

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

Nell Doering

5 TELEPHONE

(202) 395-6471

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-364-97-2

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

8-13-98

ARCHIVIST OF THE UNITED STATES

John W. Paul

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SUPERSEDED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 (Except WordPerfect Applications)
attached.**

*AUG 18 1998
MNR*

*copy to: Agency
NW M*

**OFFICE OF THE UNITED STATES
TRADE REPRESENTATIVE**

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

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
(EXCEPT 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 and received on the DG Computer System, except those created using WordPerfect applications.

E-MAIL (DGMAIL) APPLICATION

1. **E-Mail Records (DGMAIL).** E-mail messages that were created or received on the Data General Computer System that have been determined to be Federal records. E-mail records include transmission data (identities of senders and recipients, and the date of transmittal), and receipt data, where necessary.

A. Master Data File of all E-Mail Records Data.

Inclusive Dates (Unclassified): April 24, 1986 through January 27, 1993.

Inclusive Dates (Classified): May 11, 1989 through December 17, 1992.

Arrangement Statement (Unclassified and Classified): E-mail messages are arranged alphabetically by sender.

Statement of Restrictions (Unclassified and Classified): Some of the records may be subject to Freedom of Information Act (FOIA) exemptions (b)(1) through (b)(6).

Current Volume (Unclassified): 3 9-track tapes.

Current Volume (Classified): 1 9-track tapes.

DISPOSITION: PERMANENT

Transfer Master Data File to NARA in accordance with 36 CFR 1228, upon approval of this schedule.

NOTE: The electronic versions of E-Mail Records (DGMAIL) no longer exist because the "Live" system is no longer in operation. E-Mail Records (DGMAIL) in 1.A. above were restored from backup tapes.

NOTE: Those restored records in 1.A. above include nonrecord material and temporary Federal records about routine, short-term, day-to-day administrative matters

such as civilian personnel, fiscal accounting, procurement, travel and transportation, communications, printing, and other internal housekeeping activities that are unrelated to the official program functions of an office and add no substantial information to the agency official administrative records were not deleted during restoration. These temporary records may be destroyed when NARA determines they are no longer needed. Nonrecord materials may also be destroyed.

NOTE: User Directory. The user directory was an electronic feature of the DGMAIL application that provided users with a short-cut to entering the name of the intended recipient of a message. This was a dynamically changing list of system users only; it was not an index or finding aid to messages. See Item 1.C. below for the E-Mail Messages Index.

NOTE: User Distribution Lists. The user distribution list feature of the DGMAIL application allowed users to create or delete distribution lists for sending e-mail messages to groups of recipients. These dynamically changing lists were resident on the "Live" system, and no longer exist as a viable function.

NOTE: User Indices. These were lists on the DGMAIL application of e-mail messages sent and received by DGMail users. These were dynamically changing lists that were resident on the "Live" system and had no enduring value.

- B. Documentation - E-Mail Records.** The documentation for each data file will include any additional information about the format of that data file and/or the context in which the data file was created.

Inclusive Dates (Unclassified): April 24, 1986 through January 27, 1993.

Inclusive Dates (Classified): May 11, 1989 through December 17, 1992.

Arrangement Statement (Unclassified and Classified):
No special arrangement.

Statement of Restrictions (Unclassified and Classified): There are no restrictions.

Current Volume (Unclassified): Less than one cubic foot.

Current Volume (Classified): Less than one cubic foot.

DISPOSITION: PERMANENT

Transfer a copy of the e-mail records documentation to NARA with the records described in 1.A (above).

NOTE: All transfers of documentation will conform with requirements in 36 CFR 1228.

- C. E-Mail Messages Index.** The index to e-mail messages includes the unique file identifier (which consists of the date and sequence number), identity of sender, subject, and recipients.

Inclusive Dates (Unclassified): April 24, 1986 through January 27, 1993.

Inclusive Dates (Classified): May 11, 1989 through December 17, 1992.

