

**ACTIVE ITEMS.** These items, unless subsequently superseded, may be used by the agency to disposition records.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 They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling.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**

**N/A Not Approved**

Column1	Column2	Column3	Column4
ITEM	STATUS	WHY INACTIVE	
1	(T) Active		
2	(T) Active		
3	(T) Active in part	Superseded by DAA-0364-2016-0001-0008 in part	
4	(T) Active		
5	(P) Inactive	Superseded by DAA-0364-2016-0001-0007	
6	(P) Inactive	Superseded by DAA-0364-2016-0001-0002	
7	(P) Inactive	Superseded by DAA-0364-2016-0001-0003	
8	(P) Inactive	Superseded by DAA-0364-2016-0001-0002 and DAA-0364-2016-0001-0008	
9	(P) Inactive	Superseded by DAA-0364-2016-0001-0002	
10	(P) Inactive	Superseded by DAA-0364-2016-0001-0003	
11	(P) Inactive	Superseded by DAA-0364-2016-0001-0004 in part and DAA-0364-2016-0001-0006 in part	
12	(P) Inactive	Superseded by DAA-0364-2016-0001-0005	
13	(T) Active	Superseded by DAA-0364-2016-0001-0001	
14	(P) Inactive	Superseded by DAA-0364-2016-0001-0007	
15	(P) Inactive	Superseded by DAA-0364-2016-0001-0007	
16	(P) Inactive	Superseded by DAA-0364-2016-0001-0007	
17A	(P) Inactive	Superseded by DAA-0364-2016-0001-0007	
17B	(T) Active		
17C	(T) Active		
18	(P) Inactive	Superseded by DAA-0364-2016-0001-0007	
19	(P) Inactive	Superseded by DAA-0364-2016-0001-0007	
20	(T) Inactive	Superseded by DAA-0364-2016-0001-0001	


21A	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
21B	(T) Inactive	Superseded by DAA-0364-2016-0001-0001
21C	(T) Active	
21D	(T) Active	
22	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
23	N/A	Not approved
24	(T) Inactive	Superseded by DAA-0364-2016-0001-0001
25	(P) Inactive	Superseded by DAA-0364-2016-0001-0009
26	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
27	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
28	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
29A	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
29B	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
30	(T) Inactive	Superseded by DAA-0364-2016-0001-0001
31A	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
31B	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
32A	(P) Active	
32A1	(P) Inactive	Superseded by DAA-0364-2016-0001-0003
32A2	(P) Inactive	Superseded by DAA-0364-2016-0001-0003
32B	(T) Inactive	Superseded by DAA-0364-2016-0001-0001
32C	(T) Inactive	Superseded by DAA-0364-2016-0001-0001 and DAA-0364-2016-0001-0010 in part
32D	(T) Inactive	Superseded by DAA-0364-2016-0001-0001
32E	(T) Active	
32F	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
32G	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
32H	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
33A1	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
33A2	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
33B	(P) Active	
34	(P) Inactive	Superseded by DAA-0364-2016-0001-0007
35A	(P) Inactive	Superseded by DAA-0364-2016-0001-0002
35B	(T) Active	

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK</b>	
		JOB NO N1-364-88-1	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		DATE RECEIVED 2/8/90	
1 FROM (Agency or establishment) EXECUTIVE OFFICE OF THE PRESIDENT		NOTIFICATION TO AGENCY  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.	
2 MAJOR SUBDIVISION OFFICE OF ADMINISTRATION			
3 MINOR SUBDIVISION LIBRARY AND INFORMATION SERVICES DIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Nell W. Doering	5 TELEPHONE EXT 395-3367	DATE 3/2/90	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 27 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 2-7-90	C. SIGNATURE OF AGENCY REPRESENTATIVE  Nell W. Doering	D. TITLE EOP 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)
	Comprehensive Records Control Schedule for:  OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE		

