

Request for Records Disposition Authority	
(See instructions on reverse)	
To National Archives and Records Administration (NIR) Washington, DC 20408	
1 From: (Agency or establishment) U.S. Department of Commerce	
2 Major Subdivision International Trade Administration	
3 Minor Subdivision Chief Information Office	
4 Name of Person with whom to confer Nina Harris	5 Telephone (include area code) 202-482-3585

Leave Blank (NARA Use Only)	
Job Number	NI-489-10-1
Date Received	10/20/09
Notification to Agency 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
17 Nov 11	<i>[Signature]</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 5 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
 has been requested

Signature of Agency Representative <i>Nina Harris</i>	Title Management Analyst	Date (mm/dd/yyyy) 09/08/09
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	U.S. Department of Commerce International Trade Administration Chief Information Office SEE ATTACHED PAGES		

Export.gov Records Schedule

Background Export gov is one of the Presidential E-Government initiatives created to provide better customer service for businesses interacting with the Federal Government. The U.S. Department of Commerce's International Trade Administration manages Export.gov as a collaborative effort with the 19 Federal Agencies that offer export assistance programs and services.

1. Project Records

a. eGov Official Managing Partner Records

Records that are created by ITA while serving the role of Managing Partner for the Export.gov website. Files may include, but are not limited to, policy and procedures files, planning files, final business case, final meeting/briefing agendas, external comments, correspondence, and any final reports or evaluations that are submitted to OMB.

DISPOSITION **PERMANENT** Cut off when OMB deliverable has been met or no longer needed to conduct agency business, whichever is later. Transfer to records center 5 years after cut-off. Transfer to National Archives 10 years after cut off.

b. Other Project Management and Administrative Records

Project materials and working files that relate to oversight and management of the Export.gov initiative. Files include background materials, revisions, copies of meeting agendas and notes, training and workshop materials, internal comments and revisions, project plans and status, monthly statistics, correspondence, copies of status reports, performance matrix, and other materials that relate to project management and administration such as copies of budgetary materials, schedules, agency issuances, (routine press releases, news articles, or instructions posted on Export.gov) or proposals for other related initiatives. These materials may also include those of an on-going nature in the maintenance of the Export.gov website.

DISPOSITION **TEMPORARY** Cut off at the end of the FY. Destroy/delete 5 years after cut off.

2. Web Site Technical Operations Records

Change Request, Migration, and Usage Reports

Records that document the requirements, design, implementation, change management,

testing, validation, and continuing maintenance of website components, including any tasks conducted by Agency contractors

DISPOSITION **TEMPORARY** Cut off at the end of the FY Destroy/delete 1 year after cut off

3. Web Site Content Records

a Export Database

Dynamic records accumulated in a database, as part of a web content management application, and associated documentation in relation to the posting and submission of web content

DISPOSITION **TEMPORARY**. Destroy/delete records 1 year after records are superseded, obsolete, or no longer needed for agency business

b Export gov Registrations

Records that are created during the online registration process These records do not contain personal information The fields collected are Login Name, Password, Account Type, Business Name, Business Address (address, city, state, zip code, and country), Contact Name (first, middle, and last), Daytime Phone, Fax Number, and Email Address

DISPOSITION **TEMPORARY**. Delete records when superseded, obsolete, or no longer needed for agency business

U.S. Department of Commerce
International Trade Administration
Manufacturing and Services
Disposal Authority. N1-151-90-3
Issued November 20, 1990

MANUFACTURING AND SERVICES
PRESIDENT'S EXPORT COUNCIL

The President's Export Council is a federal advisory committee that advises the President on matters relating to export expansion, export promotion, and trade policies and programs. The Council acts as a liaison with the communities represented by its members and provides a forum for those communities on current and emerging problems and issues in the area of trade.

The Council was established by Executive Order in 1973 and was originally composed of only business executives. The Council was reconstructed in 1979, by Executive Order 12131, to include leaders of the business, labor, and agriculture communities, members of the Senate and the House of Representatives; the Secretaries of Commerce, Energy, Homeland Security, Labor, Agriculture, Treasury, and State, the Chairman of the Export-Import Bank of the United States; and the U S Trade Representative, and the Administrator of the U S Small Business Administration.