Arrangement Statement (Unclassified and Classified): The index to e-mail messages is arranged alphabetically by sender.

Statement of Restrictions (Unclassified and Classified): There are no restrictions.

Current Volume (Classified): 4 9-track tape.

Current Volume (Unclassified): 1 9-track tape.

DISPOSITION: PERMANENT

Transfer Master Data File to NARA in accordance with 36 CFR 1228, upon approval of this schedule.

- D. Documentation - E-Mail Messages Index.** The documentation for each data file will include any additional information about the format of the data file and/or the context in which the data file was created.

Inclusive Dates (Unclassified): April 24, 1986 through January 27, 1993.

Inclusive Dates (Classified): May 11, 1989 through December 17, 1992.

Arrangement Statement (Unclassified and Classified): No special arrangement.

Statement of Restrictions (Unclassified and Classified): There are no restrictions.

Volume (Unclassified): Less than one cubic foot.

Volume (Classified): Less than one cubic foot.

DISPOSITION: PERMANENT

Transfer a copy of the e-mail index documentation to NARA with the records described in 1.C (above).

NOTE: All transfers of documentation will conform with requirements in 36 CFR 1228.

- E. Backup Tapes - E-Mail (DGMAIL) Applications (Unclassified and Classified). System backup tapes created during 1986 through January 27, 1993 on the USTR Data General(DG) computer system that include INFOS, COBOL, and AOS/VS Operating System related software, e-mail records (DGMAIL), index to e-mail messages, user directory, user distribution lists, user indices, nonrecord materials, and records that are duplicated elsewhere for preservation and disposition.**

DISPOSITION: TEMPORARY

Destroy when Master Data File and Documentation on Permanent Federal records (1.A., 1.B., 1.C., and 1.D. above) have been transferred to NARA and successfully copied.

OTHER DG APPLICATIONS

- 2. Correspondence Control System. The purpose of this application was to keep track of incoming correspondence and the staff assigned to respond to the mail. This is an index to permanent textual records previously scheduled (N1-364-88-1, Item 32.a., approved March 2, 1990).**

DISPOSITION: PERMANENT

- A. Master Data File of Correspondence Control System.**

Inclusive Dates: January 5, 1981 through December 29, 1992.

Arrangement Statement: Arranged alphabetically by topic.

Statement of Restrictions: There are no restrictions.

Current Volume: 1 9-track tape.

DISPOSITION: PERMANENT

Transfer Master Data File to NARA in accordance with 36 CFR 1228, upon approval of this schedule.

B. Documentation - Correspondence Control System. The documentation for each data file will include any additional information about the format of the data file and/or the context in which the data file was created.

Inclusive Dates: January 5, 1981 through December 29, 1992.

Arrangement Statement: No special arrangement.

Statement of Restrictions: There are no restrictions.

Current Volume: Less than one cubic foot.

DISPOSITION: PERMANENT

Transfer a copy of the documentation to NARA with the records described in 3.A (above).

NOTE: All transfers of documentation will conform with requirements in 36 CFR 1228.

3. Cable Program. The purpose of this application was to produce hard copies of outgoing cables in WordPerfect format. The printed cables were delivered to the State Department via courier for transmission. USTR has determined that it no longer needs this information for administrative, legal, audit or other operational purposes. Federal record copies of the cables 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. Congressional Affairs Vote Tracking System. The purpose of this application was to assist USTR in tracking potential Congressional vote on the Canada Free Trade and Fast Track Authorization issues. It contained full names, districts, and party affiliations of all Senators and Congressional Representatives, the names and telephone numbers of their staff members, and each legislator's anticipated vote. Some of the information was taken from Congressional reports. USTR has determined that it no longer needs this information for administrative, legal, audit, or other operational purposes. The official votes on the above issues were recorded in the U.S. Congressional Record.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