**EXECUTIVE OFFICE OF THE PRESIDENT**

**OFFICE OF THE U.S. TRADE REPRESENTATIVE (USTR)**

**(formerly the SPECIAL REPRESENTATIVE FOR TRADE (STR))**

The U.S. Trade Representative (USTR) (formerly the Special Representative for Trade Negotiations (STR)) was established as an agency in the Executive Office of the President by the Trade Act of 1974 (88 Stat. 1999; 19 U.S.C. 2171), which was signed into law on January 3, 1975. The Office carries out its functions under the authority of the Trade Expansion Act of 1962 (19 U.S.C. 1808) and the Trade Act of 1974 and under authority delegated by the President in Executive Order 11846 of March 27, 1975, as amended, and the Trade Agreements Act of 1979.

The Office is headed by the U.S. Trade Representative, a Cabinet-level official with the rank of ambassador, who is directly responsible to the President. In addition, the Office consists of three Deputy U.S. Trade Representatives also with the rank of ambassador, and a professional staff.

Established by, and under the direction and control of, the U.S. Trade Representative are three interagency committees: The Trade Policy Staff Committee, the Trade Policy Review Group, and the Trade Policy Committee.

The U.S. Trade Representative is responsible for supervising and coordinating the trade agreements program and directs U.S. participation in trade negotiations with other countries.

**RECORDS COMMON TO ALL OFFICES**

**1. PERSONAL PAPERS.**

Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of a USTR employee will be clearly designated as nonofficial and will at all times be filed separately from the official records of this office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such private personal correspondence that pertain to official business will be extracted and made a part of the official files.

**TEMPORARY.     Dispose when no longer needed.**

## **2. PROGRAM REFERENCE MATERIAL.**

The program reference material consists of extra copies of record material retained solely for convenience of reference; information and reference copies of correspondence and other papers on which no action is necessary; preliminary drafts of letters, memoranda, reports, studies, preliminary work sheets and informal notes that do not add significant data or substance in the final steps of the preparation of an official record; shorthand notes, including stenographic notebooks and steno-type tapes, that have been transcribed; abstracts of correspondence, route slips, and letters of transmittal that do not contain significant information; stocks of publications and processed documents maintained for distribution purposes; catalogues, trade journals, and other publications or printed material received from other Government agencies, commercial firms, or private institutions, which require no action or supplement the official record.

**TEMPORARY.**      **Cut-off every 2 years. Destroy when 2 years old or when no longer needed for administrative purposes, whichever is sooner.**

## **3. CORRESPONDENCE FILES.**

The correspondence files contain copies of routine inquiries (from the public, referrals from the White House, Congress, and other Government agencies), replies thereto, background materials for formal informational releases and other correspondence in which no unusual administrative decisions, policies, or efforts are involved.

**TEMPORARY.**      **Cut-off every 2 years. Destroy on site when 2 years old.**

**Restrictions:** Records marked "Business Confidential" in the files of the Office of the U.S. Trade Representative. No one may examine these records or be given information from or copies of them except by permission of the Chairman, Trade Information Committee, Office of the U.S. Trade Representative. **Specified by:** Office of the U.S. Trade Representative.

#### **RECORDS OF THE MANAGEMENT AND ADMINISTRATION SECTION**

These files reflect the Management and Administration Section's responsibilities for the ongoing review and preparation of the USTR budget and in coordination with the Department of State, the ongoing review and preparation of the multilateral trade negotiations (MTN) budget.

With the assistance of the Executive Office of the President, Office of Administration, this section is responsible for processing and handling all personnel and financial transactions for USTR. With respect to the MTN, this section is directly responsible for the coordination with the Department of State of MTN Washington-based personnel and financial transactions as well as general overview of such Geneva Transactions.

