INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-081-00-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014
REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

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

2 MAJOR SUBDIVISION
Office of Information Services

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Kristin F Krake

5 TELEPHONE
202-205-2744

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 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, or ☐ has been requested

DATE 3/9/00

SIGNATURE OF AGENCY REPRESENTATIVE

Records Management Officer

7 Item No

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
See Attached

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN

NOV 30 2000

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV 3-91)

Prescribed by NARA 36 CFR 1228
A  General Records

Administrative records commonly found throughout the Commission

1  Electronic copies created on word processing systems or e-mail for series covered by Disposition Job NC1-81-78-1, A/1 through A/6

   (a) Copies that have no further administrative value after the recordkeeping copy is made

       Destroy/delete after recordkeeping copy has been produced

   (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

       Destroy/delete when dissemination, revision, or updating is complete

B  Records of the Office of the Secretary

1  Electronic copies created on electronic mail and word processing systems for all series covered by Disposition Job NC1-81-78-1, items B/7, B/9, B/10, and B/12, N1-81-89-1, item 1, and N1-81-97-1, item 1 Items B/8 and B/9 have been moved to the Office of Executive Relations

   (a).  Copies that have no further administrative value after the recordkeeping copy is made

       Destroy/delete after recordkeeping copy has been produced

   (b).  Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

       Destroy/delete when dissemination, revision, or updating is complete

C  Records of the Office of the General Counsel

1  Electronic copies created on electronic mail and word processing systems for all series covered by Disposition Job NC1-81-78-1, items G/15 through G/16  Item G/17 has no electronic file
(a) Copies that have no further administrative value after the recordkeeping
copy is made

Destroy/delete after recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in
addition to the recordkeeping copy

Destroy/delete when dissemination, revision, or updating is complete

D  Records of the Office of Unfair Import Investigations

1  Electronic copies created on electronic mail and word processing systems for all
series covered by Disposition Job NC1-81-78-1, item D/18

(a) Copies that have no further administrative value after the recordkeeping
copy is made

Destroy/delete after recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in
addition to the recordkeeping copy

Destroy/delete when dissemination, revision, or updating is complete

E  Records of the Office of External Relations. The operations of the former Office of
Executive and International Liaison, Office of Congressional Liaison, and Public Affairs
have been combined into this one office

1  Electronic copies created on electronic mail and word processing systems for all
series covered by Disposition Job NC1-81-78-1, items B/7, B/8, E/19, E/20, and
F/21 through F/24

(a). Copies that have no further administrative value after the recordkeeping
copy is made

Destroy/delete after recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in
addition to the recordkeeping copy

Destroy/delete when dissemination, revision, or updating is complete
F. Records of the Office of Administration

1 Electronic copies created on electronic mail and word processing systems for all series covered by Disposition Job NC1-81-78-1, items G/25 through G/28

(a) Copies that have no further administrative value after the recordkeeping copy is made

Destroy/delete after recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Destroy/delete when dissemination, revision, or updating is complete

G Records of the Office of Industries

1 Electronic copies created on electronic mail and word processing systems for all series covered by Disposition Job NC1-81-78-1, item H/29

(a). Copies that have no further administrative value after the recordkeeping copy is made

Destroy/delete after recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Destroy/delete when dissemination, revision, or updating is complete.