8 Jul 82 NA

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO. NC1-151-82-4
DATE RECEIVED July 8, 1982
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
14 FEB 1983 — Date — Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT): U.S. Department of Commerce
2. MAJOR SUBDIVISION: International Trade Administration
3. MINOR SUBDIVISION:
4. NAME OF PERSON WITH WHOM TO CONFER: Charles Brett (RDM 6/23/82)
5. TEL. EXT.: 377-3430

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 37 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
7-2-82	Guy V. Parr	Departmental Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	DIRECTOR OF ADMINISTRATION The Director of Administration provides for all administrative management and public affairs activities and directs all such activities for all organizational elements in the International Trade Administration (ITA). The Director is the principal advisor to the Deputy Under Secretary for International Trade on administrative and management policy and coordinates ITA administrative matters with the Assistant Secretary for Administration and other Department officials. In exercising his/her responsibilities, the Director supervises the activities of the following offices in ITA: Personnel, Management and Systems, Budget, Public Affairs, and Administrative Support. MASS DATA CHANGE SHEET WILL BE FORWARDED WITH PRINTED CHANGE		175 items

115-107

Closed 28 Feb 83 NA

Copy to agency, 2-25-83;

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Office of the Director of Administration

The Office of the Director includes the Information Projects Staff which operates an ITA-wide text processing facility, including support and training of users; manages text processing and telecommunications user groups; maintains liaison with the Department's Communication Center; resolves communication center user problems; manages the acquisition of text processing and microform equipment; manages the development of an Administrative Management Information System; plans for office automation; maintains liaison with the office of the Assistant Secretary for Administration for development and administration of service agreements on Working Capital Fund projects; and coordinates ITA participation in the Secretarial MBO process.

1. Director's Subject File--Documents the executive direction given by the Director and his/her staff to implementing administrative management and public affairs activities within ITA. The files are arranged alphabetically by name of organization reporting to the Director, and alphabetically by subject, thereunder. The papers in the file are generally photocopies. Record copies of correspondence prepared for the Director's signature are retained for a sufficient period by the office responsible for the activity concerned.

   Start a new file every ~~two~~ 2 years. Move active files forward and retire all others to RSHF. Destroy when 5 years old.

Information Projects Staff

2. Staff Director's Subject File--Documents generated and received by the Director and his staff involving administrative management activities, such as, ITA-wide text processing facility, telecommunications liaison, Administrative Management Information System, Secretarial MBO process, service agreements on Working Capital Fund projects, and text processing and microform equipment acquisition.

   Destroy when superseded or obsolete or when 5 years old, whichever is sooner.

OFFICE OF PERSONNEL

The Office of Personnel develops and administers such services and programs as recruitment, selection, placement, executive-management, employee development, employee relations, position classification, labor-management relations, and equal employment opportunity for all organization components of ITA and provides liaison with the Departmental Office of Personnel.

3. Director's Subject File--Documents generated and received by the Director in the course of operating the ITA Personnel Office. File contains data on awards, biographies, Office of Personnel Management (OPM) inspection reports, classification appeals, EEO, hiring freeze, personnel management evaluation and emphasis reports, annual goals and objectives, merit systems, retirements, supergrades, personnel ceilings, District Office visits, ITA elements, travel, and the like.

   Start a new file every 2 years. Destroy when 5 years old.

4. Equal Employment Opportunity (EEO) General Files--Correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent future legislation. Also included are EEO Committee meetings and records consisting of minutes and reports.

   Destroy when 3 years old or when superseded or obsolete, whichever is applicable.

Staff Records and Processing Unit

5. Recurring and Special Reports--Recurring reports on established personnel management area on measurement standards for program analysis and evaluation. File includes special one-time reports on special situations and emergency problems.

   Destroy when 3 years old.

6. Quarterly Personnel Statistical Report--Printed statistical report of total employment by organization unit, grade, job classification, etc.

   Destroy when ~~one~~ 1 year old.

7. OPM Reports File--Reports showing employment by occupation, minority group, group, and salary.

   Destroy when 3 years old.

8. Monthly Report of Federal Employment (SF-113)--Reports submitted to OPM showing total employment of ITA.

   Destroy when 3 years old.

9. Personnel Management Reports--Reports on minority group employment, geographic distribution of employees, manpower by quarter, occupational distribution of employees, employee salary and wage distribution, and similar subjects prepared by ITA.

   Destroy when 3 years old.

10. Re-employment Rights List--Re-employment priority list. Renewed and reissued semi-annually.

    Destroy upon release of new list.

11. Official Personnel Folders--This is the official record of the civilian service in the Federal Government of the name employee. Papers authorized for disposal elsewhere are not included. Transfer folders of separated employees to an inactive file on separation in accordance with the Federal Personnel Manual.

    Transfer closed folders to the National Personnel Records Center 30 days after separation of employee. Destroy 75 years after birth of employee or 60 years after date of earliest document in folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years.

12. Journals--All notification of personnel action arranged chronologically and used for verification purposes.

    Destroy when 2 years old.

13. Alphabetic Roster--An alphabetic list of all employees served. Used primarily to answer inquiries and verify certain action.

    Destroy upon receipt of new issue.

14. Change Edit Program--A printout showing rejected, erroneous, and missing data that is corrected or supplied to update the automated system.

    Destroy when superseded.

15. Annual Geographic Distribution Report--An annual report showing the distribution of employees by pay plan.

    Destroy when 2 years old.

16. Minority Report--A biennial report showing geographic distribution of employees by geographic location, sex, grade, series, and minority group. It is required by OPM.

    Destroy when 2 years old.

17. Distribution of the Full-time Employees by Occupation--shows geographic distribution of employees by pay plan and series.

    Destroy when 2 years old.

18. Salary and Wage Distribution Report--shows employee distribution by geographic area and pay plan.

    Destroy when 2 years old.

19. Master File Display Program--A printout of all data stored in the computer on a given employee furnished on request for purposes of checking or verification of actions taken or needed.

    Destroy when superseded.

20. Optional Retirement Program--A printout furnished by special request showing all employees eligible for optional retirement. It is used for planning purposes.

    Destroy when superseded.

21. Organization Roster--A listing of employees by organizational unit, thereunder by grade. These are furnished to the requesting unit which uses them to resolve a variety of questions.

    Destroy when 2 years old.

22. Separation File Display and SF-7 Display--A chronological listing of all personnel actions on each separated employee.

    Destroy when 3 years old.

23. SF-113A Display-- An OPM bi-monthly report of total paid employment.

    Destroy when ~~one~~ 1 month old.

