

ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.


INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent

(T) Temporary


ITEM	STATUS	WHY INACTIVE
1	P (Active)	
2	P (Active)	
3	T (Active)	
4	T (Inactive)	by N1-151-92-001, item 4
5	n/a	crossed out
6	n/a	crossed out
7	n/a	crossed out
8	n/a	crossed out
9	T (Active)	
10	n/a	crossed out
11	n/a	crossed out
12	n/a	crossed out
13	n/a	crossed out
14	n/a	crossed out
15	n/a	crossed out
16	n/a	crossed out
17	n/a	crossed out
18	n/a	crossed out
19	n/a	crossed out
20	n/a	crossed out
21	n/a	crossed out
22	n/a	crossed out
23	n/a	crossed out
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31	n/a	crossed out
32	n/a	crossed out
33	n/a	crossed out
34	n/a	crossed out
35	n/a	crossed out
36	T (Active)	
37	n/a	crossed out
38	n/a	crossed out
39	n/a	crossed out
40	n/a	crossed out
41	T (Active)	
42 / a	n/a	non-record
42 / b / 1	n/a	filing instruction
42 / b / 2	n/a	non-record
42 / c	n/a	DAA-GRS-2013-006-008 (GRS 3.2, 0510)

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-157-89-2	DATE RECEIVED 7-26-89
1 FROM (Agency or establishment) U.S. Department of Commerce		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION International Trade Administration		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Tami S. Ambrose	5 TELEPHONE EXT 377-3031	DATE 8/29/90	ARCHIVIST OF THE UNITED STATES 
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 11 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE 7/17/89	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE ITA Records Management Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>DEPUTY ASSISTANT SECRETARY</p> <p>FOR TEXTILES AND APPAREL</p> <p>The Deputy Assistant Secretary (DAS) for Textiles and Apparel (OTEXA) directs the development of the Department's position on international textile agreements and on relations with the domestic textile and apparel industries; participates in the negotiation of international textile agreements; oversees studies and analyses of domestic and foreign fiber, textile, and apparel industries; coordinates interagency relations, legislative comment, and liaison with industry, trade groups, and foreign government officials; oversees efforts to improve U.S. textile industry productivity and the promotion of export expansion activities; and chairs the Committee for the Implementation of Textile Agreements (CITA), Management Labor Textile Advisory Committee (MLTAC), the Importer's and Retailer's Textile Advisory Committee (IRTAC), and the Exporter's Textile Advisory Committee (ETAC).</p> <p>Continuation</p> <p><i>Copies sent to agency, NN-W, NNT 9/7/90</i></p>		

The Deputy Assistant Secretary for Textiles and Apparel was established by Organization and Function Order 41-5 (Amendment 8) and directs the Office of Textile and Apparel.

This DAS does not appear in any other records schedule assigned to the International Trade Administration.

Immediate Office of the Deputy Assistant Secretary (ODAS)

1. Deputy Assistant Secretary's Subject Correspondence File - incoming and outgoing correspondence, memoranda, reports, and studies generated or collected by the Deputy Assistant Secretary and his staff. These are arranged alphabetically by subject.

Among the subjects are Domestic Apparel Program, Industry Assessment, Legislation, Multi-Fiber Arrangement (MFA), New Round, President's Export Council, and Rules of Origin.

Permanent. Start a new file for each subject every calendar year. Transfer to WNRC when 1 year old. Transfer to the National Archives when 20 years old.

2. Deputy Assistant Secretary's Committee Files - the Deputy Assistant Secretary chairs various committees whose membership is comprised of textiles industry executives, labor officials and U.S. Government representatives. The membership meets to discuss and resolve domestic and international issues affecting the U.S. textiles industry. The committees include CITA, MLTAC, IRTAC, and ETAC, as cited above.

The records consist of agendas and minutes of meetings, general subject files and membership files. These are arranged by committee name and by appropriate subject heading, thereunder.

Permanent. Break file every 5 years. Transfer to WNRC 1 year later. Transfer to the National Archives when 20 years old.

3. Trade Issues File - contains case work on non-tariff barriers and other trade issues. This includes information on trade practices such as rules-of-origin, quotas, export financing issues, freight rates, and other issues. Strike Force and other task force assignments are also included.

