



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <b>N1-081-88-1</b>	DATE RECEIVED <b>2-22-88</b>
1. FROM (Agency or establishment) <b>U.S. International Trade Commission</b>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <b>Office of Industries</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION <b>Energy and Chemicals Div.</b>		DATE <b>2/28/88</b>	ARCHIVIST OF THE UNITED STATES 
4. NAME OF PERSON WITH WHOM TO CONFER <b>James Emanuel</b>	5. TELEPHONE EXT. <b>252-1367</b>		
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE	
6/3/88	 Charles Sole	Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
A5.	<p>Item A5 of the USITC schedule NCI-81-78-1 should be revised to read as follows:</p> <p><u>Report Working Papers.</u> Draft and final versions or reports, memoranda, tabulations, notes, questionnaires, and other background materials used in the preparation of various recurring reports published by the Commission. This item excludes background and working papers created in the production of investigative reports which are described in Item A6 below.</p> <p>a. Confidential business information on U.S. production and sales of synthetic organic chemicals (SOC) received from U.S. producers in the conduct of Investigation No. 332-135. These data include the original USITC questionnaires (in whatever form) as returned by U.S. producers as well as electronic files, photographic or microfilm records, and computer printouts and other working papers generated in the preparation of the annual and quarterly SOC reports.</p> <p>1) Original SOC questionnaires: DESTROY when 3 years old.</p> <p>2) All other SOC records: DESTROY 5 years after publication of the report.</p> <p>b. Working papers for all other reports: DESTROY 1 year after publication of the report.</p>		

*Copies sent to agency  
JME  
hns*

*6/24/88*