

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2022-0035

Status: APPROVED  
Date Approved: 01/21/2025

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## General Information

Agency or Establishment	Department of Justice
Record/Scheduling Group	0060 - General Records of the Department of Justice
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Antitrust Division (ATR)
Minor Subdivision	International Section (INTL)
Schedule Subject	Antitrust International Section Records
Additional Schedule Information	<p>ATR INTL is responsible for the development and implementation of ATR policy on issues of international antitrust enforcement. INTL is ATR's liaison with international competition organizations, as well as counterpart foreign antitrust agencies. INTL promotes international competition policy cooperation and convergence by maintaining strong bilateral relationships with enforcement agencies in other jurisdictions and through participation in international organizations such as the Competition Committee of the Organization for Economic Co-operation and Development (OECD) and the International Competition Network (ICN). ATR's international initiatives aim to bring greater cooperation and convergence to international antitrust enforcement in the years ahead by facilitating international discussion of important issues, building bilateral and multilateral relationships, and learning how best to coordinate investigations and remedies. INTL also provides technical assistance to foreign agencies and organizations and engages in competition advocacy work across the U.S. Government.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 11

Number of Temporary disposition items: 6

Number of Permanent disposition items: 5

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0060-2022-0035

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	ATR Bilateral Relationships (Relationships with Foreign Countries) : Substantive Policy Records (Bilateral)	Permanent
0002	ATR Bilateral Relationships (Relationships with Foreign Countries) : Administrative and Logistical Records (Bilateral)	Temporary
0003	ATR Multilateral Relationships and Organizations (Relationships with international organizations and regional associations) : Substantive Policy Records (Multilateral)	Permanent
0004	ATR Multilateral Relationships and Organizations (Relationships with international organizations and regional associations) : Administrative and Logistical Records (Multilateral)	Temporary
0005	International Agreement Files	Permanent
0006	Inter-Agency Advocacy and Liaison: Final Advice, Position Papers, and Agreements : Trade Records	Permanent
0007	Inter-Agency Advocacy and Liaison: Final Advice, Position Papers, and Agreements : Non-Trade Records	Permanent
0008	Inter-Agency Advocacy and Liaison - Work Product : Trade Materials Work Product	Temporary
0009	Inter-Agency Advocacy and Liaison - Work Product : Non-Trade Work Product	Temporary
0010	Export Trade Certificate Reviews	Temporary
0011	Topical Research	Temporary

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Records Schedule Items

Group Title	ATR Bilateral Relationships (Relationships with Foreign Countries)
Group Description	ATR staff regularly meet with their foreign counterparts to discuss economic and legal developments, case cooperation, and other international antitrust matters. ATR staff also conducts bilateral technical assistance. These materials help prepare ATR staff for these meetings and track international developments.
<b>DAA-0060-2022-0035-0001 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Substantive Policy Records (Bilateral)
Item Description	In contrast to the Bilateral administrative and logistical records, these records are used by ATR staff during meetings with foreign authorities, in support of ATR or DOJ's foreign policy strategy.  - agendas, notes, research, summaries of current status of policies, and talking points for meetings with foreign authorities - official letters or notes sent to or received from officials of foreign authorities
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which the records are created.
Are there multiple instructions for this item?	Yes
<b>Instructions</b>	
Records to which this instruction applies	Transfer Instruction
Electronic records	Transfer to the National Archives 25 year(s) after cutoff
Paper-based textual records	Other: Transfer first accumulation of records from 1979-1999 then 2000-2004 as records become 25 years old after cutoff
<b>ADDITIONAL INFORMATION</b>	

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Current Records Format	Presentation formats:50 GB ; Paper-based textual records:50 cubic feet
Approximate first year of records covered by this authority	1979
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1979 To: 12/31/1999
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
<b>DAA-0060-2022-0035-0002 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Administrative and Logistical Records (Bilateral)
Item Description	Records include, but are not limited to: - official external communication regarding logistical and administrative preparation for meetings or conferences - communication related to incoming and outgoing international notifications relating to foreign and US companies - trackers, summaries, and reports related to ATR communications with foreign authorities - all other administrative records related to international bilateral relationships maintained by ATR
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which the records are created
Retention Period	Destroy 10 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Group Title	ATR Multilateral Relationships and Organizations (Relationships with international organizations and regional associations)
Group Description	ATR staff often attend conferences, events, and meetings sponsored by international organizations (e.g., OECD, ICN and the U.N. Conference on Trade and Development) and take part in discussions and technical assistance programs with regional associations (e.g., ASEAN Expert Group on Competition) which represent a group of antitrust agencies. These materials help prepare ATR for these events.
<b>DAA-0060-2022-0035-0003 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Substantive Policy Records (Multilateral)
Item Description	In contrast to Multilateral Relationships and Organizations administrative and logistical records, these records are used by ATR staff during meetings with international organizations, in support of ATR or DOJ's foreign policy strategy.  -agendas, notes, research, summaries of status of policies, and talking points related to multilateral conferences and events -official letters or notes sent to or received from officials of international organizations
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which the records are created.
Are there multiple instructions for this item?	Yes
	Instructions
Records to which this instruction applies	Transfer Instruction
Paper-based textual records	Other: Transfer first accumulation of records from 1979-1999, then 2000-2004 as they become 25 years old
Electronic records	Other: 2004- present transfer records in electronic format after cutoff (transfer annually when records have reached 25 years old)