#### **4. BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT FILES.**

Budget preparation, presentation, and apportionment files consist of budgets for USTR, MTN, the trade negotiation Rounds, and ADP Services. Included in these files are hearings, Statements of Financial Condition (SF 220); Report on Budget Execution (SF 133); Apportionments and Reapportionments (SF 132); budget amendments and supplementals; policy and allowance letters from OMB; and various other subject files on the formulation of these budgets.

**TEMPORARY.** Cut-off every fiscal year. Destroy on site when 4 years old.

#### **5. ADMINISTRATIVE MANAGEMENT SUBJECT FILES.**

Administrative management files consist of internal directives, organizational charts, and various other subject files relating to administrative management. The files are arranged alphabetically by subject.

**PERMANENT.** Cut-off every 4 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

**RECORDS OF THE U.S. TRADE REPRESENTATIVE (USTR)**

**(formerly the SPECIAL REPRESENTATIVE FOR TRADE (STR))**

The U.S. Trade Representative (USTR) (formerly the Special Representative for Trade Negotiations (STR)) is the "chief representative of the United States for each trade negotiation," and is charged with "all activities consisting of, or relating to, the negotiation or administration of trade agreements which primarily concern trade" and which are concluded under the President's Constitutional authority, the Tariff Act of 1930, and the Trade Expansion Act of 1962 or the Trade Act of 1974.

The USTR is responsible for the implementation of the Trade Agreements Act of 1979; developing and coordinating U.S. international trade, commodity and direct investment policy; and leading or directing negotiations with other countries on such matters. The USTR acts as the principal adviser and spokesman for the President on trade policy. The USTR is responsible for establishing policy, resolving agency disagreements, and developing issues and recommendations for Presidential decision.

The USTR by law reports to the President and the Congress. By Executive Order 11846, he is also designated as Chairman of the Trade Policy Committee, a Cabinet-level interagency organization. The USTR coordinates and consults with the Chairmen and Senior Minority Members of the Senate Finance and House Ways and Means Committees, as well as with the five members of the Liaison Committees appointed by the Speaker of the House of Representatives and the President pro tempore of the Senate. On an issue-by-issue basis, the USTR also works with other Members of Congress, as necessary.

The USTR position was created to provide even-handed coordination and implementation of policy in the trade area of international economic relations. Accordingly, a large component of the USTR's responsibilities is the coordination of diverse and often-conflicting views of domestic industry, agriculture, labor, and consumers, as well as Federal agencies, in the international trade area.

**6. UNITED STATES TRADE REPRESENTATIVE'S SUBJECT FILES.**

The subjects are arranged alphabetically by commodities and other topics dealing with trade. The files contain copies of internal briefing materials, minutes of cabinet meetings, memoranda to the President, copies of Cabinet Economic Policy Group papers (chaired by Treasury), memorandums, briefing books, correspondence, telegrams, reports, and copies of various press releases and speeches. Also included in the subject file is the Trade Policy Committee (TPC) records, consisting of notices of meetings, agendas, briefing papers, talking points, and the list of members.

**PERMANENT.** Cut-off every 4 years or upon departure of the Ambassador, whichever is sooner, and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old.

**7. UNITED STATES TRADE REPRESENTATIVE'S CHRONOLOGICAL FILES.**

Chronological file of all documents sent out over the signature of USTR or the acting USTR.

**PERMANENT.** Cut-off every 4 years or upon departure of the Ambassador, whichever is sooner, and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old.



## **RECORDS OF THE DEPUTY USTR REPRESENTATIVES FOR TRADE**

The role of the Deputy USTR Trade Representatives (in Washington) is to oversee the domestic policy-making functions of the Office. The Deputy USTR also chairs the Trade Policy Review Group (TPRG), which is made up of assistant secretaries from the Executive departments, and determines the U.S. Policy positions on important MTN issues and other trade matters (such as import relief cases and unfair trade practice cases). Issues which are not agreed upon in the TPSC are also referred to the TPRG.

