

# 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

*NI-364-99-1*

DATE RECEIVED

*5/7/99*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

*9-13-99*

ARCHIVIST OF THE UNITED STATES

*J.H.W. Carl*

## 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 2 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

*4/28/99*

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SUPERSEDED  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)**

**Generalized System of Preferences (GSP) Program**

*final version of system description  
received on August 24, 1999.*

SEP 22 1999  
*MNR*

*copy to Agency  
NWML*

## OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

This schedule applies to an application on the Local Area Network (LAN) and any subsequent systems in the Data Center at the Office of the United States Trade Representative (USTR).

**Generalized System of Preferences (GSP) Program.** This database was created to track requests from individuals, companies or foreign governments seeking tariff preference for specific items and whether the requests were approved or denied by the GSP Subcommittee.

**A. Master Data File of Generalized System of Preferences (GSP) Program.**

**Inclusive Dates:** 1988 and thereafter.

**Current Volume:** 2 Tapes.

**Estimate of Annual Accumulation:** 1 CD.

**DISPOSITION: PERMANENT**

**Transfer Master Data File to NARA at the end of each Presidential Administration in accordance with NARA procedures and with 36 CFR 1228.**

**B. Documentation - Generalized System of Preferences (GSP) Program.** 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 and thereafter.

**Current Volume:** Less than one cubic foot.

**Estimate of Annual Accumulation:** Less than one cubic foot.

**DISPOSITION: PERMANENT**

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

**NOTE:** All transfers of documentation will conform to the requirements in 36 CFR 1228.