24. Social Security Number Roster--A list of all ITA employees in both alphabetic and Social Security Number order.

    Destroy when superseded.

25. TICKLE--A report calling attention to upcoming personnel actions for individual employees.

    Destroy when ~~one~~ 1 month old.

Personnel Management Division

26. Applicant Supply File--Applications for employment and related papers. Records consist primarily of SF-171's and/or resumes. Arranged by classification series and grade and cross-referenced by index cards alphabetically arranged by applicant's name.

    Destroy when 2 years old.

27. Certification Request File--Documents pertaining to the filling of positions in accordance with OPM recruitment procedures. Records consist of log sheets, Certification Request (SF-39), Certificate of Eligibles (CSC 1844-A), Request for Non-Competitive Action (SF-59), and any supporting data.

    Destroy when 2 years old.

28. Merit Promotion File--Documents pertaining to the filling of positions in accordance with the Merit Promotion Plan. Records consist of Merit Promotion Certificate (CD-262), SF-171's, applicant rating sheets, and appraisal forms.

    Retire to RSHF when 6 months old; destroy when 2 years old.

29. Staffing Subject File--Documentation of a correspondence nature relating to the general operation of the Division. File contains information on College Recruitment Program, Affirmative Action Plan, EEO Plans, classification, forecasting personnel needs, goals and objectives, and travel.

    Start a new file every 2 years and destroy when 5 years old.

30. Inspection File--Reports and related correspondence on the inspections and reviews of personnel management operations in field and headquarters units by OPM, GAO, and Department survey teams.

    Destroy when 10 years old.

31. Employee Relations and Activities Subject File--Correspondence and reports relating to all aspects of the organization's employee relations activity. File contains data on such subjects as alcoholism, counselling services, executive reorganization, housing, merit system, personnel costs, unions, and grade reduction.

    Destroy when 5 years old.

32. Health Benefits File--Documents on employee health and maintenance. File contains data on blood donor program, medical facilities, and employees' compensation claims.

    Destroy when 2 years old.

33. Leave Policies and Procedures File--Documents on employee leave and timekeeping procedures. File contains data on overtime procedures, time and attendance, leave requirements, jury deferments, and military leave.

    Destroy when 2 years old.

34. Overseas Operations File--Documents on the various aspects of employee relations and assistance in foreign office operations. File contains data on foreign service locals, medical services, home service transfer allowance, investigations, benefits, voting assistance and related correspondence.

    Destroy when 5 years old.

35. Pay Administration File--Documents relating to employee pay policies and procedures. File contains data on salary tables, severance pay, overpayment waivers, budget restrictions, and withholding taxes.

    changed per discussion w/ C. Brett, 7/29/82

    Destroy when ~~5~~ 3 years old.

36. Policy and Procedures File--Documents on directives, policies, and procedures governing the handling or performance of gifts and donations, congressional correspondence, staff meeting, ITA Announcements, briefings, etc. Also covers relations with and data on the Office of Personnel Management and the Comptroller General.

    Destroy when superseded, revised or no longer needed.

37. Publications File--Documents on public relations, news items, newsletters, and pamphlets. File contains data on Departmental Newsletter, newspaper articles from Federal Employee columns, Trader mailing list, Trader Newsletter, speeches by ITA officials, and administrative instructions.

    Destroy when no longer needed or obsolete.

38. Separations File--Documents relating to the separation of employees from federal service. File contains data on death cases, reduction in force, mandatory and trial retirement, and retention register.

    Destroy when 10 years old.

39. Transfers-International File--Documents on the transfer of employees to foreign service posts. File contains data on transfers to State, FSO's detailed to Commerce, State/Commerce exchange program, transfer of OEP to O/S, and related documentation.

    Retire to RSHF when 5 years old. Transfer to WNRC 3 years later and destroy when 15 years old.

40. Employee Relations Case Files--These are name case files documenting situations or problems pertaining to individual employees which have been or are pending resolution by the Office. File includes within-grade increase denial cases.

    changed per conversation w C. Brett 7/29/82

    ~~Destroy closed cases 2 years after separation of the employee from the Department.~~

41. Statement of Employment and Financial Interests-- Statements of outside financial interests and employment filed by employees, in accordance with the Federal Personnel Manual, to avoid development of conflict of interest situations.

    Destroy 2 years after separation of employee or 2 years after employee leaves position requiring statement.

42. Gold, Silver, and Bronze Honor Awards File--Papers include nominations, recommendations, approval authority, notification of award. Filed by type of award and then nominee.

    Start a new file every fiscal year. Destroy when ~~3~~ 2 years old.

    changed per conversation w/C.B 7/29/82

    a. Grievance, Appeals Files -- Destroy 3 years after case is closed.

    b. Adverse Action Files -- Destroy 4 years after case is closed.

43. Employee Recognition File--Papers supporting cash, achievement, and performance awards. File contains notification memo, notes, and action recommendations.

    Start a new file every fiscal year. Destroy when 2 years old.

Personnel Management

44. Reports ~~and Records~~--Reports and supporting documentation on various employee relations and management functions. File contains data on appeals report, personnel program emphasis, records disposal, personnel highlights, Ready Reserve Report, ITA Employment Report, within grade increase reports, Whitten Review Report, and similar reports.

    OK by C.B. 1/29/87

    Destroy when 5 years old.

45. SES Position Folders--Copies of the Department's request for position descriptions, executive selection, and notifications of OPM actions for super grade positions in the Department. Folders include data on executive pay rates, position justification, and the like.

    Retire closed cases to RSHF when 10 years old and transfer to WNRC 2 years later. Destroy when 15 years old.

46. Position Descriptions--Copies of the description of positions showing their organization location, grade, responsibilities, and duties.

    Destroy 5 years after position is abolished or description is superseded.

47. Classification Survey Files--Copies of reports containing findings and recommendations resulting from a classification audit of all positions in a functional or organizational area. File also contains audit request and auditor's notes. File maintained by name of organization unit.

    Destroy when 3 years old.

48. Position Audit Files--Review and evaluation of individual position. File contains requests to make audit, copies of Personnel Actions, auditor's evaluation statement and grade justification. File maintained by position title and series.

    Destroy when position is abolished or superseded.

Career Development Division

49. Application for Training File--Individual applications for employee training. Records consist of Application for Training, ITA-254 or equivalent, and related correspondence. File arranged in chronological order by organizational element, then training control number.

    Destroy when 3 years old.

50. Quarterly Personnel Statistical Report--A machine-produced report showing total ITA employment by grade, job classification, organization unit, and other categories. The record copy is maintained in the Office of Personnel, Office of the Secretary.