### **8. DEPUTY USTR SUBJECT FILES (in WASHINGTON).**

The subject files are arranged alphabetically by commodities and other topics. The files contain correspondence received from and sent to other Government agencies, briefing books, reports, telegrams, memoranda from the USTR staff, copies of internal office memoranda and of memoranda between the Deputy Ambassador and the President. Also included in the Subject file is the Trade Policy Review Group (TPRG) records consisting of notices to agency members of meetings, agendas, briefing papers and discussion option papers and summaries of meetings (including summaries of decisions).

**PERMANENT.**      **Cut-off every 4 years or upon departure of the Deputy Ambassador, whichever is sooner, and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old.**

The Deputy USTR Trade Representative (in Geneva) is responsible for all personnel and resources of the Geneva office. The Deputy USTR is also responsible for implementation of all Washington-developed MTN negotiating strategy and instructions.

**9. DEPUTY USTR SUBJECT FILES (IN GENEVA).**

The subject files are arranged alphabetically by commodities and other topics. The files contain correspondence from and sent to other Government agencies, briefing books, telegrams, reports, memoranda from USTR staff, and memoranda from the Deputy Ambassador to the President.

**PERMANENT.** Cut-off every 4 years or upon departure of the Deputy Ambassador, whichever is sooner, and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old.

**10. DEPUTY USTR CHRONOLOGICAL FILES.**

This file contains copies of correspondence, telegrams, and internal memoranda signed by the Deputy Director. The file is arranged chronologically.

**PERMANENT.** Cut-off every 4 years or upon departure of the Deputy Ambassador, whichever is sooner, and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old.

### **RECORDS OF THE GENERAL COUNSEL'S OFFICE**

The files of this office reflect its responsibilities for the analysis, formulation and solution of legal problems relating to the implementation of the Trade Act of 1974 and under authority delegated by the President in Executive Order 11846 of March 27, 1975, as amended, and the Trade Agreements Act of 1979; the application of various provisions of domestic law dealing with tariffs and trade; the implementation of international agreements, including the GATT; the preparation of international agreements; substantive responsibility for subsidies and countervailing duties, section 301 of the Trade Act; and a broad range of other legal matters pertaining to the conduct of international trade. The office reviews all position papers produced in the USTR office, prior to their interagency consideration, for legal implications.

The office is responsible for coordination of official USTR views on legislation including preparation of legal briefing books.

The office prepares, in coordination with other USTR offices, all Executive Orders, Federal Register notices, and other legal documents produced by USTR.

The office is responsible for reviewing requests for information under the Freedom of Information Act and ensuring USTR compliance with the Act and all security requirements, and for all other legal matters pertaining to the internal operation of USTR.

#### **11. GENERAL COUNSEL'S SUBJECT FILES.**

These files are arranged by subject covering all areas of legal matters pertaining to international trade such as, adjustment assistance, trade agreements, subsidies, countervailing duties, agency legal matters, Executive Orders, Proclamations and legislation. The files also contain copies of State Department telegrams, airgrams, memorandums, reports, correspondence, GATT documents, USITC reports, and computer printouts relating to the General Counsel's responsibilities.

**PERMANENT.**      **Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.**

**12. TRADE BILL FILES.**

These files include drafts of legislation, correspondence, reports, memoranda, notes, minutes of meetings, agendas for meetings, and other material relating to the drafting of major legislation.

**PERMANENT.**      Cut-off at the end of the drafting procedure and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old.

### **CONGRESSIONAL AND PUBLIC AFFAIRS FILES**

The files of the Congressional and Public Affairs Office reflect its responsibility as chief public spokesperson for the USTR on trade negotiations and policies. The office is the principal advisor to the USTR on all aspects of Congressional concern with the multilateral trade negotiations (MTN) and other trade policy matters within the jurisdiction of USTR. The office is also responsible for maintaining day-to-day liaison with all appropriate Congressional Committees, members and staffs.

