


REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-81-83-1	
DATE RECEIVED 9-7-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-20-83 <i>Date</i>	 <i>Archivist of the United States</i>

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

1 FROM (AGENCY OR ESTABLISHMENT)
U.S. International Trade Commission

2 MAJOR SUBDIVISION
Office of Administration

3 MINOR SUBDIVISION
Administrative Services Division

4 NAME OF PERSON WITH WHOM TO CONFER
Kristin Krake


5. TEL EXT
523-0108

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.

A Request for immediate disposal.

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

C DATE 8/29/83	D SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE Director, Office of Administration
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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
11 a	Docketed case files (paper copies) Destroy paper copies after microfilm has been verified Our original record disposition schedule requires the agency to hold these paper copies for 10 years before transferring to FRC. However, microfiching has been completed and verified on most of these case files and the agency's investigative case load has increased to the extent that we do not have sufficient storage to keep the paper copies any longer.	NC-1-81-78-1	1 item