    Destroy when ~~one~~ 1 year old.

51. Training File--Documents on employee training and training courses. File contains data on OPM course evaluations, OPM course applications, training and courses for hearing examiners, and related correspondence.

    Destroy when 3 years old.

ITA Security Officer

52. Security File--Consists of correspondence, memoranda, reports, and some workpapers concerning administration of the security program, the receipt and control of classified documents, issuance of credentials, results of inspections, and the like. File arrangement is alphabetical by subject.

    a. Top Secret Document Registers--Destroy 5 years after documents shown on forms are downgraded, transferred or destroyed.

    b. Classified Document Container Files--Destroy when superseded by a new form or list, or upon turn-in of containers.

    c. Survey and Inspection Facilities--

        (1) Government-owned Facilities: Destroy when ~~4~~ 3 years old or upon discontinuance of facility, whichever is sooner.

(2) Privately-owned Facilities: Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.

d. All other papers--Destroy when 2 years old.

53. Security Clearances --requests for and copies of security and other clearances.

Destroy one year after separation of subject individual or termination of the clearance.

54. Executive Reserve Papers--These include the Executive Reserve Manual, a log of building passes (civil defense and executive reserve), and other restricted material, and number passes and identification cards issued to members of the Executive Reserve.

Destroy individual documents when superseded or obsolete, whichever is sooner.

55. Employees Accountability File--Card record of accountable items issued to employees such as room keys, executive dining room passes, building passes, official credentials, and personally charged office equipment.

Destroy individual cards and related papers upon separation of the subject employee and clearance of his accountability.

ITA Payroll Office

Position calls for liaison between ITA's Administration area and the Office of Secretary's (OS) Finance Office. This includes distributing all time and attendance cards, statements, checks, etc. to designated timekeepers and paymasters within ITA.

56. Delegation of Authority File--shows the person designated from ITA to sign for checks, etc. from the OS Finance Center.

Destroy when superseded.

57. Supplemental Check Log--records audit information from a check and shows signatures from the individual on the check or from ITA paymasters releasing responsibility for the check from the ITA Payroll Officer.

Destroy when 2 years old.

58. Authorization Files for ITA Timekeepers and Paymasters

a. Authorizations and Delegations of Time and Attendance Clerks and Supervisors who can sign timecards.

Destroy when superseded.

b. Authorization/Delegation of Paymasters

Destroy 2 years after being superseded.

59. General Payroll Files--includes Change in Leave Category tickler, Distribution of W2s, and Old Supplemental Lists.

Destroy when 2 years old.

60. Payroll Lists (Form ITA-220)--used to show receipt of Timecards, checks, and statements from the Payroll Officer to the designated paymasters.

Destroy when 2 years old.

ITA Safety Office

61. Authorization File--designation of Safety Officer and staff for ITA.

Destroy 1 year after being superseded.

62. Annual Summary of Federal Occupational Injuries and Illnesses (OSHA Form 102F) (The original report is submitted to the Departmental Safety Office for forwarding to the Department of Labor.)

Destroy when 5 years old.

63. Annual Report of CY Occupational Safety and Health Program Activities--used to evaluate the Bureau's Safety Program. The original report is submitted to the Departmental Safety Office for forwarding to the Department of Labor.

Destroy when 5 years old.

64. Log of Federal Occupational Injuries and Illnesses (OSHA Form 100F)--current log listing all injuries involving lost work days, subject to inspection at all time by Departmental Safety Office and OSHA representatives.

Destroy when 5 years old.

65. Working Case Files--combination of forms and comments gathered during the investigation on each accident reported to this office.

Forms include the following:

CA-1--Federal Employee Notice of Traumatic Injury
CA-16--Authorization for Treatment of Injury
CD-137--Supervisor's Accident Investigation Report
CD-137A--Supervisor's Accident Investigation Report (Motor Vehicle or Other Federal Property Damage Report)
SF-91--Operator's Report of Motor Vehicle Accident
SF-92--Supervisor's Report Other Than Motor Vehicle or Aircraft Accident
SF-94--Statement of Witness
CD-351A--Safety Chain Reaction Chart
CD-351B--Safety Hazard Report

Destroy when 5 years old.

OFFICE OF MANAGEMENT AND SYSTEMS

The Office of Management and Systems provides management, organization, and systems analysis assistance to ITA. The Office conducts management and organization studies, coordinates ADP Systems and performs committee management, reports management, forms management, correspondence management, records management, and Freedom of Information/Privacy/ Paperwork Reduction Acts functions within ITA. The activities of the Office fall in two functional Divisions:

- Management Analysis Division--Functions include development and maintenance of the ITA administrative issuance system; carrying out organization and function studies; administrative management programs; coordination of program evaluations; conduct of management surveys and analytical surveys as required; GAO and Inspector General audits liaison; and text processing management and operation.

- Systems Management Division--Functions include serving as coordinator between program offices and the various sources of information processing support, assisting program offices in developing their ADP plans and acquiring ADP services and equipment, and carrying out ADP management programs mandated by the policies of the Federal Government.

The Office has a close working relationship with the staff of the following Offices under the Assistant Secretary for Administration: Office of Information Management; Office of Acquisition & Grants Management; Office of Publications.

Office of the Director

66. Management Operating File--Organization, function, and procedure material and related incoming and outgoing correspondence having general application to ITA management activities. The papers are arranged alphabetically by subjects which reflect the primary responsibilities of the Divisions.

    Start a new file every 5 years, retire to RSHF, and transfer to WNRC ~~one~~ year later. Destroy when 10 years old.

Systems Management Division

67. ADP Program Development Assistance File--Documents the development and analysis of ITA units that propose to automate functions. Special assistance is provided in identifying and defining the major inputs, outputs, and special requirements of the proposed system. Also included is documentation of such feasibility data as may be necessary.

    Break file one year after completion of study if no plans for further action have been initiated or upon discontinuance of application. Retire immediately to RSHF and transfer to WNRC one year later. Destroy when 10 years old.

Management Analysis Division

68. ITA Organizational History--Documents the organization and functions of the International Trade Administration and its predecessor agencies. These consist of Departmental Organization Orders, ITA Organization and Function Orders, organization charts, memoranda, reports, and the like. Some of the papers are stored in binders.

    a. One copy of Department and ITA Organization and Function Orders--Permanent. Retire to RSHF when no longer needed for current business and transfer to WNRC 1 ~~one~~ year later. Offer to the National Archives in 5 year blocks when 20 years old.

    Change per conversation w/ C. Brett 1/7/83

    b. All other papers--Retire to RSHF when no longer needed for current business and transfer to WNRC ~~one~~ 1 year later. Destroy when 10 years old.