In addition, the office is responsible for keeping the public informed of all U.S. trade policies, decisions, actions, negotiations and other activities of USTR. This includes approving and writing press releases, speeches, articles and other public statements, arranging and holding interviews, background conferences and briefings.

#### **13. CONGRESSIONAL INFORMATION FILES.**

The Congressional files consist of copies of Congressional scorecards, (summary of action under Trade Act of 1974), legislation dealing with trade such as Oversight Hearings and statements before Congressional committees, Congressional Delegation (CODEL) telegrams, correspondence, reports, memoranda, documents, biographical sketches on various congressmen, and confirmation hearings for the Ambassador and Deputy Ambassador.

**TEMPORARY.**     Destroy CODEL telegrams on site when one year old.  
                  Destroy other Congressional information files on site  
                  when 6 years old.

#### **CONGRESSIONAL CORRESPONDENCE FILES.**

See Item 32(a) of this schedule.

**14. PUBLIC INFORMATION FILES.**

The public information files consist of a complete set of USTR formal information releases and publications, such as press releases, press conference transcripts, official speeches, and indexes thereto. The files are arranged chronologically.

**PERMANENT.** Cut-off every 4 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old.

**15. INFORMATION SUBJECT FILES.**

The information subject files are arranged alphabetically and contain subjects that are formally designated the responsibility of the Public Affairs Office such as the historical file on USTR. Files contain correspondence, reports, memoranda, and other material.

**PERMANENT.** Cut-off every 4 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old.

### **RECORDS OF THE MULTILATERAL TRADE (MTN) COORDINATOR**

The files of this office reflect its responsibilities for the operation of the President's Advisory Committee for Trade Negotiation (ACTN), and for coordination of USTR's advisory relationships with the private sector. The office also carries out joint management responsibilities in the operation of private sector advisory committees with the Department of Commerce, Labor, and Agriculture.

The Director of this office is also responsible for sector negotiation policy in the Multilateral Trade Negotiations (MTN), for USTR policy on service industries, and for scientific and technical issues of interest to USTR.

#### **16. ADVISORY COMMITTEE FOR TRADE NEGOTIATION (ACTN) FILES.**

These files are arranged by subject and contain the ACTN charter, advice files, a historical file on ACTN, MTN general information, agendas, and minutes of meetings.

**PERMANENT.** Cut-off every 4 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old.

#### **17. MTN SUBJECT FILES.**

- a. These files are arranged by subject and contain information and advice from the private sectors ranging from broad overall policy objectives to technical aspects of MTN negotiations policy on particular products relating to trade policy. Documentation includes reports, memoranda, briefing material, correspondence, GATT documents, telegrams, airgrams, and other materials.

**PERMANENT.** Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

**MULTILATERAL FILES** (continued)

- b. The files also contain copies of GATT documents, United States International Trade Commission reports, State Department telegrams and briefing papers, and computer printouts on various commodities relating to MTN Coordinator's responsibilities.

**TEMPORARY.** Destroy on site copies of State Department telegrams, briefing papers, and computer printouts when 2 years old.

United States International Trade Commission reports and GATT documents will be returned to the TPSC office 3 months after case has been completed and documents are updated.

- c. Copies of private advisory committee materials from the Departments of Commerce, Labor, and Agriculture.

**TEMPORARY.** Destroy on site when 2 years old.



**RECORDS OF THE TEXTILE POLICIES DEVELOPMENT,****MULTIFIBER TEXTILE NEGOTIATIONS SECTION**

The files for this section reflect its responsibility for the administration and development of U.S. textile policy. It is responsible for U.S. obligations under the Multifiber Arrangement and will conduct negotiations and/or consultations on a bilateral basis with the foreign supplying countries.

