

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 81 78 117	
DATE RECEIVED 31 MAY 1978	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>6-6-78</i> Date	<i>James B. Rhoads</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
United States International Trade Commission

2 MAJOR SUBDIVISION
Office of Administration

3 MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Ms. Kris Krake

5. TEL EXT
523-0187

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 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James M. ...</i>	E. TITLE Chairman
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The attached comprehensive records control schedule provides disposition authority for all program records created by the United States International Trade Commission. USITC records are listed under the following headings:</p> <ul style="list-style-type: none"> A. General Records B. Office of the Secretary C. Office of the General Counsel D. Office of Legal Services E. Office of Executive Liaison and Special Advisor for Trade Agreements F. Office of Congressional Liaison G. Office of Administration H. Office of Industries <p>This certifies that the records described in items 10 and 11 of the attached schedule shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver original microfilm plus one positive copy of each microfilm which is a diazo microfilm copy shall be offered to the Office of the National Archives (NN), National Archives and Records Service, General Services Administration, Washington, D. C. 20408.</p> <p><i>Sent with change made with agency concurrence. See items 10+11. JFB 6/1/78</i></p>		

1157-107

Sent to agency, NCW, NMF, 40 items, NNB & NNV

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

6/5/78

United States International Trade Commission
Records Disposal Schedule

A. General Records

The following records series are commonly found throughout the Commission. The disposition instructions apply to all such files wherever located unless otherwise noted in subsequent portions of this schedule.

1. Chronological, Reading, or Day Files.

Carbon or electrostatic copies of correspondence and internal memoranda prepared for the signature of the division's chief executive officer.

Destroy when 3 years old.

2. Administrative Reference Files.

Arranged alphabetically by subject. Information copies of correspondence, internal memoranda, published reports, special studies, and other documents concerning both administrative and program procedures. The records may originate with any division within the Commission.

Destroy when 5 years old.

3. Action Jackets

Memoranda prepared throughout the Commission and submitted to each Commissioner for approval. Action jackets relate to all phases of the work of the Commission. Included are copies of ballots showing the vote of each Commissioner. The original remains with the program office initiating the request. Copies of jackets actually submitted to the Commission for balloting are filed with the Office of the Secretary. The final action itself is recorded in the Commission's minutes.

Transfer to FRC when 3 years old. Destroy when 5 years old.

4. Routine Correspondence

Original incoming and copies of outgoing correspondence concerning routine, unofficial matters. Most letters received are requests for information from the general public. Other letters are received from representatives of private industry and provide background information.

Destroy when 3 years old.

5. Report Working Papers.

Draft and final versions of reports, memoranda, tabulations, notes, 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 6 below.

Destroy 1 year after publication of report.

6. Investigation Files.

Arranged by type of investigation. General working files as well as copies of documents found in the official dockets maintained by the Office of the Secretary. Included are questionnaires and drafts of investigation reports. These background materials are maintained primarily for convenient reference.

Destroy 3 years after close of case file.

B. Records of the Office of the Secretary

7. Publications

Arranged by type of publication. One record copy of each publication produced by the Commission excluding investigation reports found in the official docket files. Included are special studies reports, reports sent to Congress such as the East-West Trade Report, and other periodic publications such as the Report on Operation of the Trade Agreement Program.

PERMANENT. Offer to NARS when 10 years old.

8. Press Releases.

Arranged chronologically. One record copy of each press release issued by the Commission. The majority of these releases are duplicated in the docket files.

PERMANENT. Offer to NARS when 10 years old.

9. Photographs and Biographies of Commissioners.

Arranged alphabetically by Commissioner. Photographs, brief biographical summaries, copies of White House press releases announcing appointments, extracts from the Congressional Record reporting confirmation, and other similar materials.

PERMANENT. Offer to NARS 5 years after termination of the Commissioner.

10. Minutes of the Commission

Arranged chronologically. Formal summaries of official Commission meetings.

- .a. Minutes. (paper copies)
After Microfilming, destroy when no longer needed for administrative purposes.

- b. Microfiche copies of minutes.

PERMANENT. Offer to NARS ~~when minutes are 5 years old.~~ *following verification of film copy.*

11. Official Docket Case Files.

Arranged by applicable trade act section and thereunder chronologically. Reports, decisions, opinions, records of proceedings, memoranda, press releases, collected data, analyses, findings, recommendations, and related papers.

- a. Docket case files (paper copies)

Transfer to FRC when 10 years old. Destroy when 25 years old, assuming microfilm has been prepared.

- b. Microfiche copies of docket case files.

PERMANENT. Offer to NARS ~~when case files are 25 years old.~~ *following verification of film copies.*

12. Central Administrative Files.

Arranged alphabetically by subject and thereunder numerically by subtopic. Correspondence, internal memoranda, reports, and publications documenting all phases of the work of the Commission. Both substantive procedural and routine administrative records are found in these files. Prior to the offer of (a) below, the files will be screened to remove records described under (b).

- a. Procedural and policy documents. Major file headings include (but are not limited to): Administration; Investigations and Studies; Management; Organization; and Tariffs and Trade.

PERMANENT. Offer to NARS when 20 years old.

- b. Routine administrative and housekeeping records, duplicate copies, issuances from other agencies, and similar temporary materials. Major file headings include (but are not limited to): Facilities; Financial Management; Personnel; Security; and Training.