69. ITA Issuance System File--Printed copy of the ITA Manual of Administrative Instructions with copies of significant drafts of comments, clearances, and related papers covering the development of the manual and the authorization on which it is based. Also included is a printed copy of each page of the manual as revised, with similar supporting documentation.

    Destroy when superseded or obsolete.

70. Program Evaluation Subject File--Documentation generated or collected by the Division in the process of monitoring the program outputs of ITA, such as issue studies, incoming and outgoing correspondence concerning program projects and operations adjustment to achieve or maintain maximum efficiency and accomplishment of established program output goals.

Start a new file every 5 years. Retire to RSHF immediately and transfer to WNRC ~~one~~ 1 year later. Destroy when 10 years old.

71. Correspondence Management File--Memoranda and documents pertaining to the establishment and maintenance of the priority correspondence system in ITA, studies and analyses conducted to improve correspondence flow and procedures, and material on periodic training sessions conducted for clerical employees and briefings for professional staff.

    a. Training and briefing material--Destroy when superseded or obsolete.

    b. All others--Start a new file every ~~5~~ years, retire to ~~RSHF, and transfer to WNRC one year later~~. ~~Destroy when 10 years old.~~ RSHF when 3 years old. Destroy when 6 years old.

Changed per conversation w/ C. Brett 7/29/82

72. ITA Correspondence Manual--Prescribes procedures for the preparation of correspondence signed by ITA officials. Included within the Manual is DAO 214-9 Executive Secretariat Correspondence Management Manual which prescribes procedures for the preparation of correspondence for the signature of the Secretary of Commerce and the Deputy Secretary of Commerce. This file also includes announcements involving changes to Departmental procedures and amendments to ITA's Correspondence Manual.

    Destroy when superseded or obsolete or when no longer needed for current business, whichever is applicable.

73. Weekly Overdue Historical Trend Report--Reflects an 18-week trend of overdue controlled correspondence, including ExSec, ITA Secretariat, OCA, White House.

    Start a new file each year. Destroy when 5 years old.

74. Committee Management File--Papers pertaining to the establishment, functions, membership, and statements of ITA's interests in various industry advisory, Interagency, Departmental, and other committees. Also included are some copies of committee reports and other documents of special interest to ITA. The purpose of the file is to service all committees with which ITA is primarily concerned and to monitor ITA representation, if any, on such committees. The file is closed when the committee is terminated or when ITA is no longer concerned with it.

    Retire closed cases to RSHF at the end of every 5 years; transfer to WNRC ~~one~~ 1 year later. Destroy when 10 years old.

75. Reports and Studies File--Copies of recurrent or one-time reports required by higher authority and submitted to the Office by other ITA units for editing and computation. Also included are copies of Commerce internal studies, GAO and Inspector General audit reports and management study reports prepared in the Office, along with backup material.

    a. Information copies of GAO and Inspector General audit reports--Destroy when ~~three~~ 3 years old.

    b. Reports and studies prepared by entities other than the Office of Management and Systems--Destroy when no longer needed for current business or when 3 years old, whichever is sooner.

    c. All other papers--Retire to RSHF when no longer needed for current business. Transfer to WNRC 1 year later and destroy when 10 years old.

76. Records Management Subject File--Reports, correspondence, authorizations, techniques, and related records concerning the development and improvement of the management of records in ITA. Also includes records management surveys, files equipment surveys, and proposed or approved Records Control schedules. Organized alphabetically by subject, and where applicable, by organization.

    a. Administrative Records--Break file at end of each year. Retire to RSHF when 3 years old and destroy when 6 years old.

    b. File Equipment Surveys--Destroy when 1 year old.

    c. Records Management Surveys--

        (1) Destroy supporting documentation and related work papers 3 years after completion of project.

        (2) Destroy record copy of the final report when 6 years old.

    d. Proposed Records Control Schedules--Destroy ~~one~~ 1 year after schedule has been approved.

    e. Approved Records Control Schedules--When obsolete or superseded, forward to RSHF to be maintained as a reference tool depicting past organizational structures and related activities.

changed per conversation w/ C. Brett 7/24/82

77. Records Disposition File--Papers included are Form SF-115, Request for Records Disposition Authority, descriptive inventories accumulated in preparing records control schedules, Form SF-135, Records Transmittal and Receipt, clearances and disposal authorizations, and related correspondence and memoranda concerning the disposition, destruction or offering of records to the National Archives. The file is arranged by organization or subject, as appropriate.

    a. Workpapers--Destroy 6 months after final action on project or 3 years after completion of report if no final action taken.

    b. All others--Destroy when related records are destroyed or when no longer needed for administrative or reference purposes.

78. Annual Summary of Records Holdings--Statistical report of ITA records holdings required by the National Archives and Records Service, General Services Administration, at the end of each fiscal year. This includes feeder reports from all offices and data on the volume of records destroyed or transferred.

    Destroy when 3 years old.

79. Forms Management Administrative File--Reports, correspondence, authorizations, techniques, and related records concerning the development, maintenance, and improvement of the management of forms in ITA. Also includes records involving the Paperwork Reduction Act and predecessor programs, the Information Collection Budget (ICB) and supporting documents, and requests for stationery and mail permits.

    a. Administrative Records: Break file at end of each year. Retire to RSHF when 3 years old and destroy when 6 years old.

    b. Stationery Requisitions--Destroy when no longer needed for current business.

    c. Mail Permit Approvals and Supporting Documentation--Destroy when superseded or made obsolete.

80. Forms Control File--A printed copy and current negative of each form created or used by ITA along with requisitions and related instructions and documentation showing inception, scope, and purpose of the form. If a public-use form, the file also contains the OMB clearance paperwork. Arranged by form number. Record copies are maintained in the Information Policy and Management Division, Office of Information Management, Office of the Secretary.

Changed per conversation w/ C. Brett 7/29/82

a. Public-use forms--Move to inactive file when when discontinued, superseded or cancelled. Destroy 10 years ~~thereafter.~~ old or when no longer needed for current business, whichever occurs first.

b. All others --Move to inactive file when discontinued, superseded or cancelled. Destroy 2 years thereafter.

81. Numerical Form Record--A historical record of all ITA forms generated. A card is prepared for each form indicating the form number, title, and reponsible office/individual. Also included are the design and printing activity; specifically, the requisition number, date received, number of copies, and whether the form is new, revised, or being reprinted.

The cards are filed numerically by series assigned to major ITA elements. They are annotated when forms are discontinued, superseded or made obsolete. Record copies are maintained in the Information Policy and Management Division, Office of Information Management, Office of the Secretary.