5. **Intergovernmental System.** The purpose of this application was to keep track of names, addresses, and telephone numbers of State, local, and foreign officials that were involved in trade issues. This was a dynamically changing list. USTR has determined that it no longer needs this information for administrative, legal, audit, or other operational purposes.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

6. **Personnel Employment Data.** The purpose of this application was to keep track of USTR employees by division, title, status (i.e. Administratively Determined, Detail, SES, Foreign Service, etc.), grade, detail date, service computation date, room number, social security number, and salary. The Personnel Employment Data system was never activated. USTR has determined that it no longer needs this information for administrative, legal, audit, or other operational purposes. Official USTR personnel records are maintained by the Office of Administration, Human Resources Division.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

7. **Phone File.** The purpose of this application was to produce various phone lists for internal USTR use only. This was a dynamically changing list. USTR has determined that it no longer needs this information for administrative, legal, audit, or other operational purposes. The official EOP Directory information is maintained by the Office of Administration (N1-429-93-1, item 5.B., approved June 6, 1995).

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

8. **Press Release File.** This is a group of WordPerfect files that were erroneously stored in an area reserved for systems applications. This is not a complete set of press releases. The Press Release file was never completed or activated. USTR has determined that it no longer needs this information for administrative, legal, audit, or operational purposes. Federal records were maintained by the USTR Congressional

and Public Affairs Office and will be transferred to NARA in accordance with the approved schedule controlling the records (N1-364-88-1, item 14, approved March 2, 1990).

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

- 9. Public Affairs Private Sector Advisory Committee System.** The purpose of this application was to keep track of all trade committees, both in the public and private sector. This was a dynamically changing list that was used as a mailing list for USTR issuances. USTR has determined that it no longer needs this information for administrative, legal, audit, or other operational purposes.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

- 10. Rolodex System.** The purpose of this application was to keep track of current USTR personnel by name, address, internal and external telephone numbers. This list was used for internal USTR purposes only. This was a dynamically changing list. USTR has determined that it no longer needs this information for administrative, legal, audit, or other operational purposes.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

- 11. Room Reservation System.** The purpose of this application was to keep track of the USTR conference rooms and their availability for meetings and purpose of the meetings. USTR has determined that it no longer needs this information for administrative, legal, audit or other operational purposes.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

- 12. Security Files.** This system generated data that was used to monitor user attempts to access any computer resource from outside the USTR; also contained a log file of all accesses to the system using dial-up and a security report file on every day log-in errors. USTR has determined that it no longer needs this information for administrative, legal, audit, or other operational purposes.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

13. **Timeline Database.** The purpose of this application was to keep track of USTR Section projects and activities. It was used to prepare a report for the White House on USTR activities. USTR has determined that it no longer needs this information 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.

14. **Travel System.** The purpose of this application was to keep track of USTR travel costs by sections within USTR. USTR has determined that it no longer needs this information for administrative, legal, audit, or other operational purposes. Official USTR travel records are maintained by the Office of Administration, Financial Management Division.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

15. **Weekly Usage Reports.** This system generated data that was used to monitor system usage. USTR has determined that it no longer needs this information for administrative, legal, audit, or other operational purposes.

DISPOSITION: TEMPORARY

Destroy upon approval of this schedule.

16. **Backup Tapes - All Other DG Applications.** System backup tapes created during 1981 through 1992 on the USTR Data General(DG) computer system that include INFOS, COBOL, and AOS/VS Operating System related software, and the Federal records applications; (SEE: pages 4-8 - Items 2.A.-2.B., and 3 through 15 - NOT PREVIOUSLY SCHEDULED); Correspondence Control Database, Cable Program, Congressional Vote Tracking System, Intergovernmental System, Personnel Employment Data, Phone File, Press Release File, Public Affairs Private Sector Advisory Committee System, Rolodex System, Room Reservation System, Security Files, Timeline Database, Travel System, and Weekly Usage Reports; (SEE NOTE: NOT