**18. TEXTILE SUBJECT FILES.**

The subject files are arranged alphabetically by textile commodities (i.e. carpets, fishnets, manmade fibers, etc.), countries, and advisory committees. Also included in the subject files are Multifiber Arrangement (MFA), Bilateral Textile Agreement, Standards, countervailing duties and petitions on duties. The files contain correspondence received from and sent to other Government agencies, private industry and the public, reports, memoranda, briefing material, correspondence, Gatt documents, telegrams, airgrams, and internal office memos on updates of activities relating to textile items. The files also contain copies of GATT documents, State Department telegrams and briefing papers, and computer printouts on various textile commodities relating to the Textile Policies Section's responsibilities.

**PERMANENT.**      Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

**RECORDS OF THE AGRICULTURE TRADE POLICIES, COMMODITIES****ANALYSIS, AND AGRICULTURE ADVISORY GROUPS SECTION**

The files of the Agriculture Section reflect its responsibilities for the development and coordination of U.S. agricultural commodity policy on a multilateral and bilateral basis and on the development of U.S. strategy in the Multilateral Trade Negotiations (MTN) and its responsibility for the analysis of USITC reports on Section 201 of the Trade Act relating to agriculture.

**19. AGRICULTURE SUBJECT FILES.**

The subject files are arranged alphabetically by countries, commodities (i.e., cotton, dairy, fruits and vegetables, grain and feed, livestock and livestock products, oilseeds and products, poultry and eggs, and tobacco) and other categories relating to agriculture. The files contain correspondence received from and sent to other Government agencies, private industry, and the public, memo of record for the file on telephone conversations, position papers prepared on various agriculture commodities, and internal office memos on updates of activities relating to agriculture items. The files also contain copies of State Department telegrams, GATT documents, USITC reports, and computer printouts on various commodities relating to the Agriculture Section's responsibilities.

**PERMANENT.** Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

**20. PRIVATE ADVISORY COMMITTEE FILES ON THE AGRICULTURE POLICY ADVISORY COMMITTEE (APAC) AND THE AGRICULTURAL TECHNICAL ADVISORY COMMITTEES (ATAC'S).**

These files contain copies of agendas, minutes of meetings, hearings, and information on agricultural industries associations. The official files of the APAC and the ATAC's are maintained by the Department of Agriculture.

**TEMPORARY.** Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Destroy when 12 years old.

**RECORDS OF THE INDUSTRY POLICY FOR SECTORS AND PRODUCTS,**

**INDUSTRY AND LABOR ADVISORY GROUP SECTION**

The files of the Industrial Section reflect its responsibilities for the development of trade policy with respect to individual industrial sectors and products, including escape clause cases and other current trade issues, which may include the negotiation of agreements covering specific industrial products and policy coordination of the implementation of such agreements.

**21. INDUSTRY SUBJECT FILES.**

The industry subject files are arranged alphabetically by commodities (which coincides with the Industry Sectors Advisory Committee numbers, such as, lumber and wood products, industrial chemicals, synthetic rubber, leather and leather products, and iron and steel forgings). Included also are subject files on Government procurement, Adjustment Assistance, American Selling Price (ASP), and Headnote Committee on Tariff Schedules of the United States. Files are maintained on special bilateral trade flows with major trading partners and with economic, tariff, and trade information.

- a. The files contain correspondence received from and sent to other Government agencies, private industry and the public, memo of record of telephone conversations, position papers prepared on various industrial items, telegrams, airgrams, reports, and internal office memos on updates of activities relating to industrial items.

**PERMANENT.** Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

- b. The above files also contain copies of State Department telegrams.

**TEMPORARY.** Destroy on site every six months the information copies that are not an integral part of the subject files.

- c. The above files also contain computer printouts on various commodities relating to the Industry Sections's responsibilities.

**TEMPORARY.** Destroy on site when superseded by updated information.

- d. The above files also contain drafts of working papers, MTN/TPSC position papers, briefing books and talking points, GSP and Trade Law program hearing notes.

**TEMPORARY.** Destroy the drafts on site after final paper, briefing book, case or report is issued.

**22. MTN/TPSC POSITION PAPERS BRIEFING BOOKS.**

The briefing books contain the final MTN/TPSC position papers, talking points on specific countries, commodities and subjects.