Destroy when no longer needed for current business.

82. ITA Forms Catalog--An inventory of all active forms showing the title of each form, the date of the most recent version, and the responsible office. The catalog is distributed as a reference tool.

Destroy when superseded.

83. Log of Printing Requisitions--All transactions for designing and/or printing forms are logged by month and day. This serves to follow-up on completion of the job and to insure the return of negatives and printed copies of forms for the Forms Control File.

Destroy when ~~2~~ 1 year~~s~~ old after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.

84. Freedom of Information Act (FOIA) Control File--Correspondence involving requests for access to records under the Freedom of Information Act, Form CD-244, or equivalent, FOIA Request and Action Record, memoranda, log of requests received, and related documentation. The file is arranged numerically by case number, e.g., FOI 1982-1, which indicates the type of request, the year it was made, and the individual case for that year.

    Break file and log at the end of each calendar year. Retire to RSHF when 2 years old.

    a. Log--Destroy 5 years after date of last entry.

    b. All others--Destroy 5 years after final action by ITA or after final adjudication by courts, whichever is later.

85. FOIA Reports File--Recurring reports and one-time information requirements relating to implementation of the Act, including annual reports to the Congress.

    Destroy when ~~8~~ 2 years old or sooner, if no longer needed for administrative use.

    changed per discussion w/ C. Brett, 7/29/82

86. FOIA Administrative File--Records relating to the general implementation of the FOIA, including notices, memoranda, routine correspondence, and related papers.

    Destroy when 2 years old or sooner, if no longer needed for administrative use.

87. Privacy Act (PA) Administrative File--Records relating to the general implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related papers.

    Destroy when 2 years old or sooner, if no longer needed for administrative use.

88. PA Control File--Correspondence involving requests for access to or amendment of records subject to the Privacy Act, Form CD-316 or equivalent, Privacy Act Information Request, memoranda, log of requests received, and related documentation. The file is arranged numerically by case number, e.g., PA 1982-1, which indicates the type of request, the year it was made, and the individual case for that year.

    Break file and log at the end of each calendar year. Retire to RSHF when 2 years old.

    a. Log--Destroy 5 years after date of last entry.

b. All others--Destroy 5 years after final action by ITA or after final adjudication by courts, whichever is later.

89. PA Reports File--Recurring reports and one-time information requirements relating to implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems.

changed per discussion w/ C. Brett 1/26/82

Destroy when ~~8~~ 7 years old or sooner, if no longer needed for administrative use.

90. Public Comment and Information Reference File--Information copies of comments received as a result of notices published in the Federal Register. These are solicited by ITA on proposed regulations, procedures or revisions thereto that would affect private industry. Also includes warning and/or charging letters, consent agreements, orders, and other supporting documents related to restrictive trade practice and export licensing violations. Original copies are maintained by the responsible office. Filed in binders by subject.

a. Public Comments--When 1 year old, destroy or return to originating office, whichever is suitable.

b. All Others--Destroy when 3 years old.

91. Reports of Restrictive Trade Practices or Boycott Requests--Copies of sanitized boycott reports (ITA-621P, ITA-605lP, and ITA-605lP-a, or equivalents) and supporting documents captured on microfilm. These are housed in ITA's Freedom of Information Records Inspection Facility for review and copying by the public, as desired, pursuant to a Presidential Directive dated October 7, 1976. Only reports regarding boycott-related requests received by American companies on or after October 7, 1976, are included. Filed by Firm Identification Number (FIN) assigned to each reporting firm by the Office of Antiboycott Compliance (OAC). The original reports are maintained by OAC.

Destroy when 5 years old.

ITA Secretariat

92. Mail Control Records--These comprise a card record of all items of controlled mail for ITA. A Form CD-93 Mail Control Record is prepared for each item referred from the Executive Secretariat or the Office of Congressional Affairs within the Office of the

Secretary for all White House, Congressional or other VIP mail addressed to the Under Secretary for International Trade, the Deputy Under Secretary, and Assistant Secretaries, ITA.

The cards are filed in the following sub-series:

a. White and Green Copies--These are filed by subject A-Z. The green copy indicates that the letter was referred from the Executive Secretariat or the Office of Congressional Affairs and the white copy indicates that the item was addressed to one of the individuals mentioned above.

b. Pink Copy--These are referrals from the Executive Secretariat filed numerically according to the Secretariat 6-digit control and from the Office of Congressional Affairs filed numerically according to a 4-digit control followed with the letter c.

c. Blue Copy--These control items addressed to one of the individuals mentioned above are filed numerically by their 4-digit control numbers.

All mail addressed to the officials enumerated above is delivered to this unit where it is opened and routed to the appropriate action office.

Destroy when 2 years old.

93. Correspondence Instructions--are correspondence and related records pertaining to internal operation and administration of the control function. These are arranged by subject, viz., Correspondence Changes, Monthly Reports (Workload Reports), Overdue Reports, and the like.

Destroy when 2 years old.

OFFICE OF BUDGET

The Office is responsible for planning and preparing the Secretarial, Office of Management and Budget (OMB), and the Congressional budget submissions for ITA. As needed, staff members attend budget hearings and/or brief ITA officials for such hearings. Appeals from allowances are prepared as necessary. The Office is also responsible for budget execution functions which include the following:

- Oversees budget and financial management for ITA.
- Prepares apportionments and allots funds to operating units.
- Supervises development of operating units' fiscal plans; reviews and recommends reprogramming when necessary.
- Monitors the ITA operating budget to insure that funds are handled in accordance with law; maintains the necessary commitment ledgers by office and cost category in order to certify as to funds availability.
- Prepares regular and special budgetary reports for use by ITA, Department, and higher authorities.
- Interprets budgetary policy decisions for the guidance of ITA officials.
- Handles reimbursable agreements with other agencies.

The Office maintains liaison with Departmental budget officials and those of other Commerce Department units. It also provides liaison on budgeting matters with the Office of Financial Management Services and ITA program officials.

Operating Files

94. Operating Correspondence Files--Selected papers generated and received by all elements of the office which require review or signature of the Director or Deputy Director. Included are papers containing authoritative and technical information on

accounting, apportionments, special requests (e.g. legislative, Congressional, Secretarial, Freedom of Information), and budget estimates and submissions. Also included are memorandums and papers documenting guidelines and procedures. These files are divided into three sections: (1) Budget Formulation (previous year), (2) Budget Justification (budget year), and (3) Budget Execution (current year).

The Director and Deputy Director devote their time to the decision making process necessary for budgeting and maintaining financial control of the resources for ITA. Consequently, record copies of action documents pertaining to specific transactions are retained in the appropriate operating file.