PREVIOUSLY SCHEDULED, page 9) General System of Preferences (GSP); SEE ATTACHMENT 1 - INFORMATION NOTE (DATABASES PREVIOUSLY SCHEDULED): Services System (Items 1.A.-1.B., page 12), U.S./Canada Free Trade Agreement Negotiations (Tariff Reduction Acceleration) (Items 2.A.-2.B., page 13, Non Tariff Trade Measures (NTM) System (Item 3.A-3.B., page 14), SEE NOTE: Uruguay Round Negotiations - Country Requests and Offers to the United States on Tariffs on Specific Commodities, page 15 (transferred to the new LAN system). Included also, are nonrecord materials, and records that are duplicated elsewhere for preservation and disposition.

DISPOSITION: TEMPORARY

Destroy when Master Data Files and Documentation on Permanent Federal records (Items 2.A., 2.B., and GSP (SEE NOTE: page 9) and Items 1.A., 1.B, 2.A., 2.B., 3.A., and 3.B., (SEE: ATTACHMENT 1: INFORMATION NOTE (DATABASES PREVIOUSLY SCHEDULED): pages 10-12), and Uruguay Round Negotiations (SEE NOTE: page 13), have been transferred to NARA and successfully copied.

NOTE: Generalized System of Preferences (GSP) System. The purpose of this application was to keep track of the requests from foreign governments for tariff reductions and whether the requests were approved or denied.

THE ABOVE DATABASE WAS TRANSFERRED IN ITS ENTIRETY TO THE NEW USTR NOVELL LOCAL AREA NETWORK (LAN) MANAGEMENT SYSTEM. THIS DATABASE HAS NOT BEEN PREVIOUSLY SCHEDULED AND HAS BEEN INCLUDED ON THE LAN RECORDS SCHEDULE.

THE BACKUP TAPES UNDER ITEM 16, PAGE 8 ABOVE, OF THIS SCHEDULE MAY NOT BE DESTROYED UNTIL THIS DATABASE HAS BEEN TRANSFERRED TO NARA AND SUCCESSFULLY COPIED.

ATTACHMENT 1

INFORMATION NOTE (DATABASES PREVIOUSLY SCHEDULED): The following items are scheduled for disposition and the master data files and documentation should be transferred to NARA immediately.

OTHER DG APPLICATIONS

1. **Uruguay Round Negotiations - Foreign Barriers to Trade in Services System.** The purpose of this application was an attempt at compiling an inventory of major foreign barriers to trade in services during the Uruguay Round of negotiations. The database contains a partial representation of the barriers to trade in services of given negotiating partners. Items included were the barriers of most concern to the service negotiators.

- A. **Master Data File of Uruguay Round Negotiations - Foreign Barriers to Trade in Services System.**

Inclusive Dates: 1988 through 1992.

Arrangement Statement: Arranged by sequence number.

Statement of Restrictions: Some of the records may be subject to Freedom of Information Act (FOIA) exemptions pursuant to 5 USC Section 552 because they include: trade secrets and commercial or financial information Section (b)(4), and inter or intra-agency records that are predecisional Section (b)(5).

Current Volume: 1 9-track tape.

DISPOSITION: PERMANENT

Transfer Master Data File to NARA in accordance with 36 CFR 1228. (NARA Job Number N1-364-88-1, Item 32.h., approved March 2, 1990).

- B. **Documentation - Uruguay Round Negotiations - Foreign Barriers to Trade in Services System.** The documentation for each data file will include any additional information about the format of that data file and/or the context in which the data file was created.

Inclusive Dates: 1988 through 1992.

Arrangement Statement: No special arrangement.

Statement of Restrictions: There are no restrictions.

Current Volume: Less than one cubic foot.

DISPOSITION: PERMANENT

Transfer a copy of the documentation to NARA with the records described in 1.A. above.

NOTE: All transfers of documentation will conform with requirements in 36 CFR 1228.