The membership of the President's Export Council is designed to ensure that its recommendations represent a consensus of most segments of the economy. The high level of its members, and the fact that it reports to the President, make it the premier advisory committee on exports.

Each President appoints his own members, who usually serve for the duration of a Presidential term, or approximately four years.

Item 4 President's Export Council Program Files. These files include meeting files, subcommittee files, correspondence files, membership files, and mail logs. Meeting files are specific by day, month, and year. The other files are separated by year. All are filed chronologically by calendar year.

Permanent. Records are to be transferred to WNRC approximately four years (or one Presidential term) after a major reconstitution of the membership. Offer to NARA when 20 years old. Records in this accession already appraised as disposable under the General Records Schedule and approved NARA schedules, as well as duplicate, unidentifiable, fragmentary, unrelated, or nonarchival material, may be destroyed during archival processing without further notification to the agency.

Item 5 President's Export Council Official Recommendations and Reports. These files include Council recommendations to the President, responses to recommendations,

Council and subcommittee reports, reports to Congress on the status of the Council's previous year's recommendations, annual advisory committee reports, Executive Orders affecting the Council, and Council and sub-committee charters. These files are separated by calendar year and filed chronologically.

Permanent. Records are to be transferred to WNRC approximately 12 years (or three Presidential terms) after a major reconstitution of the membership. Offer to NARA when 20 years old.

U.S. Department of Commerce
International Trade Administration
Manufacturing and Services

Disposal Authority:
Issued:

INDUSTRY ANALYSIS
OFFICE OF COMPETITION AND ECONOMIC ANALYSIS
COMMITTEE ON FOREIGN INVESTMENT IN THE UNITED STATES (CFIUS) TEAM

CFIUS, an interagency committee consisting of eleven member agencies and chaired by the Secretary of the Treasury, reviews notified foreign acquisitions of U.S. businesses to address threats to the national security of the United States. Such reviews are conducted in accordance with the U.S. policy of supporting unequivocally international investment consistent with the protection of the national security. The Secretary of Commerce, a designated member of CFIUS, has delegated his responsibilities and authorities regarding matters pertaining to CFIUS, as well as others enumerated in the Foreign Investment and National Security Act of 2007 (FINSIA), to the International Trade Administration (ITA) and the Bureau of Industry and Security (BIS). ITA is the lead CFIUS operating unit within the Department of Commerce (Commerce). In addition to ITA and BIS, other Commerce operating units have particular expertise in matters that often arise in connection with transactions before CFIUS and play an important role in evaluating CFIUS transactions.

ITA, which designates the Commerce CFIUS Coordinator, contributes to Commerce's evaluation of pending CFIUS cases by, among other things, providing market and business knowledge, as well as informed economic analysis, to the CFIUS process. In particular, ITA units provide assessments of business and economic factors associated with specific pending transactions that enhance CFIUS' ability to understand the business and economic impacts of those transactions that could affect national security.

As the chair of CFIUS, all documents submitted by the companies that file with CFIUS go through Treasury. Thus, all such documents are maintained by Treasury. Records maintained by ITA should be limited Commerce-prepared documents and relate only to Commerce's role in the CFIUS process. The files are arranged according to the following principal series:

6. Individual Transaction Files

- a. Memo from CFIUS coordinator to the Assistant Secretary, memorandum from case analysts, fact sheets, and the final clearance memo generated by BIS.
- b. Written communication to Commerce CFIUS team reflecting input of other Commerce bureaus (e.g. NIST, NTIA).
- c. Written communication to Treasury with questions for the companies
- d. Written communication to Treasury or the entire CFIUS group with comments on mitigation agreements, or other case-specific issues.
- e. Any study (e.g. risk assessment, market information) prepared by Commerce for CFIUS.
- f. Written communication to Treasury with a final Commerce position.

- g. Briefing Papers for policy-level officials on specific transactions.

