

# Request for Record Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To National Archives and Records Administration (NIR)  
Washington, DC 20408

1 From (Agency or establishment)

United States International Trade Commission

2 Major Subdivision

Office of the Chief Information Officer

3 Minor Subdivision

Records Management Program

4 Name of Person with whom to confer

Mark Johnson, Program Manager

5 Telephone (include area code)

(202) 205-2130

Record Number

NC1-81-10-1

Date Received

6/6/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

22 March 11

Archivist of the United States

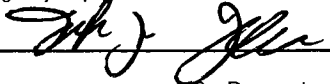


**6 Agency Certification**

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 1+3 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       has been requested

Signature of Agency Representative



Title

Records Management Program Manager

Date (mm/dd/yyyy)

5/10/2010

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
H	Revision of  Item H of the USITC schedule NC1-81-78-1 ( as revised by NC1-81-83-1, N-81-89-1, and N1-81-97-1, and N1-081-06-1) should be revised to read as follow see attachement (3 pages)	NC1-81-78-1 NC1-81-83-1 N-81-89-1 N1-81-97-1 N1-081-06-1	



**United States International Trade Commission**  
**Records Disposition Schedule**  
(Request for Records Disposition Authority)

**H. Office of Inspector General**

**1. Investigative Files**

Investigative files constitute the written agency record of investigative cases, including investigative reports and such related documents as correspondence and attachments. The files are classified according to historical value.

- (a) Investigative files with significant historical value, including cases that
- May attract public interest and/or substantial national or regional media attention,
  - Result in a congressional investigation;
  - May involve Commissioners,
  - Result in substantive changes in ITC policies and procedures, or
  - Result in a criminal conviction, civil remedy, or administrative action.

**Permanent. Cut off at end of fiscal year in which case is closed and revise case number to indicate permanent file with “(P)” at end. Retain in OIG for five (5) years, then transfer to Records Storage Center (RSC). Transfer to NARA ten (10) years after cut off. ~~Paper records may be destroyed after creation and verification of electronic record.~~ *Yes with ARO CONCURRENCE***

- (b) Investigative files without significant historical value.

**Temporary. Cut off at end of fiscal year in which case is closed and revise case number to indicate temporary file with “(T)” at end. Retain in OIG for three (3) years, then transfer to Records Storage Center (RSC). Destroy eight (8) years after cut off. ~~Paper records may be destroyed after creation and verification of electronic record.~~ *Yes with ARO CONCURRENCE***

## 2. Audit and Inspection Files

These include files produced during audits, inspections, and other reviews that assist management in identifying, analyzing and resolving program and organizational issues

(a) Final reports, audit resolution files, and other documents (exclusive of work papers) with significant historical value, including documents that:

- Attract substantial national or regional media attention,
- Result in a congressional investigation; or
- Result in substantive changes in ITC policies and procedures

**Permanent. Cut off at end of fiscal year in which file is closed and revise corresponding file number to indicate permanent file with “(P)” at end. Retain in OIG for five (5) years, then transfer to Records Storage Center (RSC). Transfer to NARA ten (10) years after cut off. ~~Paper records may be destroyed after creation and verification of electronic record.~~**

*with ARO CONCURRENCE*

(b) Final reports, audit resolution files, and other documents without significant historical value, and all work papers

**Temporary. Cut off at end of fiscal year in which file is closed and revise file number to indicate temporary file with “(T)” at end. Retain in OIG for five (5) years, then transfer to Records Storage Center (RSC). Destroy eight (8) years after cut off. ~~Paper records may be destroyed after creation and verification of electronic record.~~**

*with ARO CONCURRENCE*

## 3. Policy and Procedure Files

These include all records that define or document the policies and procedures established for planning, directing, controlling, performing, and assessing OIG functions, including operations manuals, OIG policy bulletins, and standard operating procedures.

(a) Final policies and procedures.

**Permanent. Cut off when superseded or obsolete and revise file name to indicate permanent file with “(P)” at end. Retain in OIG for five (5) years, then transfer to RSC. Transfer to NARA ten (10) years after cut off. ~~Paper records may be destroyed after creation and verification of electronic record.~~**

*with ARO CONCURRENCE*

(b) Work papers and background materials.

**Temporary. Cut off at end of fiscal year in which file is closed and revise file number to indicate temporary file with “(T)” at end. Retain in OIG for five (5) years, then transfer to Records Storage Center (RSC). Destroy eight (8) years after cut off. ~~Paper records may be destroyed after creation and verification of electronic record.~~**

*with ARO CONCURRENCE*

#### 4. All Remaining Documents and Files

This section covers all documents and files generated by OIG that are not addressed in the preceding sections.

(a) Peer Reviews.

Peer review files document the conduct of peer reviews either of investigation units in other IG offices by USITC-OIG, or of the USITC-OIG's Investigations Office by another OIG

(b) Semiannual reports, management challenges reports, strategic plans, performance plans, performance reports, and related correspondence with significant historical value, including documents that.

- Attract substantial national or regional media attention, file name to indicate
- Result in a congressional investigation or
- Result in substantive changes in ITC policies and procedures

**Permanent. Cut off files at end of fiscal year in which file is closed and revise; permanent file with "(P)" at end. Retain in OIG for five (5) years, then transfer to RSC. Transfer to NARA ten (10) years after cut off. ~~Paper records may be destroyed after creation and verification of electronic record.~~** JTS with ARO CONCURRENCE

(c) Administrative documents, correspondence, and files not addressed in preceding sections

**Temporary. Cut off at end of fiscal year in which file is closed and revise file number to indicate temporary file with "(T)" at end. Retain in OIG for five (5) years, then transfer to Records Storage Center (RSC). Destroy eight (8) years after cut off. ~~Paper records may be destroyed after creation and verification of electronic record.~~** JTS with ARO CONCURRENCE