Transfer to WNRC when 1 year old. Destroy when 12 years old.

4. Country File - contains airgrams and telegrams relating to textiles and textile products in 100 countries. The files are maintained alphabetically by name of country.

Destroy in office space when 2 years old.

NC1-151-77-1-1430

Immediate Office of the Director, Office of Textiles and Apparel

5. Office Director's Program Subject File - documents relating to the Office's policy formulation and management activities. Arranged alphabetically by subject, these pertain to such matters as Textile Imports, Customs, Cotton Textile Finishing Industry, Kennedy Round, Cotton, and Secretarial Briefings.

Permanent. Segregate active files from inactive files every 5 years. Transfer to WNRC when 1 year old. Transfer to the National Archives when 20 years old.

NC1-151-77-1-1427

Records Relating to International Agreements and Monitoring;
Agreements Division and Trade Data Division

The Textiles and Apparel units responsible for these activities are the Agreements Division and the Trade Data Division and they provide administrative and technical support to implement existing bilateral textile agreements and to negotiate and consult with the U.S.'s major textile trading partners. They produce statistical compilations and maintain import and export classification procedures, and issue regular and special statistical trade reports.

6. Division Program Subject File - contains data relating to the management of the Division's programs. The papers pertain to such subjects as Federal Register Notices, Program Actions, Mens and Boys Wear, Type-Written Ribbon Cloth, and Gloves and Trade Committees. Arranged alphabetically by subject, the file primarily contains short-term working papers.

Segregate active subject files from inactive subject files annually. Destroy inactive subject files in office space when 2 years old.

NC1-151-77-1-1431

7. General Correspondence File - incoming and outgoing copies of memos and letters. The outgoing copy of staff correspondence is maintained in this file in date order.

Destroy when 4 years old.

NC1-151-77-1-1432

8. Statistical Group File - data concerning statistical methodology and Division programs, and quantitative and qualitative reports and commentaries on textile imports, exports and quotas. The files consist of reports issued by other agencies and the United Nations on import and exports, newspaper and magazine articles on textiles foreign trade, copies of bilateral agreements, charts and graphs, handbooks and procedures, correspondence and memos, airgrams and cablegrams.

Destroy in office space when no longer needed for reference.

NC1-151-77-1-1434

9. Monthly Performance Reports of Countries Under Restraints - reports produced by the Division presenting data on textile trade in such items as fabrics and apparel in term of class, units and conversion factor, original limit, adjustment, and imports for each of the countries in the bilateral agreements the Division administers.

Destroy in office space when no longer needed for reference.

~~Permanent. Transfer to WNRC when 5 years old. Transfer to the National Archives when 20 years old.~~

NC1-151-77-1-1435

1435

10. Analyst Workpaper File - workpapers and supporting data created and maintained by textile analysts in performing their duties. The file includes copies of agreements, press releases, newspaper and magazine articles, statistical and narrative reports, notes and worksheets, report drafts, and correspondence.

Destroy in office space when no longer needed for reference.

NC1-151-77-1-1436

11. Federal Register Notice File - papers relating to the development and implementation of quotas, textile agreements and visa arrangements. File contains such items as preparation requests, clearance sheets, signed copies of letter and Federal Register notices, transmittals to Federal Register, tearsheets from Federal Register, comment and response correspondence.

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

NC1-151-77-1-1438

NOTE: Machine Run paper records for TQ Reports have been replaced by microfiche records during calendar year 1988.

12. TQ 2196-Exports - U.S. exports of cotton manufacturers of domestic origin. Grouped by country of destination. Shows current month, current quarter, and cumulative quarterly data for quantity and value.

Destroy in office space when 2 years old.

NC1-151-77-1-1447

13. ~~TO 2409~~ - cotton, wool, and man-made fibers. Category code by TSUSA by ~~country~~ of origin. (Alternative unit of quantity) Shows calendar year, cumulative year-to-date, current month, and year ending with current month.

~~Destroy in office space when 2 years old.~~

NCl-151-77-1-1448

14. ~~TO 2491~~ - country of origin by category by Tariff Schedules of the U.S. Annotated (TSUSA) by date of export. Shows carrier, port of entry, block and file number. Also shows quantity and value. Produced monthly for internal use.