Destroy in accordance with the General Records Schedules.

C. Records of the Office of the General Counsel

13. Legislative History Files.

Copies of Congressional hearings, proposed legislation, final version of bills, transmittal letters, extracts from the Congressional Record, memoranda, and other materials concerning legislation of interest to the Commission.

Transfer to FRC when 5 years old. Destroy when 25 years old.

14. Litigation Case Files.

Copies of legal documents such as motions, brief, court opinions and orders, and other records concerning suits brought against the Commission.

Transfer to FRC when 5 years old. Destroy when 20 years old.

15. Non-Litigation Case Files.

Copies of complaints, legal documents such as motions, answers, briefs, submissions, hearings, memoranda, and other materials constituting the official advisory attorney files of the General Counsel's office related to investigations pursuant to Sections 603 and 337 of the Federal Trade Act of 1974 and informal investigation's in the Section 337 area of the same act.

Transfer to FRC when 5 years old. Destroy when 20 years old.

16. General Counsel Memoranda.

Arranged by subject. Copies of all substantive opinions prepared by the General Counsel's office for the Commission concerning both administrative and program matters. This series does not include legislative memoranda, but does include opinions concerning litigation.

PERMANENT. Offer to NARS when 25 years old.

17. Index to General Counsel Memoranda.

Arranged alphabetically by subject on 3 x 5 index cards.

PERMANENT. Offer to NARS when 25 years old.

D Records of the Office of Legal Services.

18. Informal Investigation Files.

Copies of correspondence, internal memoranda, data, legal documents including complaints, motions, briefs, court opinions and orders, and other records related to informal investigations pursuant to Sections 603 and 337 of the Trade Act of 1974.

Transfer to FRC when 3 years old. Destroy when 20 years old.

E. Records of the Office of Executive Liaison and Special Advisor for Trade Agreements.

19. Information Files

Copies of published reports, news releases, memoranda, correspondence, minutes, and other background materials used for general reference.

a. Commodity Files.

Transfer to FRC when 5 years old. Destroy when 10 years old.

b. Country Files.

Transfer to FRC when 10 years old. Destroy when 15 years old.

c. International Organization Files mainly concerning the United Nations Conference on Trade Developments.

Transfer to FRC when 5 years old. Destroy when 10 years old.

d. GATT (General Agreements on Tariffs and Trade) Files.

(1) Numbered GATT Documents.

Destroy upon receipt of microform copies.

(2) Microform copies of GATT documents.

Destroy when 20 years old.

(3) GA1. topical records concerning specific negotiations.

Transfer to FRC when 10 years old. Destroy when 20 years
old.

- e. Records concerning the Generalized System of Preferences. This program was established by the Trade Act of 1974 and allows the President to admit imports from developing countries duty free.

Transfer to FRC when 5 years old. Destroy when 10 years old.

f. Investigation Case Files.

- (1) Copies of documents found in the Secretary's official docket file.

Destroy 1 year after close of investigation.

- (2) Documents concerning interagency agreements relating to investigations.

Transfer to FRC when 5 years old. Destroy when 10 years old.

20. State Department Messages.

Telegrams and airgrams routed from the State Department to the Commission.

Destroy when 3 years old.

F. Records of the Office of Congressional Liaison.

21. Correspondence with Members of Congress.

Arranged by Congressional house and thereunder alphabetically by name. Copies of incoming and outgoing correspondence relating to specific studies, internal organization, and general policies of the Commission. Approximately 75% of the letters are routine referrals from Congress.

Destroy when 5 years old.

22. Correspondence with Federal Agencies.

Arranged alphabetically by agency. Copies of incoming and outgoing correspondence documenting the relationship between the Commission and other Federal agencies such as the Office of Management and Budget, Customs Service, Department of Treasury, and the General Accounting Office. Original incoming letters are retained by the office which prepares the response.

Destroy when 5 years old.

23. Weekly Reports on Congressional Activities

Brief summaries of Congressional activities of interest to the Commission based on information found in the Congressional Record. The reports are circulated to all Commissioners and senior Commission staff members.

Destroy when 1 year old.

24. Mailings to Congress on Investigations.

One reference copy of correspondence distributed to a wide number of members of Congress concerning specific current investigations.

Destroy when 3 years old.

G. Records of the Office of Administration.

25. Administrative Orders.

Arranged chronologically. These directives originate in the Chairperson's office but are numbered and controlled in the Office of Administration. Administrative Orders announce changes in Commission policy.

PERMANENT. Offer to NARS when 5 years old.

26. Administrative Procedures.

Arranged chronologically. These directives interpret and expand upon the Chairperson's administrative orders and are also numbered and controlled in the Office of Administration.

PERMANENT. Offer to NARS when 5 years old.

27. Administrative Notices.

Arranged chronologically. Routine notices originating in any of the Commission's offices concerning subjects such as fire drills, personnel, and other administrative matters.

Destroy when 3 years old.

28. Budget Estimates and Justifications.

Arranged chronologically. Formal narrative and statistical statements concerning the Commission's budget and submitted to Congress and the Office of Management and Budget.

PERMANENT. Offer to NARS when 5 years old.

H. Records of the Office of Industries.

29. Commodity Files.

Background papers concerning specific commodities used by Office of Industry analysts for reference. The files consist of information copies of published and unpublished materials.

Transfer to FRC when 5 years old. Destroy when 15 years old.