

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0081-2012-0001

## Request for Records Disposition Authority

Records Schedule Number      DAA-0081-2012-0001  
Schedule Status                Returned Without Action

Agency or Establishment        International Trade Commission  
Record Group / Scheduling Group   Records of the U.S. International Trade Commission  
Records Schedule applies to     Major Subdivision  
Major Subdivision                Office of External Relations  
Schedule Subject                Correspondence with Members of Congress:  
Internal agency concurrences will be provided      No

Background information        Request for Records Disposition Authority  
   United States International Trade Commission  
   Revision of NC1-81-78-01(as revised by NC1-081-83-01 ,  
   N1-081-89-001, and N1-81-97-1)

### Item E (5)

#### E. Records of the Office of External Relations

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#### 5. Correspondence with Members of Congress:

Arranged by Congressional house and there under alphabetically by name. Copies of incoming and outgoing correspondence relating to specific studies, internal organization, and general policies of the Commission: Approximately 75% of the letters are routine referrals from Congress.

- Destroy two years after departure of the Member from Congress.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

### GAO Approval

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Request for Records Disposition Authority

Records Schedule: **DAA-0081-2012-0001**

## Outline of Records Schedule Items for DAA-0081-2012-0001

Sequence Number
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1
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Item E (5) E. Records of the Office of External Relations Disposition Authority Number: DAA-0081-2012-0001-0001
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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0081-2012-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Item E (5) E. Records of the Office of External Relations</b></p> <p>Disposition Authority Number      <b>DAA-0081-2012-0001-0001</b></p> <p><b>5. Correspondence with Members of Congress: Arranged by Congressional house and there under alphabetically by name. Copies of incoming and outgoing correspondence relating to specific studies, internal organization, and general policies of the Commission: Approximately 75% of the letters are routine referrals from Congress. • Destroy two years after departure of the Member from Congress.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Withdrawn</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Destroy two years after departure of the Member from Congress.</b></p> <p>Retention Period                         <b>Destroy two years after departure of the Member from Congress.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>

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## 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 for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
09/28/2012	Return to Submitter	Andreas Smith.	Management and Program Analyst, Records Officer	OCIO - Records Management
09/28/2012	Certify	Andreas Smith	Management and Program Analyst, Records Officer	OCIO - Records Management
08/10/2016	Return Without Action	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services

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