~~Destroy in office space when 2 years old.~~

NCl-151-77-1-1449

15. ~~TO 2492~~ - cotton, wool and man-made fiber manufacturers. Country of origin by category by date of export. Also quantity and value. Produced monthly for internal use.

~~Destroy in office space when 2 years old.~~

NCl-151-77-1-1450

16. ~~TO 2493~~ - cotton, wool and man-made fiber manufacturers. Country of origin by category by date of export. Also quantity and no value is shown. Produced monthly.

~~Destroy in office space after receipt and publication of current report.~~

NCl-151-77-1-1451

17. ~~TO 2496~~ - U.S. imports for cotton, wool and man-made fibers. Subgroups by country of origin. Shows quantity and value data for current month and cumulative quarterly. Formerly Report 2496 was for cotton only.

~~Destroy in office space when 2 years old.~~

NCl-151-77-1-1452

18. ~~TO 2510~~ - textile manufacturers other than cotton, wool and man-made fibers. Category and TSUSA commodity totals by country.

~~Destroy in office space upon receipt of report for current month.~~

NCl-151-77-1-1453

19. ~~TO 2709~~ - cotton only. Category by country of origin and TSUSA by country of origin.

~~Destroy in office space when 2 years old.~~

NCl-151-77-1-1454

20. ~~TO 2710~~ - cotton only. Country of origin by category.

~~Destroy in office space when 2 years old.~~

NCl-151-77-1-1455

21. ~~TO 2711~~ - cotton only. Totals by agreement category.

~~Destroy in office space when 2 years old.~~

NCl-151-77-1-1456

22. ~~TO 2712 - cotton only. Totals by country of origin.~~

~~Destroy in office space when 2 years old.~~

~~NC1-151-77-1-1457~~

23. ~~TO 2750 - value other than cotton (wool, man-made, etc.).
Category by TSUSA and by country of origin.~~

~~Destroy in office space when 2 years old.~~

~~NC1-151-77-1-1458~~

24. ~~TO 2751 - value other than cotton (wool, man-made, etc.).
Category by TSUSA and by country of origin.~~

~~Destroy in office space when 2 years old.~~

~~NC1-151-77-1-1459~~

25. ~~TO 2752 - value other than cotton (wool, man-made, etc.).
Category by TSUSA and by country of origin. Category totals.~~

~~Destroy in office space when 2 years old.~~

~~NC1-151-77-1-1460~~

26. ~~Published Report TO 2010-U.S. General Imports-Cotton
Manufacturers-Monthly and Five-Year History - data presented in six
sections: (1) Country of origin totals in equivalent square yards,
(2) Agreement categories - Quantity Totals, (3) Country of origin by
agreement category - Quantity Totals, (4) Agreement category by
country of origin and TSUSA number by country of origin - Quantity
Totals, (5) Country of origin by agreement category in category
units, and (6) Country of origin by agreement category in equivalent
square yards.~~

~~Permanent. Transfer to WNRC in 10-year blocks. Transfer to the
National Archives when 30 years old.~~

~~NC1-151-77-1-1461b~~

27. ~~TO 2210 - U.S. General Imports - Wool Manufacturers - Monthly
and Five-Year History - data presented in five sections: (1) Country
of origin totals in equivalent square yards, (2) Agreement Category -
Quantity Totals, (3) Agreement Category by country of origin, (4)
Country of origin by groupings of TSUSA numbers - Quantity Totals,
(5) Country of origin by Agreement Category in equivalent square
yards.~~

~~Permanent. Transfer to WNRC in 10-year blocks. Transfer to the
National Archives when 30 years old.~~

~~NC1-151-77-1-1462b~~

28. TO 2310 - U.S. General Imports - Man-Made Fibers and Manufacturers - Monthly and Five-Year History - data presented in six sections: (1) Country of origin totals in equivalent square yards, (2) Agreement categories - Quantity Totals, (3) Country of origin by agreement category - Quantity Totals, (4) Agreement category by groupings of TSUSA numbers and country totals in equivalent square yards, (5) Country of origin by Agreements Category in Category Units, and (6) Country of origin by groupings of TSUSA numbers in equivalent square yards.

