

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
OFFICE OF THE U. S. TRADE REPRESENTATIVE

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

Nell Doering

(202) 395-6471

LEAVE BLANK (NARA use only)

JOB NUMBER **N1-364-97-1**

DATE RECEIVED **5/20/97**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

ARCHIVIST OF THE UNITED STATES

3-1-00

[Signature]

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 on the attached _____ 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,

Authority: E.O. 12028, Section 3(b)(4).

is not required,

is attached, or

has been requested

DATE

4/23/97

SIGNATURE OF AGENCY REPRESENTATIVE

Nell Doering

TITLE

OA/USTR RECORDS MGT OFFICER

7
ITEM
NO.

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR
SUPERSEDED
JOB CITATION

10 ACTION
TAKEN (NARA
USE ONLY)

**Office of the United States Trade Representative
(USTR)**

**Data General (DG) Computer System Records
Schedule (WordPerfect Applications Only)
attached.**

**OFFICE OF THE UNITED STATES
TRADE REPRESENTATIVE**

**DATA GENERAL (DG) COMPUTER
SYSTEM RECORDS SCHEDULE
(WORDPERFECT APPLICATIONS
ONLY)**

PREPARED BY

**OFFICE OF ADMINISTRATION
INFORMATION SYSTEMS AND TECHNOLOGY DIVISION
RECORDS MANAGEMENT OFFICE**

APRIL 23, 1997

OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE**DATA GENERAL COMPUTER SYSTEM
WORDPERFECT APPLICATIONS
RECORDS SCHEDULE CONTENTS****WORDPERFECT APPLICATIONS**

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OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

This schedule applies to the Data General (DG) Computer System, at the Office of the United States Trade Representative (USTR). The following applies to the Federal records of the USTR that were created using the WordPerfect applications on the DG Computer System.

WORDPERFECT APPLICATIONS

1. **Electronic Spreadsheet Documents.** Electronic spreadsheet documents created on WordPerfect MathPlan for internal use to support administrative functions of USTR. USTR has determined that it no longer needs these electronic records for administrative, legal, audit, or other operational purposes. Federal records were printed and inter-filed in the designated official recordkeeping system and will be transferred to NARA in accordance with the approved schedule controlling the records (N1-364-88-1).

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

2. **Federal Record Calendars.** This application was used by the USTR Designated High-Level Officials and staff other than USTR designated high-level officials to create daily calendars.

A. Electronic Versions.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

- ~~B. **Paper Version.** The paper version of USTR Designated High-Level Officials.~~

~~**DISPOSITION: PERMANENT**~~

~~All monthly calendars of USTR Designated High-Level Officials were printed and inter-filed in the designated official recordkeeping system and will be transferred to NARA in accordance with the approved schedule controlling those records (N1-364-88-1, approved March 2, 1990).~~

3. **Word Processing Documents.** Word processing documents such as letters, messages, memoranda, reports, directives, and related drafts recorded on Data General Computer System or floppy diskettes. USTR has determined that it no longer needs these electronic records for administrative, legal, audit, or other operational purposes. Federal records were printed and inter-filed in the designated official recordkeeping system and will be transferred to NARA in accordance with the approved schedule controlling the records (N1-364-88-1, approved March 2, 1990).

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

4. **Backup Tapes - WordPerfect Applications.** System backup tapes created during 1986 through 1992 on the USTR Data General(DG) computer systems that include INFOS, COBOL, and AOS/VS Operating System related software, Electronic Spreadsheet Documents (Item 2 above), Federal Record Calendars (designated high-level officials and other than designated high-level officials) (Item 3, 3.A., and 3.B. above), WordPerfect Word Processing Documents (Item 4 above), nonrecord materials, and records that are duplicated elsewhere for preservation and disposition.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.