

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-489-95-1</i>	DATE RECEIVED <i>10/29/93</i>
1. FROM (Agency or establishment) U. S. Department of Commerce		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION International Trade Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of the Under Secretary			
4. NAME OF PERSON WITH WHOM TO CONFER Glenitta Chase	5. TELEPHONE 202-482-3756	DATE <i>12-13-94</i>	ARCHIVIST OF THE UNITED STATES <i>Cindy Hudson-Peters</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 <u>4</u> 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 <i>10/19/93</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Rooney</i>	TITLE Department of Commerce Records Management Officer	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>U.S. Department of Commerce International Trade Administration Immediate Office of the Under Secretary</p> <p>The International Trade Administration (ITA) was established in 1980. However, predecessor agencies to ITA have existed throughout most of the Department's history. ITA is responsible for non-agricultural trade operations of the U.S. Government; supports the trade policy and negotiation efforts of the United States Trade Representative; and administers import trade laws including antidumping and countervailing duty laws.</p> <p><u>Mission</u></p> <ul style="list-style-type: none"> ■ Increase America's competitiveness in the world economy. ■ Establish trade expansion as a major national priority. ■ Open foreign markets by removing barriers to trade and investment. ■ Increase the number of small- and medium-sized exporters. <p><i>Copies sent to Agency, NN-W, NNT, NCF, NIA 12/21/94</i></p>		

All changes to the original SF 115 submittal by the ITA were approved per telephone conversation between Glenitta Chase and myself on 11/10/94.

- Provide accurate and timely information and services to U.S. exporters.
- Advance U.S. sector interests in international trade.
- Safeguard the national interest through effective administration of U.S. trade laws.
- Take prompt, aggressive action against unfair trade practices.

ITA is headed by the Under Secretary for International Trade who is principal advisor to the Secretary on matters affecting international trade and represents the Secretary on interagency committees concerning international trade and economic issues. The Under Secretary oversees the operations of four principal operating units, each headed by an Assistant Secretary:

- International Economic Policy
- U.S. and Foreign Commercial Service
- Trade Development
- Import Administration

For the purpose of records management, this schedule describes records created and located in the immediate Office of the Under Secretary and replaces NCI-151-77-1 (Assistant Secretary for Domestic and International Business Administration (DIBA), items 1-8). This schedule provides continued authority to retire, transfer and dispose of papers in accordance with the retention period.

1. General Subject Files -

1a. Chronological Correspondence Files - Official correspondence between the Under Secretary, members of the private sector, and other government agencies. This correspondence is handled by the Under Secretary personally or prepared for his/her signature by other offices. Issues raised by this correspondence are addressed quickly and do not pertain to long term projects or issues, or require extensive negotiation. Arranged chronologically.

Permanent. Cutoff at the end of 2 CYs and retire the WNRC 3 years after cutoff. Transfer to the National Archives 20 years after cutoff.

1b. Country and Subject Files - These files consist primarily of correspondence between the Under Secretary, the private sector, and other government agencies. Also included are publications, reports, memorandums, cables, negotiation instructions, briefing materials used in preparation for meetings between the U.S. and foreign officials, and related records. Topics addressed by these files include foreign economic policy and the promotion of U.S.

trade interest; labor/management relations; tariffs; industries and commodities; science and technology; and legislation of interest to the ITA. These files also include reports, membership lists, minutes, agendas, and proposals pertaining to committees the Under Secretary is involved with or interested in. Arranged alphabetically by the name of the country or by subject.

Permanent. Cutoff at the end of 2 CYs and retire to the WNRC 3 years after cutoff. Transfer to the National Archives 20 years after cutoff.

2. Briefing Books - Briefing books prepared by subordinate offices for the Under Secretary in preparation for important meetings. Contains schedules, agendas, topics of discussions, issue and talking points, biographies, information and background on countries visited. Arranged chronologically.

Permanent. Cutoff at the end of each CY and retire to the WNRC 3 years after cutoff. Transfer to the National Archives 20 years after cutoff.

3. Speech File - Speeches made by the Under Secretary and related background materials. Arranged chronologically.

Permanent. Cutoff at the end of each CY and retire to the WNRC 3 years after cutoff. Transfer to the National Archives 20 years after cutoff.

4. Invitations - Routine invitations to attend, participate, and/or speak at meetings, conferences, seminars, and similar events.

4a. Accepted invitations.

1) Invitations accepted by the Under Secretary: **Destroy when 3 years old.**

2) All others: **Destroy when 1 year old.**

4b. Rejected invitations.