AUTHORIZED DISPOSITION: PERMANENT. Cut off files at the end of the fiscal year. Transfer paper records to the WNRC five years after cut off. Maintain electronic records at HCHB. Transfer to NARA 10 years after cut off. (Note: these records contain business proprietary information and may never be made public by the National Archives)

7. Non-case Specific Briefing Materials

- a. Weekly case summary
- b. Policy Meeting Notes or any other interagency meeting notes

AUTHORIZED DISPOSITION: Maintain electronic records at HCHB. PERMANENT. Cut off paper files at the end of the fiscal year. Transfer paper records to the WNRC five years after cut off. Transfer to NARA 10 years after cut off. (Note: these records contain business proprietary information and may never be made public by the National Archives)

8. Legislation Files

- a. Final Commerce comments as sent to Treasury or Legislative Affairs on FINSA, the Executive Order, the Regulations, Guidance or Guidelines.
- b. Briefing papers on any of the above topics.

AUTHORIZED DISPOSITION: All relevant records are electronic. PERMANENT. Cut off files at the end of the fiscal year. Transfer electronic records to NARA in accordance with NARA policy at the time of transfer.

9. Other

- a. CFIUS background for briefing books, hearing books, transition books etc.
- b. Input sent to Treasury for reports (e.g. CFIUS annual report), which does not contain business proprietary information.

AUTHORIZED DISPOSITION: Maintain electronic records at HCHB. PERMANENT. Cut off paper files at the end of the fiscal year. Transfer paper records to the WNRC five years after cut off. Transfer to NARA 10 years after cut off.

10. Other Files Containing Business Proprietary Information

- a. Input sent to Treasury for reports (e.g. CFIUS annual report), which contain business proprietary information.
- b. Briefing papers on any non case-specific issue which contain business proprietary information.

AUTHORIZED DISPOSITION: PERMANENT. Cut off paper files at the end of the fiscal year. Transfer paper records to the WNRC five years after cut off. Transfer to NARA 10 years after cut off. (Note: these records contain business proprietary information and may never be made public by the National Archives)

**U.S. Department of Commerce
International Trade Administration
Manufacturing and Services**

Disposal Authority: N1-489-94-1
Issued: July 31, 1995

**INDUSTRY TRADE ANALYSIS
OFFICE OF TRADE POLICY ANALYSIS (OTPA)**

The Office of Trade Policy Analysis (OTPA) is located under the Assistant Secretary for Manufacturing and Services (MAS). OTPA conducts multi-sectoral analyses, undertakes policy development and represents MAS in interagency forums on issues affecting the international competitiveness of U.S. industries, identifies present and anticipated international trade issues and problems affecting the trade position of U.S. industry; analyzes actions of foreign governments that may affect the trade performance of U.S. industry; analyzes the impact of the elimination or reduction of U.S. and foreign trade barriers on U.S. industry; assists in developing policy positions on multi-sectoral issues including negotiating strategies for market access issues (e.g. tariffs, non-tariff measures, standards, government procurement and rules of origin); develops, with the assistance of MAS industry sectors, policy positions on legislation affecting U.S. industry; develops in coordination with the industry sectors, recommendations for negotiating goals and objectives; develops recommendations for action against injurious and/or unfair import competition (e.g. sections 201 and 301 of the Trade Act of 1974); develops recommendations for actions to implement the U.S. Generalized System of Preferences (GSP); develops recommendations for action against foreign government policies which inadequately protect intellectual property rights or unfairly preclude U.S. companies' participation in government procurement; and coordinates with those organizations responsible for domestic policy analysis of multi-sectoral matters affecting the international position of U.S. industry.

These program files support the analytical and policy development functions of OTPA. The files contain: (1) the views of the U.S. private sector; (2) economic impact analyses and recommendations of the U.S. International Trade Commission; (3) economic impact analyses and recommendations from industry experts within Manufacturing and Services/ITA/U.S. Department of Commerce; and (4) notes, memoranda, position papers, and briefing papers related to development of Commerce and USG policy options. The primary headings are appropriately broken down to secondary and tertiary subject headings to achieve a satisfactory degree of definition and aggregation of information on a single subject matter in an individual file folder(s). The files are arranged according to the following principal series:

11. Legislation files.

These files contain information on product-specific legislation and other legislation affecting the international trade or domestic competitiveness of U.S. industry. The files include private sector testimony, speeches in the

Congressional Record by the legislation's sponsors, analysis and comments from industry experts within Trade Development and the recommended Departmental position to be taken. The bills introduced during each Congress are filed in numerical order by House bill number and Senate bill number respectively. Draft legislative proposals and testimony ("M- DOCS") are filed separately in numerical order. The papers are arranged according to the following primary subject headings: A. Current bills; B. Public Laws; and C. Unresolved Issues.