**PERMANENT.** Cut-off every year and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

**23. ITC CASE FILES ON TRADE LAWS.**

The ITC Case files on Trade Laws contain ITC cases and hearings materials on Trade Laws requiring USTR-TPSC oversight review and USTR recommendations to the President. (TPSC is holder of final report materials). The files are arranged alphabetically by commodity.

**Disposition not approved.**

**24. PRIVATE ADVISORY COMMITTEE FILES ON THE INDUSTRY POLICY ADVISORY COMMITTEE (IPAC), THE INDUSTRY SECTOR ADVISORY COMMITTEES (ISAC'S), THE LABOR POLICY ADVISORY COMMITTEE (LPAC), AND THE LABOR SECTOR ADVISORY COMMITTEES (LSAC'S).**

The files contain copies of agendas, minutes of meetings, hearings, Industrial Sector Advisory Reports (ISAR's) by number, telegrams, and correspondence. The official files of the IPAC and the ISAC's are maintained by the Department of Commerce. The official files of the LPAC and LSAC's are maintained by the Department of Labor.

**TEMPORARY.** Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Destroy when 12 years old.

**RECORDS OF THE BILATERAL RELATIONS, LESS DEVELOPED  
COUNTRIES, AND GENERALIZED SYSTEM OF PREFERENCES (GSP) SECTION**

This area has overall responsibility for all phases of U.S. relations with developing countries including multilateral trade relations with less developed countries and non-market economies. Additional areas of responsibility include Tropical Product Negotiations and the Generalized System of Preferences (GSP).

**25. GENERALIZED SYSTEM OF PREFERENCES (GSP) FILES.**

The files are arranged alphabetically by product, company and country and consist of correspondence between domestic concerns and representative groups for the Less Developed Countries. This correspondence takes the form of a petitioning process resulting in the acceptance of legal briefs and rebuttal cases to the files. Included in the files are originals of withdrawals of petitions and copies of some case decisions. Also included are copies and originals of position papers on GSP items, State Department telegrams, USITC reports, testimony and press releases.

**PERMANENT.**      Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

**26. TROPICAL PRODUCTS FILES.**

The files are arranged alphabetically by tropical product and reflect the concerns of the United States to provide preferential treatment to Less Developed Countries on tropical product offers. These files consist of memoranda, reports, telegrams, issue papers, and the original and copies of correspondence between USTR and private sector advisory groups representing, industry, agriculture, and labor. Included in the files are State Department telegrams, issue papers, informational items from the Tropical Products Subcommittee and files by country.

**PERMANENT.**      Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

**27. LESS DEVELOPED COUNTRY FILES.**

The files are arranged alphabetically by country and subject. These files consist of memoranda of agreement and/or conversations and meetings between countries, correspondence, reports, memoranda, telegrams, and airgrams. They also include general overview policy questions and State Department telegrams.

**PERMANENT.**      Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

**28. BILATERAL TRADE RELATIONS FILES.**

The files are arranged alphabetically by subject. These files consist of correspondence, request lists, GATT documents, memoranda, briefing material, and telegrams that document consultations and negotiations resulting from the imposition or threatened imposition of trade-restrictive measures by other countries.

**PERMANENT.**      Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

**RECORDS OF THE POLICY REVIEW, ECONOMIC ANALYSIS**  
**AND POLICY DEVELOPMENT SECTION**

The files of this office reflect its responsibilities for broad policy reviews and analyses. The purpose of its functions is to assure that negotiating positions plus other activities of USTR fit into an overall coherent policy framework. It also serves the function of placing the negotiations within a broader domestic and international context while providing liaison with other elements of the Government.

The office maintains a broad range of skills focusing on economic analysis, computer technology and translation of analyses into policy and vice versa. The office has created and maintain an MTN computer data base in Washington and Geneva. The office also provides a focal point for USTR participation in the Organization for Economic Cooperation and Development.

