AND DESTROY WHEN 3 YEARS OLD.

Destroy proprietary 30 days after ^{CLOSE} completion of case, and retain non-proprietary files in cabinets in locked storage area for 3 years, after which they are destroyed.

3. Final Panel Decisions - copies of all final case decisions filed by the panelists in FTA cases. These files are filed by case number.

a. RECORD COPY. PERMANENT. CUTOFF FILES EVERY 5 CALENDAR YEARS AND TRANSFER TO UNBC. TRANSFER TO THE NATIONAL ARCHIVES WHEN 20 YEARS OLD.

~~Retain in office, available upon request. These documents are not retired or destroyed, because they are analogous to decisions of courts, which are published and may be used as precedent in later cases.~~

b. REFERENCE COPIES. DESTROY WHEN NO LONGER NEEDED FOR CURRENT AGENCY BUSINESS.

4. Individual Panel Files - contain disclosure statements, contract, and background information on individual roster members. Some contain information about previous payments to members that have served on panels. These files are arranged alphabetically by surname.

~~Files are retained as long as individuals remain on the active roster list, otherwise destroyed. Documents pertaining to payments are retained for 3 years, then destroyed.~~

DESTROY 3 YEARS AFTER CLOSE OF CONTRACT.