

Request for Records Disposition Authority

Records Schedule Number DAA-0081-2018-0001
Schedule Status Approved

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 the General Counsel
Schedule Subject Records of the USITC Office of the General Counsel- Records of Statutory Gift Acceptance
Internal agency concurrences will be provided No

Background Information

The U.S. International Trade Commission (USITC or the Commission) is an independent, quasi-judicial Federal agency established by Congress with a wide range of trade-related mandates. The USITC's mission is threefold: to administer U.S. trade remedy laws in a fair and objective manner; to provide the President, the U.S. Trade Representative (USTR), and Congress with independent, quality analysis, information, and support on matters of tariffs and international trade and competitiveness; and to maintain the Harmonized Tariff Schedule (HTS) of the United States. In doing so, the USITC serves the public by implementing U.S. law and contributing to the development and implementation of sound and informed U.S. trade policy.

The mission of the Office of the General Counsel (OGC) is to provide legal advice and guidance to the USITC and its staff. The General Counsel serves as the USITC's chief legal advisor. The General Counsel and the staff attorneys in the office provide legal advice and support to the Commissioners and USITC staff on investigations and research studies, prepare briefs and represent the USITC in court and before dispute resolution panels and administrative tribunals, and provide assistance and advice on general administrative matters, including personnel, labor relations, and contract issues.

This records schedule covers the recordkeeping copy of information created, maintained, and retained by the USITC/OGC. This schedule covers paper and electronic records in the OGC for past and current programs. This schedule authorizes the disposition of the recordkeeping copy in any media (media neutral), to enable USITC/OGC to manage records based on information content and not format.

Item Count

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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

GAO Approval

Outline of Records Schedule Items for DAA-0081-2018-0001

| Sequence Number | |
|-----------------|--|
| 1 | Records for statutory gift acceptance pursuant to 19 U.S.C. 1331(a)(1)(B) Disposition Authority Number: DAA-0081-2018-0001-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p data-bbox="357 414 1479 457">Records for statutory gift acceptance pursuant to 19 U.S.C. 1331(a)(1)(B)</p> <p data-bbox="357 468 1479 510">Disposition Authority Number DAA-0081-2018-0001-0001</p> <p data-bbox="357 521 1479 606">Documentation including forms submitted for gift acceptance approval and supporting documentation.</p> <p data-bbox="357 617 1479 659">Final Disposition Temporary</p> <p data-bbox="357 670 1479 712">Item Status Active</p> <p data-bbox="357 723 1479 766">Is this item media neutral? Yes</p> <p data-bbox="357 776 1479 904">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="357 925 1479 968">Disposition Instruction</p> <p data-bbox="357 978 1479 1181">Cutoff Instruction Cut off after the final action by the Chairman of the Commission, the Designated Agency Ethics Official, or the Alternate Designated Agency Ethics Official (i.e., authorization or non-authorization of a written request for such gift acceptance).</p> <p data-bbox="357 1191 1479 1340">Retention Period Destroy 3 years after cutoff. Longer retention is authorized if the Office of the General Counsel determines the records are required for reference or other business use.</p> <p data-bbox="357 1361 1479 1404">Additional Information</p> <p data-bbox="357 1415 1479 1472">GAO Approval Not Required</p> |

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 |
|------------|------------------------|------------------|---|--|
| 02/15/2018 | Certify | Gino Ables | Agency Records Officer | OCIO - Data Management Division |
| 05/15/2018 | Submit for Concurrence | Valerie Terray | Archives Specialist | National Archives and Records Administration - Records Management Services |
| 05/15/2018 | Concur | Kate Flaherty | Appraiser | National Archives and Records Administration - ACRA |
| 05/16/2018 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 05/21/2018 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |