REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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.

8/29/83  

E. TITLE
Director, Office of Administration

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

11 a Docketed case files (paper copies)

9. SAMPLE OR JOB NO
   NC-1-81-78-1

10. ACTION TAKEN

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.