At the end of each Congress, public laws which are product-specific are filed under the U.S. Harmonized Tariff System (HTS) number appropriate for the product. Other enacted legislation is filed by issue in the appropriate portion of the ITS Program Files. Each Congress lasts for two years (e.g., 1991-92, 1993-94, 1995-96, etc.). Legislation not enacted in one Congress and which may be reintroduced or which raises important policy issues is filed either according to the applicable HTS number or in the applicable portion of the ITS program files.

AUTHORIZED DISPOSITION: Transfer closed issues files to WNRC after the end of two Congresses (i.e., when they are 4 years old). Destroy when the records are 10 years old.

12. Negotiations files.

These files include papers related to practices of and negotiations with other countries for General Agreement on Tariffs and Trade (GATT) and World Trade Organization (WTO) Market Access, Government Procurement, Tropical Products requests and offers, GATT Code Agreements. They also will include free trade agreement negotiations and implementation such as the North American Free Trade Agreement and other future free trade agreements as well as future multilateral negotiations.

AUTHORIZED DISPOSITION:

- a. Government Procurement and Subsidies Code files: Close files 2 years after implementing legislation is passed and transfer to WNRC. Destroy 5 years after closure.
- b. All other files: Close files after legislation is enacted or when negotiations have been suspended and/or superseded by other events. Transfer to WNRC and destroy 5 years after closure. (*revision approved by NARA 8/8/2005*)

13. Preferential Trade files.

These files include papers related to the U.S. Generalized System of

Preferences (GSP) Annual Review, GSP Special Central and Eastern Europe Review, Andean Trade Preferences Act, Caribbean Basin Initiative Expansion, Interim Trade Program, and GSP Renewal. Each of these subjects usually encompass a "Review" period established by regulation that does not correspond to the calendar year. Review periods are approximately one year long and the dates of the review period vary by subject.

AUTHORIZED DISPOSITION:

a. Generalized System of Preferences (GSP) Annual and Special Reviews.

(1) ITC Annual Report: Destroy when 2 years old.

2) Trade Policy Staff Committee and Trade Policy Review Group "Action" records, position papers, industry advice to the Department, and case files.

Transfer to WNRC 1 year after completion of each annual review. Destroy 4 years after closure.

b. Andean Trade Preferences Act of 1992

Close files 3 years after enactment of implementing legislation and transfer to WNRC. Destroy when 4 years old.

c. Caribbean Basin Initiative (CBI)Expansion.

Close files 3 years after date of enactment of implementing legislation and transfer to WNRC. Destroy 6 years after closure.

d. Interim Trade Program.

Close files 3 years after date of enactment of implementing legislation and transfer to WNRC. Destroy 6 years after closure.

e. GSP Renewal records.

Close files for TPSC and TPRG position papers and industry advice to the Department when program expires, when program is made permanent, or when new renewal legislation is enacted and transfer to WNRC. Destroy 5 years after closure.

14. Unfair Trade Practices Case files.

These files include papers related to Section 301, Special 301, Super 301, Title VII, Section 337, Pelly Amendment, and the National Trade Estimates Report.

AUTHORIZED DISPOSITION:

- a. National Trade Estimates Report files: Destroy at the beginning of the next review year.
- b. All other case files: Transfer to WNRC 1 year after conclusion of case. Destroy when 6 years old.

15. Import Relief files.

These files include Section 201, Section 421, and Section 406 petitions for relief.

AUTHORIZED DISPOSITION: Transfer to WNRC after the conclusion of case. Destroy when 6 years old.

16. Technology and Trade Issues files.

These files include correspondence, memorandums, reports, issue papers, and other records relating to the integration of trade and technology policy issues, including treatment of foreign firms in Government Research and Development programs.

AUTHORIZED DISPOSITION: Close files when 4 years old and transfer to WNRC. Destroy when 8 years old.

17. Environment and Trade Issues files.

These files include correspondence, reports, memorandums, and other records relating to relationship of trade policy and environmental policy.

AUTHORIZED DISPOSITION: Close files when 4 years old and transfer to WNRC. Destroy when 8 years old.

Revised: July 21, 1995