2. **U.S./Canada Free Trade Agreement Negotiations (Tariff Reduction Acceleration).** The purpose of this system was to examine private sector requests for accelerating staging of the tariff rate cuts that had been agreed to in the original agreement.

A. **Master Data File of U.S./Canada Free Trade Agreement Negotiations (Tariff Reduction Acceleration).**

Inclusive Dates: November 5, 1986 through August 29, 1989.

Arrangement Statement: Arranged by sequence number.

Statement of Restrictions: Some of these records may be subject to the Freedom of Information Act (FOIA) exemptions pursuant to 5 USC Section 552 because they include: trade secrets and commercial or financial information Section (b)(4); and inter or intra-agency records that are predecisional Section (b)(5).

Current Volume: 1 9-track tape.

DISPOSITION: PERMANENT

Transfer Master Data File to NARA in accordance with 36 CFR 1228. (NARA Job Number N1-364-88-1, Item 32.g., approved March 2, 1990).

B. **Documentation - U.S./Canada Free Trade Agreement Negotiations (Tariff Reduction Acceleration).** The documentation for each data file will include any additional information about the format of that data file and/or the context in which the data file was created.

Inclusive Dates: November 5, 1986 through August 29, 1989.

Arrangement Statement: No special arrangement.

Statement of Restrictions: There are no restrictions.

Current Volume: Less than one cubic foot.

DISPOSITION: PERMANENT

Transfer a copy of the documentation to NARA with the records described in 2.A. above.

NOTE: All transfers of documentation will conform with requirements in 36 CFR 1228.

3. Non Tariff Trade Measures (NTM) System. The purpose of this application was to keep track of Non Tariff Trade Measures (NTM) contained in the foreign trade barriers.

A. Master Data File of Non Tariff Trade Measures (NTM) System.

Inclusive Dates: 1989 and 1990.

Arrangement Statement: Arranged by sequence number.

Statement of Restrictions: Some of these records may be subject to the Freedom of Information Act (FOIA) exemptions pursuant to 5 USC Section 552 because they include: trade secrets and commercial or financial information Section (b)(4); and inter or intra-agency records that are predecisional Section (b)(5).

Current Volume: 1 9-track tape.

DISPOSITION: PERMANENT

Transfer Master Data File to NARA in accordance with 36 CFR 1228. (NARA Job Number N1-364-88-1, Item 32.f., approved March 2, 1990).

B. Documentation - Non Tariff Trade Measures (NTM) System. The documentation for each data file will include any additional information about the format of that data file and/or the context in which the data file was created.

Inclusive Dates: 1989 and 1990.

Arrangement Statement: No special arrangement.

Statement of Restrictions: There are no restrictions.

Current Volume: Less than one cubic foot.

DISPOSITION: PERMANENT

Transfer a copy of the documentation to NARA with the records described in 3.A. above.

NOTE: All transfers of documentation will conform with requirements in 36 CFR 1228.

NOTE: Uruguay Round Negotiations - Country Requests and Offers to the United States on Tariffs on Specific Commodities. The purpose of this database was to keep track of requests and offers to the United States on the tariffs on specific commodities (also included are those requests and offers between countries other than the U.S.). The database contains information from the U.S. Geneva delegation, and the GATT Secretariat that are used to assist USTR in making policy decisions.

THE ABOVE DATABASE WAS TRANSFERRED IN ITS ENTIRETY TO THE NEW USTR NOVELL LOCAL AREA NETWORK (LAN) MANAGEMENT SYSTEM. THIS DATABASE IS INCLUDED IN ATTACHMENT 1 OF THE LAN RECORDS SCHEDULE.

THE BACKUP TAPES UNDER ITEM 16 PAGE 8 ABOVE, OF THIS SCHEDULE MAY NOT BE DESTROYED UNTIL THIS DATABASE HAS BEEN TRANSFERRED TO NARA AND SUCCESSFULLY COPIED.