REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

1. FROM (Agency or establishment)
   U.S. International Trade Commission

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
   Kristin F. Krake  
   202-205-2744

5. TELEPHONE

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 for disposal 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,

   ☐ is not required;  ☐ is attached; or  ☐ has been requested.

7. Item No.  
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   Electronic Document Imaging System II (EDIS II) is an Electronic information system that maintains the U.S. International Trade Commission's official docket case files in a centralized electronic document repository. The ITC will no longer maintain paper-based docket records because the electronic documents in EDIS II will become the official records of the agency.

   The attached proposed changes to the agency records schedule reflect the change from paper-based to electronic records. The description of the case files has been updated.

   A change to our schedule item A (3) Action Jackets is also being submitted to reflect the fact that some Action Jackets obtain Commission approval for the publication on notices of proposed, final and interim rulemaking. We are also moving this series under the Office of the Secretary.

9. GRS OR SUPERSEDED JOB CITATION

   NCI-81-83-1 Item 11(a)
   NI-81-89-1 Item 1

10. ACTION TAKEN
    INACTIVE
### B. RECORDS OF THE OFFICE OF THE SECRETARY

#### Description of Records

<table>
<thead>
<tr>
<th>Import Injury Investigation Case Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Reports, notices, transcripts, briefs, questionnaires and other related documents relating to Commission antidumping, countervailing, and review investigations under title VII of the Tariff Act of 1930; safeguard and market disruption investigations under sec. 204, 406, 421, and 422 of the Trade Act of 1974; investigations under section 302 of the NAFTA Implementation Act of 1994; investigations under Sec. 22 of the Agricultural Adjustment Act.</td>
</tr>
</tbody>
</table>

#### Authorized Disposition

<table>
<thead>
<tr>
<th>Cases with no outstanding order:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Electronic records EDIS II</td>
</tr>
<tr>
<td>Temporary. Cut off at close of case. Destroy when 20 years old.</td>
</tr>
</tbody>
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</tr>
<tr>
<td>Temporary. Cut off at close of case. Destroy at the expiration of the order or when 20 years old, whichever is longer.</td>
</tr>
<tr>
<td>(b) Paper records created after 1995 used as the source to create EDIS II electronic record</td>
</tr>
<tr>
<td>Temporary. Destroy 90 days after creation and verification of EDIS II electronic record.</td>
</tr>
</tbody>
</table>
2. **Research Program Case Files**

   a. Reports, notices, transcripts, briefs, blank questionnaires and other related documents relating to the Commission's analysis of trade, competitiveness and probable economic effects issues under section 337 of the Tariff Act of 1930 and section 131 of the Trade Act of 1974.

   **Superseded by:**
   
   INACTIVE - ALL ITEMS SUPERSEDED

   **DATE (MM/DD/YYYY):** 01/23/2018

   **Temporarily:** Cut off at close of case. Destroy when 20 years old.

   **Superseded by:**
   
   **DATE (MM/DD/YYYY):** 01/23/2018

   **(1) Electronic records EDIS II**

   **Temporarily:** Cut off at close of case. Destroy when 20 years old.

   **Superseded by:**
   
   **DATE (MM/DD/YYYY):** 05/31/2017

   **(2) Paper records created after 1995**

   **Temporarily:** Destroy 90 days after creation and verification of electronic record.

   **Superseded by:**
   
   **DATE (MM/DD/YYYY):** 05/31/2017

   **Cases with no exclusion order or patent related exclusion:**

   **(a) Electronic records EDIS II**

   **Temporarily:** Cut off at close of case. Destroy when 20 years old.

   **Superseded by:**
   
   **DATE (MM/DD/YYYY):** 05/31/2017

   **(b) Paper records created after 1995**

   **Temporarily:** Destroy 90 days after creation and verification of EDIS II electronic record.

   **Superseded by:**
   
   **DATE (MM/DD/YYYY):** 05/31/2017

   **Cases with outstanding exclusion orders:**

   **(a) Electronic records EDIS II**

   **Temporarily:** Destroy at the expiration of the exclusion order or when 20 years old, whichever is longer.

   **Superseded by:**
   
   **DATE (MM/DD/YYYY):** 05/31/2017

   **(b) Paper records created after 1995**

   **Temporarily:** Destroy 90 days after creation and verification of EDIS II electronic record.

   **INACTIVE - ALL ITEMS SUPERSEDED**
Action Jackets

Formal documents seeking the approval of each Commissioner for proposed agency actions. An action jacket includes a vote sheet recording the vote of each Commissioner; a summary cover sheet; a draft notice, order, letter, and/or other proposed action; and normally a memorandum from a staff office explaining a recommended action. Action jackets relate to all phases of the work of the Commission. The staff office initiating the action-jacket retains the original of each action jacket, and the Office of the Secretary retains a copy and records the final action itself in the Commission’s minutes. Arranged chronologically and by investigation or other matter.

Superseded by:  
DAA-0081-2017-0003-0004  
DATE (MM/DD/YYYY): 01/23/2018

PERMANENT. Offer to NARA when 20 years old.

Action jackets relating to rulemaking. These include action jackets that obtain Commission approval for the publication of notices of proposed, final, and interim rulemaking.

Superseded by:  
DAA-0081-2017-0003-0005  
DATE (MM/DD/YYYY): 01/23/2018

Other action jackets. Destroy when 20 years old.