Permanent. Transfer to WNRC in 10-year blocks. Transfer to the National Archives when 30 years old.

NC1-151-77-1-1463b

29. TO 2493 - U.S. General Imports - Cotton, Wool and Man-Made Fiber Manufacturers - Monthly - data presented by ICTA Category or Grouping Code by Date of Exportation. Quantity totals in category or grouping units and country totals in equivalent square yards.

Permanent. Transfer to WNRC in 10-year blocks. Transfer to the National Archives when 30 years old.

NC1-151-77-1-1464

30. TO 2510 - U.S. General Imports - Cotton, Wool and Man-Made Fiber Manufacturers - Semi-Annual - data presented by grouping and TSUSA numbers by country and origin (Quantity Totals), published semi-annually.

Permanent. Transfer to WNRC in 10-year blocks. Transfer to the National Archives when 30 years old.

NC1-151-77-1-1465

31. Correlation-Textile and Apparel Categories with Tariff Schedules of the U.S. Annotated - Cotton, Wool, and Man-Made Fibers - Table by Textile Category, TSUSA numbers, Description, Conversion Factor, and Unit of Measure.

Permanent. Transfer to WNRC in 10-year blocks. Transfer to the National Archives when 30 years old.

NC1-151-77-1-1466

32. Textile Agreement Summaries - a summary of agreements affecting U.S. imports of textile manufacturers. Report is a compendium of current in-force Article 3 restraint actions and bilateral agreements between the U.S. and various foreign countries. Data presented by country and date; and then by category code, commodity-grouping,

unit, agreement level, adjustments and control level. Agreement summaries are maintained in loose-leaf binders.

Permanent. Transfer to ~~WNRC~~ in 10-year blocks. Transfer to the National Archives when 30 years old.

NC1-151-77-1-1467

33. Country-Investigation and Committee File - data relating to textiles improperly classified for U.S. entry. File contains copies of bilateral agreements, telegrams, airgrams, letters and reports.

Destroy in office space upon termination of bilateral agreement or when 3 years old, whichever is later.

NC1-151-77-1-1469

34. Analyst Country File - airgrams and cablegrams relating to textiles and textile imports and exports and bilateral agreements. This is maintained alphabetically by name of country.

Destroy in office space when 3 years old.

NC1-151-77-1-1471

35. General Agreement on Tariffs and Trade (GATT) File - contains textile export and import data relating to GATT. File consists of papers on such subjects as cotton, textile statistics, quarterly and annual reports on man-made fibers, and GATT working group papers.

Segregate active files from inactive files annually.

Destroy inactive files in office space when 3 years old.

NC1-151-77-1-1473

Records Relating to Industry Assessment

The Textiles and Apparel unit responsible for this activity develops data and analyzes conditions in textile and apparel markets, and assesses the impact of imports on textile and apparel markets. The staff also analyze legislative proposals and provide data for negotiation of agreements.

36. Market Statements - Market Disruption File - data on fluctuations in the production, prices, and import and export of textiles and apparel. The file is maintained by numerical categories, which are assigned to items such as cotton yarn, T-shirts, gloves and fish nets.

Destroy in office space when 5 years old.

NC1-151-77-1-1441

37. Legislative File - documents concerning existing and proposed textile legislation. The papers include Congressional Hearing Reports, requests for and comments on proposed legislation, requests from Congressmen for information on existing or proposed legislation, and copies of Bills and Acts.

Destroy in office space when 5 years old.

NCL-151-77-1-1444

38. Staff Technical Analyst Files - documents generated or collected by analysts in the performance of their activities. The files contain general data on textiles, textile products, fashions and product applications, markets, mills and machinery, and transportation. Records consist of reports, laws, memoranda, photos, samples of fibers and finished products, news clips and magazine and trade paper articles.

Destroy in office space when no longer needed for reference.

