

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-489-96-1
1. FROM (Agency or establishment) International Trade Administration		DATE RECEIVED	6-27-96
2. MAJOR SUBDIVISION Imports Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Central Records Unit		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Herman Dogan	5. TELEPHONE 202-482-3031	DATE 8-20-96	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 1 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 6/25/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Herman Dogan</i>	TITLE Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached		

**Item 1. Central Records Information Management System.**

The system maintains an indexed location of all litigation documents (paper) involved in an antidumping/countervailing duties case. This is a locator system. CRIMS supports ITA's investigation and compliance personnel with initial investigation of Antidumping Countervailing Duties allegation through final determination by the proper authority and supports review of orders current and future that result from the process. The database contains an index of document locations of records processed or reviewed during an antidumping/countervailing duties case. The source of inputs are questionnaire responses from foreign firms or governments and records developed during an antidumping and countervailing duty investigations. CRIMS captures identification information including case number, document date and number of pages; the address and sender; the classification (public, privileged, proprietary, and Government classified) and for all but public documents an indication of the inclusion of a public version; the document type and subject; and indication of attachments. The system began in 1980 and contains records from 1980-on.

- a. **Electronic Data: PERMANENT.** Transfer CRIMS records to the National Archives when the case files are transferred.
- b. **Documentation: PERMANENT.** Transfer documentation with the CRIMS records.