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<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Presentation formats:50 GB ; Paper-based textual records:100 cubic feet
Approximate first year of records covered by this authority	1979
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1979 To: 12/31/1999
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
<b>DAA-0060-2022-0035-0004</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Administrative and Logistical Records (Multilateral)
Item Description	Records include, but are not limited to:  -official external communication regarding logistical and administrative preparation for meetings or conferences -trackers, summaries, and reports related to ATR communications with foreign authorities and multilateral organizations
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which the records are created.
Retention Period	Destroy 10 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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<b>DAA-0060-2022-0035-0005</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	International Agreement Files	
Item Description	<p>To cultivate effective relationships with foreign competition agencies, ATR may pursue a formal agreement between countries to affirm shared principles and commit to further cooperation. International agreements, whether binding or non-binding (e.g., Memoranda of Understanding or MOUs) outline procedures for sharing information in investigations, provide guidance on avoiding conflicts, and set expectations for regular meetings and agency-sponsored trainings. These records include:</p> <p style="margin-left: 40px;">- final agreements, draft agreements, and materials produced in the process of drafting/negotiating such agreements.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff when agreement is signed (finalized) or when agreement is aborted.	
Are there multiple instructions for this item?	Yes	
	Instructions	
Records to which this instruction applies	Transfer Instruction	
Electronic records	Transfer to the National Archives 25 year(s) after cutoff	
Paper-based textual records	Other: Transfer first accumulation of records from 1979-1999 (when records are 25 years old)	
<b>ADDITIONAL INFORMATION</b>		
Legal citation related to record retention (if applicable)	None	
Current Records Format	Paper-based textual records:50 cf ; Presentation formats:50 GB	
Approximate first year of records covered by this authority	1979	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/1979 To: 12/31/1999	



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Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law, FOIA (b)(4) Trade Secrets and Commercial or Financial Information

Group Title	Inter-Agency Advocacy and Liaison: Final Advice, Position Papers, and Agreements
Group Description	INTL advises other federal government agencies on international antitrust issues. ATR Staff generate notes, memos, analyses, summaries, as well as final position papers and agreements for other federal agencies or ATR's senior leadership for review.

DAA-0060-2022-0035-0006

STATUS: Active

**ITEM GENERAL INFORMATION**

Item Title	Trade Records
Item Description	INTL represents DOJ within the Trade Policy Staff Committee, an interagency group led by the U.S. Trade Representative (USTR). In this capacity, ATR staff will respond to USTR requests for formal clearance of trade positions and help to negotiate and finalize trade agreements. INTL also provides antitrust counseling to trade agencies on issues such as import quotas and other trade measures. ATR staff generate notes, memos, analyses, summaries, and final agreements which can be sent to other federal agencies or to ATR's senior leadership for review. These records include responses to USTR clearance requests, negotiations on trade positions, and final advice to trade agencies on antitrust issues, and it is important to retain the advice upon which these trade policy discussions are based. Records related to international trade agreements are important documents for ATR's foreign policy goals.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

**SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS**

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No



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<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Paper-based textual records:100 cf ; Presentation formats:50 GB
Approximate first year of records covered by this authority	1963
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1963 To: 12/31/1999
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law

<b>Group Title</b>	Inter-Agency Advocacy and Liaison - Work Product
<b>Group Description</b>	INTL advises other federal government agencies on international antitrust issues. ATR Staff generate notes, memos, analyses, summaries, and final position papers which are sent to other federal agencies or ATR's senior leadership for review.

DAA-0060-2022-0035-0008 **STATUS: Active**

<b>ITEM GENERAL INFORMATION</b>	
Item Title	Trade Materials Work Product
Item Description	These records cover internal work product generated through the research and analysis of trade issues, such as emails and research notes, that are related to ATR equities in proposed trade actions/negotiations.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

**SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS**

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff when agreement is signed.
Retention Period	Destroy 10 year(s) after cutoff

<b>ADDITIONAL INFORMATION</b>	
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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
<b>DAA-0060-2022-0035-0009</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Non-Trade Work Product
Item Description	These Records cover internal work product, such as emails and research notes, generated through research and analysis of international antitrust issues, excluding trade for all other federal government agencies.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year after work product finalized.
Retention Period	Destroy 10 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0060-2022-0035-0010</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Export Trade Certificate Reviews

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Item Description	<p>Export Trade Certificates of Review are issued by the U.S. Department of Commerce with the concurrence of DOJ. Any U.S. business may apply for a certificate, which grants limited immunity from antitrust suits related to all export activities specified in the certificate. ATR staff receive draft certificates from Commerce, as well as occasional amendments to those certificates, and review the proposals against current U.S. antitrust laws and regulations. During this review process, ATR staff generates records including memos, analysis, recommendations, and summaries for senior leadership to make its decision on whether to concur or deny the Certificate request.</p> <p>After 30 years, these documents will likely be out of date. While Commerce keeps the original Certificate, ATR’s analytical product should be available for reference for at least 30 years. Organizations occasionally file amendment applications to their certificates.</p> <p>FOIA Exemption 4: Trade secrets or commercial or financial information that is confidential or privileged applies to these records.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the calendar year in which the record is created.
Retention Period	Destroy 30 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0060-2022-0035-0011	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	

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Item Title	Topical Research
Item Description	ATR staff collect background material, press reports, and information from public sources on a variety of subjects relevant to international antitrust enforcement (e.g., digital markets, intellectual property (IP), artificial intelligence (AI), and compliance). These materials are used to prepare memoranda for senior leadership to keep them updated on international political and legal developments. These materials are also periodically updated as policies change internationally.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which the records are created
Retention Period	Destroy 10 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	01/21/2025