Start a new file every fiscal year. Retire to RSHF when 3 years old and transfer to WNRC when 5 years old. Destroy when 10 years old.

95. Budget Submissions--All elements of ITA submit proposals/plans for new activities or programs, and for projected levels of operations of established programs and projects. With this input from various elements of ITA a complete budget is prepared.

    This presentation is submitted to the Secretary of Commerce. Any changes or additions made by the Secretary are included in the submission to OMB. After hearings by OMB, the submission to Congress is prepared reflecting such additional changes as may be necessary. Appeals to the House Allowance may also be submitted to the Senate.

    a. Secretary's Submission (one copy each)--Retire to RSHF when 3 years old and transfer to WNRC when 5 years old. Destroy when 8 years old.

    b. OMB Submission (one copy each)--Retire to RSHF when 3 years old and transfer to WNRC when 5 years old. Destroy when 8 years old.

    c. Congressional Submission, including appeals (one copy each)--Retire to RSHF when 3 years old and transfer to WNRC when 5 years old. Destroy when 8 years old.

96. Briefing and Back-up Books for Budget and Submissions--These books contain factual, analytical, and narrative data compiled by the Budget Office to support and validate each of the budget estimates as submitted (Secretarial, OMB, and Congressional).

    Briefing books are used for "dry runs" and contain questions most likely to be asked at each of the budget presentations, with the information that the official testifying will need to appropriately answer such questions.

The materials in these books are changed annually. Destroy when no longer needed or superseded.

Support Files

97. Budget Formulation Support Papers--Collected materials and papers generated in the entire process of analyzing the submission from various ITA component elements and drafting the final submission to appropriate higher authority. More specifically, this involves preliminary tabulations on spread sheets, compilations of preliminary data after further analysis, and copies of the first and all subsequent drafts of the subject budget estimates as presented.

    a. Secretary's Submission with Flash Estimates--Retire to RSHF when 3 years old and transfer to WNRC when 5 years old. Destroy when 8 years old.

    b. OMB Submissions--Retire to RSHF when 3 years old and transfer to WNRC when 5 years old. Destroy when 8 years old.

    c. Congressional Submissions and Appeals--Retire to RSHF when 3 years old and transfer to WNRC when 5 years old. Destroy when 8 years old.

98. Special Studies and Project File--Proposed legislation involving ITA. Included are papers concerning possible expansion of international programs the effect of which would broaden current ITA responsibilities. Special studies prepared for the use of higher authority to determine the impact of certain international developments on ITA's budget and similar papers are also included.

    a. Papers Pertaining to Established Programs or Projects--Move forward to appropriate Budget Formulation Support File.

    b. All Others--Destroy when 5 years old.

99. Project Files: Trade and Industrial Exhibits, Trade Centers, Export Development Offices, Commmercial Offices, and Special Promotions --Correspondence relative to the development and operation of each trade fair, center, and special promotions. More specifically, the files contain papers covering all facets of such specific projects from initiation of promotion activities through termination.

Also included are cables, Overseas Direct Project Plans (ITA-447), Reports on Status of Approved Budget (ITA-445), and Forms ITA-209 (Budget Authorization) which provide funds for each project through the State Department and American Embassies. Central Accounting Division, Office of the Secretary, receives and maintains the record copies of the Forms ITA-209 transferring funds overseas. Forms SF-108 (Accounts Current) and paid vouchers supporting overseas expenditures are forwarded to the Central Accounting Division by the American Embassy involved.

Start a new file every fiscal year and retire to RSHF when 4 years old. Destroy when 6 years old.

100. Reimbursable Agreements File--Reimbursable agreements with other government agencies and subdivisions of the Department for personal services and other services. Record copies of all fiscal documentation flowing from these agreements are maintained in the Central Accounting Division, Office of the Secretary. The agreements and related papers contained in this file are office copies used for budget and finance control purposes.

Start a new file every fiscal year. Destroy when 2 years old.

101. Recurrent Reports File--Recurring reports submitted to higher authority, such as Balance of Payments, User Report, GSA Space Rentals, Monthly Obligation Outlays and Employments, Analysis of Travel, and others.

Destroy when 10 years old.

102. Operating Budget Controls--All ITA funds are allotted to the Under Secretary and he/she provides funds to each of the ITA operating units based on their approved fiscal plans for the fiscal year. The file includes warrants, apportionments, fiscal plans and copies of Forms SEC-589 for each operating unit, as well as monthly reports of obligations incurred by each operating unit. These controls are used to periodically advise the operating units of the balance of funds that are available to them for the remainder of the fiscal year.

Start a new file every fiscal year. Destroy when 3 years old.

103. Accounting Advices--Includes corrections of various accounting printouts, accrued expenditures, and GPO billings.

a. Accrued Expenditures--Destroy when 3 years old.

b. All other papers--Destroy when 2 years old.

104. Domestic Hospitality File--American firms and individuals participating in overseas trade promotion events contribute a portion of their participation fee for the reception of foreign dignitaries who visit this country. These are case files under the name of the dignitary entertained which contain record copies of authorization of the hospitality and the expenditures for it. The Central Accounting Division, Office of the Secretary, pays the expenses upon receipt of a memorandum authorization from the Budget Operations Division.

Destroy when 6 years old.

(ADP Printouts)

105. Batch Proof Listings-Comprised of:

Fail Edit Listings--Personal Services
Fail Edit Listings--Other Objects
JV Proof Listings--Manual Journal Vouchers

These are intermediate computer runs that are produced as part of the make-ready for preparation of the Detail Batch Listings. They are used to check the data stored in the computer and the accuracy of keypunch and machine operations. The nature and extent of these intermediate runs may vary from time to time depending on changes in the system and the demands on it. Record copies are maintained in the Central Accounting Division, Office of the Secretary.

Destroy when superseded by new issue.

106. Preliminary Cost Statement--Primarily used by the accounting operations branches to establish the accuracy of the entries in the Undelivered Orders and Accruals Monthly Batch Listings stored in the computer. The Preliminary Cost Statement establishes the accuracy of the totals used in the Formal Cost Statements. The Preliminary Cost Statements cites pennies while the Formal Cost Statements are rounded to the nearest dollar.

Accordingly, it is useful as a reference for correction of errors, because precise accounting adjustments must be made.

Destroy when 3 years old.

