

12 Feb 82 RA

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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 Kris Krake

5. TEL EXT 523-0108

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK DATE RECEIVED February 12, 1982 JOB NO NC1-81-82-1 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amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10 WITHDRAWN (Date) Archivist of the United States

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

2-4-82 [Signature] Date (Signature of Agency Representative)

Director, Office of Administration (Title)

Table with 4 columns: 7. ITEM NO, 8. DESCRIPTION OF ITEM, 9. SAMPLE OR JOB NO, 10. ACTION TAKEN. Row 1: 11 a, Docketed case files (paper copies) Transfer to FRC when 5 years old. Destroy when 25 years old assuming microfilm has been prepared. Our original record disposition schedule requires the agency to hold these paper copies for 10 years before transferring to FRC. However, microfiching is completed on the five year old documents and the agency's investigative case load has grown to the extent that we do not have sufficient storage to keep 10 years worth of paper copies any longer. Therefore we are requesting approval of this shorter time frame. NC 1-81-78-1 WITHDRAWN

Closed Out: 5-24-82: [Signature]