1) Invitations rejected by the Under Secretary: **Destroy when 1 year old.**

2) All other rejected invitations. **Destroy when no longer needed for current agency business.**

5. Appointment Books and Daily Schedule of Meetings - Appointment book for the Under Secretary. Arranged chronologically.

Permanent. Cutoff at the end of two CYs and retire to the WNRC 3 years after cutoff. Transfer to the National Archives 20 years after cutoff. Records not

containing any substantive information may be destroyed during processing without further notice to the ITA.

6. Travel File - Copies of travel vouchers and orders, itineraries, and other documentation relating to trips by the Under Secretary.

Destroy when 2 years old or when no longer needed for current agency business.

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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

Office of the Under Secretary

4. NAME OF PERSON WITH WHOM TO CONFER

Glenitta Chase

5. TELEPHONE

202-482-3756

LEAVE BLANK (NARA use only)

JOB NUMBER

~~XXXXXXXXXX~~ NI-489-95-1

DATE RECEIVED

10/29/93

NOTIFICATION TO AGENCY

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DATE

ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION

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

DATE

10/19/93

SIGNATURE OF AGENCY REPRESENTATIVE

Daniel Rooney

TITLE

Department of Commerce
Records Management Officer

7. ITEM NO.

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
Immediate Office of the Under Secretary

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Mission

- Increase America's competitiveness in the world economy.
- Establish trade expansion as a major national priority.
- Open foreign markets by removing barriers to trade and investment.
- Increase the number of small- and medium-sized exporters.

~~Handwritten signature and notes at the bottom of the page, including the name Glenitta Chase.~~

- Provide accurate and timely information and services to U.S. exporters.
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1. Correspondence Subject Files - Correspondence handled by the Under Secretary personally or prepared for his/her signature by other offices. Arranged alphabetically by subject.

Close file every 2 years and transfer to WNRC. Destroy when 4 years old.

2. Export-Import Subject File - Correspondence with the private sector and other government agencies on export-import matters including foreign economic policy, labor management, tariffs, and trade and legislative files in the field.

Transfer to WNRC when 5 years old. Destroy when 10 years old.

3. Committee Files - This contains documentation of reports, memberships lists, minutes, agendas and proposals for consideration of committees on which the Under Secretary either serves or is interested in.

Permanent. Transfer to WNRC every 2 years or whenever there is a change in Under Secretary, whichever is sooner. Transfer to the National Archives when 20 years old.

4. Issue Papers - This is background information developed for meetings between U.S. and foreign officials. Issue papers primarily provide for the definition of problem/issue, background on participant, economic and trade data of the country. File includes position papers, agenda and minutes of meetings, summary and comments on meetings.

Permanent. Retire file when they have served their purpose and transfer to WNRC one year later. Transfer to National Archives when 15 years old.

5. Trade Policy File - Contains correspondence pertaining to U.S. economic and commercial relations with foreign countries. This file includes documents on subjects such as agriculture, finance, investment, foreign trade, industries and commodities, science technology and trade promotion.

Start a new file every year. Transfer to WNRC when 2 years old. Destroy file when 5 years old.

6. Briefing Books - Copies of briefing books on important issue prepared by subordinate offices. Contains schedules, agendas, topics of discussions, issue and talking points, biographies, information and background on countries visited.

**Start a new file every year and transfer to WNRC.
Dispose when 3 years old.**

7. Legislative File - This file contains copies of bills, hearings, proposed and pending legislation, legislative reports with related comments and of interest to ITA.

Start a new file with the beginning of a new Congress. Transfer to WNRC every 2 years. Destroy when 6 years old.

8. Speech File - Invitations to speak, copies of speeches and comments.

Close file every year, transfer to WNRC and dispose of when 3 years old.

9. Invitations - Routine invitations to attend, participate, and/or speak at meetings, conferences, seminars, and similar events.

A. Accepted invitations.

1) Invitations accepted by the Under Secretary: Destroy when 3 years old.

2) All others: Destroy when 1 year old.

B. Rejected invitations.

1) Invitations rejected by the Under Secretary: Destroy when 1 year old.

2) All other rejected invitations. Destroy when no longer needed for current agency business.

10. Appointment Books, and Daily Schedule of Meetings including electronic calendars.

Destroy 3 years after close of the official's tenure in office.

11. Travel File - Copies of travel vouchers and orders, itineraries, and other documentation relating to trips by the Under Secretary.

Destroy when 2 years old or when no longer needed for current agency business.

12. Chronological File - Extra copies of correspondence and other records arranged by date, and which are maintained solely for reference purposes.

Records prepared in the office of the Under Secretary. Destroy when 4 years old.