107. Monthly, Quarterly, and Annual Formal Cost Statements--Cost Statements Nos. 1, 2A, 2C, 3, 4, 13, 21, 22, 23, 24, 25, 26, 27, 28, 29, and 30. These contain essentially the same information as the Preliminary Cost Statements. They are prepared for distribution to the primary operating units served, with the sequence of enteries arranged in the manner requested by client unit.

    a. Monthly and Quarterly issues--Destroy when superseded.

    b. Annual issues--Destroy when 3 years old.

108. Personal Services Listings--Include 12 bi-weekly listings on Personal Services and Personal Benefits data, and monthly reports on overtime and cumulative manhours and costs. They are all by-product listings produced from the Comprehensive Payroll and Master Payroll data stored in the computer.

    In general, they are used by accounting operations branches and Payroll Section to establish accuracy of accountability. Client units also use some of them for procedural and production analysis and other managerial purposes. Thus, they are of short term value since the data base changes very rapidly.

    Destroy when ~~one~~ 1 year old.

109. Status Reports File--Work and support papers behind monthly status of funds reports, current year fiscal plans, funding and program papers for each unit of ITA, and related papers pertaining to re-programming funds as required for about forty organizational sub-divisions.

    The papers in this file pertain only to activities based in Washington, except that summary statements of funding for trade shows are occasionally included in reports on an as-needed basis.

    The final copies of the reports, plans, and special studies are on file in the Operating Files. The record copies essentially duplicate the papers in this file.

    Start a new file every fiscal year and retire to RSHF when 3 years old. Destroy when 5 years old.

110. Monthly Report of Obligations and Expenditures (Forms ITA-232 and RFC-60 or equivalents)--These are submitted by American Embassies responsible for overseas expenditures in connection with trade fairs, centers, and special promotions. They show amounts authorized, expenditures, obligations, and unobligated balance. These are summarized in a final report for each fiscal year.

Start a new file every fiscal year.

a. Final Reports--Destroy when 5 years old.

b. All other papers--Destroy when 2 years old.

OFFICE OF PUBLIC AFFAIRS

The Office of Public Affairs advises on all public affairs and information service matters; provides ITA centralized information services; conducts and is responsible for all publications programs, consonant with the provisions of Department Organization Order 20-9, "Office of Publications;" provides speech writing and scheduling services; coordinates all audiovisual, exhibit, and advertising activities; maintains liaison with the Departmental Office of Publications,, the Departmental Office of Public Affairs, and the news and trade media consonant with the provisions of Department Organization Order 15-3, "Office of Public Affairs;" and publishes Business America magazine.

111. Subject Correspondence File--Documentation generated by the Director pertaining to the public affairs program aimed at keeping the business community informed of activities through utilization of all segments of the news media. The activities also includes an effort to keep before the American business community the potential of and opportunities for export trade.

Start a new file every 5 years and retire closed files to RSHF 6 months later. Transfer to WNRC immediately and destroy when 10 years old.

"Business America" Staff

112. Foreign Photographs--Black and white Prints depicting foreign business activities, American equipment being used abroad, and other aspects of foreign trade. The photographs are received from US Commercial Attaches, press releases by US Firms, and from other public and private resources. Photographs are filed alphabetically by country.

changed per conversation w/ C. Brett 1/7/83

Permanent. Break file every ~~ten~~ 2 years or when no longer in current use ~~Retire to RSHF and transfer to WNRC one year later. Offer to the~~, and transfer directly to the National Archives ~~when 20 years old.~~

Public Information Division

The Public Information Division is responsible for presenting and promoting ITA programs in support of Departmental and Administration objectives through a variety of media resources. Included among

these are the preparation, clearance, and release of press releases; development and production of audiovisual information material intended for public consumption; drafting speeches, public statements and messages for high officials; and related activities.

113. Motion Pictures Produced by ITA--Original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print.

Permanent. Retire to RSHF when 5 years old or when no longer needed for current business, whichever is later. Offer to the National Archives immediately.

114. Production Case Files for Motion Pictures Produced by ITA--Copies of contracts, scripts, authorization and justification documentation, and other material germane to the production, ownership, and assignment of rights.

Permanent. Retire to RSHF when 5 years old and immediately offer file jacket to the National Archives with the film title to which it pertains.

115. Outtakes, Trims, Matching Sound Tracks, and Documentary Photography Not Incorporated into a Motion Picture Produced by ITA.

Upon receipt from the contractor, retire to RSHF and immediately offer to NARS Stock Film Library. That footage not selected by NARS Stock Film Libary: Destroy immediately.

116. Slide-Tape Productions that explain the services offered by ITA or that promote export trade.

changed per conversation w/ C. Brett 8/7/83

a. Master Copy--~~Permanent~~. Retire to RSHF when 5 years old and ~~offer to the National Archives immediately~~. destroy when 10 years old.

b. Duplicate Copies--Destroy when of no further use.

117. Audio Public Service Announcements--These PSA's promote export marketing activities and explain ITA's services. Two PSA's have been done to date.

a. Master tape, matrix or stamper, and one disc pressing or tape copy--Permanent. Retire to RSHF when PSA is withdrawn from circulation and offer to the National Archives immediately.

b. Script--~~Destroy when 3 years old~~. Permanent. Offer with accompanying audiovisual psa.

118. Biographical File--Consists of name folders containing biographical data on Secretarial and other key officials of the Department. The data are used for various purposes by the public affairs activities.

Destroy 2 years after separation of the subject official.

119. Speaking Arrangements File--Documentation generated and collected by the Director pertaining to selection and provision of speakers as requested by government agencies and private organizations.

Destroy when 5 years old.

120. Regional and District Office Conferences--Requests for speakers from Regional Offices to address conferences that are scheduled to occur once or twice per year. The papers showing the action taken are filed with the request by the name of the conference. In some cases a transcript or report of the conference proceedings is included. The file also includes requests for speakers submitted by ITA District Offices with related papers.

Destroy when 10 years old.

121. Associations File--Requests from trade and other associations primarily in the private sector for speakers to address conferences, seminars, and similar meetings. Also included are papers showing the action taken on the request and printed and processed material containing background information on the associations. The papers are arranged alphabetically by association name.

Destroy individual file folders when the association has been in an inactive status 5 years or upon dissolution of the association, whichever is sooner.

Publications Division

The Division is responsible for developing publications that will keep the American business community informed of foreign markets for U.S. exports and of foreign economic trends having an impact on these markets. The staff also produces studies which provide U.S. exporters, or potential exporters, with in-depth information on foreign markets for commodities selected on a timely basis.

The publications issued by the staff constitute one of the principle channels of communication used by ITA to educate U.S. businessmen, and keep them informed of the opportunities in international commerce.