NCL-151-77-1-1446

Records Relating to Market Expansion

The Textiles and Apparel unit, in carrying out its function of administering the Department's Textile/Apparel Export Expansion Program, has essentially three responsibilities. These are:

- * To undertake and examine methods by which the environment for U.S. textile and apparel exports can be improved;
- * To provide vehicles to allow improved exposure for U.S. textile/apparel firms and products in foreign markets; and
- * To provide information on overseas markets and methods of entering those markets and offer mechanisms to facilitate the exchange of information between industry and government relevant to improving export of U.S. textile/apparel products.

39. Division Program Subject File - data relating to this unit's management and operation. The file deals with such subjects as association export expansion proposals, competitive assessment support, European Director reports, export letters, program elements and plans, contracts, and speeches and press releases.

Review files annually and segregate active files from inactive files. Transfer to WNRC when 2 years old. Destroy when 8 years old.

NCL-151-77-1-1439

40. Staff Technical Analyst Files - contains documents collected and created by analysts in performance on their activities. The file contains general data on textiles and textile products, fashions and product applications, markets, promotional venues, and program participants. Records consist of reports, memos, photos, news clips, magazine and trade paper articles, promotional literature, and company-specific product information.

Destroy in office space when no longer needed for reference.

NCl-151-87-16-17

Textiles and Apparel Committee Records Exclusive of those Maintained by the Deputy Assistant Secretary

41. Committee Files - the constituent units of the Office of Textiles and Apparel perform executive secretariat services for the Deputy Assistant Secretary (DAS) who chairs various committees cited earlier in this Schedule. These subordinate files parallel the contents of the DAS's committee records, which contain substantive data on the committee's meetings, membership and activities.

Destroy in office space when 5 years old, or when no longer needed for reference, whichever comes first.

NCl-151-77-1-1437 and NCl-151-77-1-1445

Records Common to All Textiles and Apparel Offices

42. Personal Computer (PC) File - Staff members throughout Textiles and Apparel use PCs for text-processing and editing documents. Drafts of correspondence, memoranda, reports and related papers are entered into the system and edited as necessary, prior to production of a hard copy. Hard copies of the data are then printed, and subsequently filed within one of the records series pertinent to the appropriate unit's operations.

a. ~~Source documents, such as drafts of correspondence, memoranda reports. Destroy upon verification of data on related magnetic media (for example, floppy disk).~~ non-record

b. Hard copies of Documents.

1. ~~Official File Copy. File in the appropriate subject or case file maintained by the creating office.~~

2. ~~Duplicate Copies. Destroy in office space when no longer needed for reference.~~ Filing instructions

c. ~~Magnetic Disks. Erase data when no longer needed for reference and re-use the disk.~~ non-record

GRS 23, item 2a

GENERAL NOTE:

Administrative Records Common to All ITA Offices

The files listed below are in ITA's Records Control Schedule under Section I. General Administration: ITA Records Common to All Offices. Refer to that Section for appropriate disposition.

<u>File Title</u>	<u>Page No.</u>
Administrative Subject File.....	1
Press Releases, Statements, Speeches, and Testimonies.....	2
Chronological, Reading, Tickler or Suspense Files.....	2
Reproducible Files.....	2
Charity Campaign and Bond Drive Files.....	2
Job Applications.....	2
Classified Information Accounting and Control Records...	2
Top Secret Accounting and Control Files.....	3
Classified Document Container Security Files.....	3
Indexes or Check Lists.....	3
Personnel Statistical Reports.....	4
Personnel Folders Maintained Outside the Office of Personnel, ITA.....	4
Information Requests File.....	4
Acknowledgment Files.....	4
Mailing Lists.....	4
Records/Logs of Mail, Visitors or Telephone Calls.....	4
Technical Information Files.....	4
Congressional Correspondence Files.....	5
Freedom of Information Act (FOIA) Request Files.....	5
FOIA Appeals File.....	6
Privacy Act Requests File.....	6
Privacy Act Amendment Case Files.....	7
Privacy Act Accounting of Disclosure Files.....	8
Career Development and Training Work Files.....	8

STANDARD OPERATING PROCEDURES

FILES

Organization of files
Federal Register Notices
Agreements and Amendments
Foreign Government Data
Cables
Visa Files
General Correspondence
Calls
Negotiations File Per Round
Fraud
Data Investigations
Overshipments

Each analyst should have a one page agreement summary for each of their countries