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REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N9-081-00-01	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED MAR 17 2000	
1 FROM (Agency or establishment) U S International Trade Commission		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
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	DATE 10-4-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 3/9/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kristin F. Krake</i>		TITLE Records Management Officer
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attached		

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.