122. General Correspondence File--Correspondence primarily concerned with printing and other technicalities involved in the preparation of the publications issued by the staff. There is, however, some correspondence of a more general nature pertaining to the subject content, distribution, etc., of the publications. The papers are arranged chronologically.

Destroy when 2 years old.

123. Record Set of Publications--The publication staff produces each year well over a hundred issues of publications on international commerce. Some of these are serial issues, others are special studies, or one-time special purpose publications. Subject matter areas covered include: overseas business reports, exhibitor export market guides, world markets for U.S. exports which covers foreign economic trends by country, and special publications.

changed per conversation w/C. Brett 1/7/83

a. Publications NOT published by the Government Printing Office.

Permanent. Retire to RSHF annually. Offer to National Archives in 5 year blocks when 10 years old.

b. Publications published by GPO.

Destroy when no longer required for agency business.

124. Publications Progress Record (ITA-230 or equivalent)--A 5 x 8 control card is prepared for each publication issued by the staff. It shows the title of the publication, printing requisition number, name of initiating person and office, editor's name and the date he received the job, printing status, and estimates of printing costs.

Destroy individual cards when no longer needed for current business or when superseded or obsolete.

125. Photographs of Trade Show Activities--Includes opening ceremonies, exhibits, US businessmen demonstrating products and making sales. These black and white photographs are used in internal and public publications. The photographs are filed by Fiscal Year, thereunder by Trade Show number as assigned. Folders include 8x10 captioned prints, proof sheets, and negatives.

Destroy when 5 years old.

OFFICE OF ADMINISTRATIVE SUPPORT

The Office of Administrative Support provides parking and space management and procurement management support services to all organization elements of ITA.

126. Procurement File--Requisitions, purchase orders, work orders, blanket orders, requests for Imprest Funds, and copies of contracts that have been awarded. Pending items are held in case file folders until completed and then the order is closed and filed numerically. These are office copies of which the record copy is maintained in the Central Accounting Division and supported by a procurement copy in the Office of Procurement, Office of the Secretary.

    Start a new file at the beginning of each fiscal year. Destroy when 2 years old.

127. Card Record of Domestic Publications--This record shows the title and distribution of publications purchased for various units of ITA.

    Destroy individual cards when replaced by a new card or when obsolete, whichever is sooner.

128. Request to Purchase Publications (Country File)--Airgrams and other requests to U.S. Embassies and missions to procure the publication listed for the indicated ITA organization unit. These papers are arranged alphabetically by name of country.

    Destroy individual documents or the contents of file folders when 1 year old.

129. Orders for Telephone Service--Orders requesting telephone installations and service. The record copy is maintained in the Central Accounting Division, Office of the Secretary.

    Destroy when 1 year old.

130. Requests for Publications Services (CD-10's)--Printing requisitions duplicated by record copies maintained in the Office of Publications and in the Central Accounting Division, Office of the Secretary. These requisitions are arranged numerically, thereunder by month.

    Destroy when ~~one~~ year old.

131. Telephone Directory Service--Card locator file showing the location and telephone extension for each ITA employee and copies of revisions to the telephone directory submitted to the Office of Administrative Services, Office of the Secretary.

a. Locator Card--Destroy upon termination of subject employee.

b. Revisions of Telephone Directory--Destroy upon receipt of the new issues of the directory.

132. Exhibitors Property and Equipment Files--Exhibitors's Participation Agreements, Authority/Receipt for Disposition of Exhibitor's Property, marketing data forms with attachments, Product Characteristic Design Check-Off List, and related correspondence pertaining to the display of the products of American business firms at trade fairs and commercial exhibits abroad.

When the show is closed, these records are forwarded to the Administrative Services Branch, Comptroller's Staff, by the Fiscal Representative or Manager of the show for final disposition of the products or equipment that were exhibited. In some cases when one show closes the equipment is transshipped to another show. In these cases a new case file covering the equipment at the new show is opened by completion of a new Participation Agreement and a new Authority/Receipt for Disposition of Exhibitor's Property with the American firm involved. The old case for the closed show is forwarded to Washington.

When these case files from a closed show are received in Washington, each case is reviewed to make certain that the equipment covered has been disposed of in accordance with the exhibitor's instructions. Adjustments or arrangements are made to meet this requirement and the case is closed.

Retire closed cases to RSHF every 6 months (June 30 and December 31) and transfer to WNRC 6 months later. Destroy when 10 years old.

133. Employees Accountability File--Card record of accountable items issued to employees such as parking spaces, books, cameras, portable typewriters, and the like.

Destroy individual cards and related papers upon separation of the subject employee and clearance of his accountability.

134. Inventory of Machines--An inventory of all machines assigned to employees or organizational units at headquarters. It shows the date of assignment, location, serial number, purchase order number, and the purchase price.

Destroy individual cards when replaced by new cards or when the machine is disposed of.

135. District Office Space Files--Lay-outs, correspondence, workpapers, floor plans, Solicitation for Offers, GSA Forms 2972: Agency Request for Adjustment to FBF/SLUC Billing and 295: Reimbursable Work Authorization, SF-81: Request for Space, work orders and the like alphabetically arranged by name of office. These are copies of record.

Destroy 2 years after termination of assignment, when lease is cancelled, or when plans are superseded or obsolete.

136. Space Assignment File--is arranged alphabetically by subject and consists of correspondence, reports, workpapers, and floor plans for ITA headquarters space.

a. Floor Plans--Destroy when no longer needed for administrative purposes.

b. All other papers--Destroy when 2 years old.

137. Parking Assignments--log of and requests for parking spaces and related papers.

Destroy when the space is withdrawn from the employee or released by him.

GENERAL NOTE:

Administrative Records Common to All ITA Offices

The files listed below are in ITA's Records Control Schedule under Section I. General Administration: ITA Records Common to All Offices. Refer to that Section for appropriate disposition.

Administrative Subject File

Press Releases, Statements, Speeches, and Testimonies

Chronological, Reading, Tickler or Suspense Files

Reproducibles File

Charity Campaign and Bond Drive File

Job Applications

Classified Information Accounting and Control Records

Top Secret Accounting and Control Files

Classified Document Container Security Files

Indexes or Check Lists

Personnel Statistical Reports

Personnel Folders Maintained Outside of the Office of Personnel, ITA

Information Requests File

Acknowledgment Files

Mailing Lists

Records/Logs of Mail, Visitors or Telephone Calls

Technical Information Files

Congressional Correspondence File

Freedom of Information Act (FOIA) Requests Files

FOIA Appeals Files

Privacy Act Requests Files

Privacy Act Amendment Case Files

Privacy Act Accounting of Disclosure Files

Career Development and Training Work Files