**29. SUBJECT FILES.**

- a. **Multilateral Trade Negotiations (MTN) and Bilateral Trade Negotiations.** This files is arranged alphabetically by major topic areas and by geographic location and contain telegrams, airgrams, memoranda, reports, correspondence, documents, economic analysis and analysis of policy approaches to various trade items.

**PERMANENT.** Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

- b. **Industry Section Advisory Committees (ISAC's).** This file is arranged alphabetically by subject and contains analysis and communication between USTR and ISAC members. Also included are original policy and position papers on major commodity or trade issues that were prepared for the Ambassador. In addition there are analytic studies on potential issues of upcoming negotiations.

**PERMANENT.** Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

**30. ORGANIZATION OF ECONOMIC COOPERATION AND DEVELOPMENT (OECD) FILES.**

This file is arranged alphabetically by subjects and trade issues. i.e., grain development on various strategies or approaches to trade policy matters. Also included are minutes of summit meetings. Complete OECD documents are available from the Department of State, EUR/RPE.

**TEMPORARY. Destroy on site when 6 years old.**

**31. ROUND NEGOTIATIONS FILES. (KENNEDY, TOKYO, URUGUAY, etc.)**

- a. Subject Files.** This file is arranged by participating country, geographical area and exceptions, and provide the bulk of official record material for the Round Negotiations. Such materials as memoranda, correspondence, documents, notes, lists, telegrams, reports, technical economic analysis, alternatives to policy approached and minutes of meetings are included.

**PERMANENT. Cut-off every 2 years or upon completion of a round of negotiations and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.**

- b. Exceptions and Offers.** The exceptions and offers file is arranged by organizations, exceptions and offers and also alphabetically by the subject that the exceptions or offers are concerned with. This file also includes the Round Negotiations offers (arranged by geographic locations); European Economic community position papers on exceptions to the Round Negotiations by sector; Less Developed Countries exceptions (arranged by country); and minutes of meetings of the Round Negotiations and the Organization on International Trade and Investment Policy.

**PERMANENT. Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.**



## 32. COMPUTER SECTION FILES.

- a. Correspondence Files. This unit's responsibility is to track and monitor USTR correspondence.

The files consist of all correspondence from the public, industry, Congress and Government agencies addressed to USTR requiring the signature of the Ambassador (except invitations and other personal mail). Also included is the USTR originated correspondence signed by the Ambassador to the President, and statistical reports generated by the Computer Section.

The files are arranged alphabetically by subject consisting of incoming originals and outgoing copies (yellow). Internal office memos and memos to the President are filed chronologically together under "Memos".

Each piece of correspondence is coded into the computer by date of letter, author, topic, date of reply, and by name of constituent in the case of congressionals. The computer can call up the letters by dates, authors, topics, or dates of reply.

**PERMANENT.** Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

- (1) Congressional Chronological File. This file contains copies (pink) of letters to congressman arranged alphabetically by name. This file was established at the request of the Ambassador for reference use after the MTN. (i.e., if the Ambassador wants to know which commodities a particular congressman is interested in).

**PERMANENT.** Disposition same as 32(a) above.

- (2) Chronological File. This file contains copies (pink) of correspondence other than congressional. It is filed chronologically.

**PERMANENT.** Disposition same as 32(a) above.

- b. **Trade Negotiations Files.** This unit of the Computer Section generates reports on U.S. requests on Foreign offers and requests on commodities. The source data for these reports is obtained through the Trade Policy Staff Committee. This material is filed alphabetically by country.

There are also reports generated from the Industrial Sector Advisory Committee (ISAC) and the Agricultural Technical Advisory Committee (ATAC) that are used for the Industrial Sector Advisory Reports (ISAR's). This material is filed alphabetically by commodity and is obtained from the ISAC and the ATAC. A complete file of the U.S. requests and foreign offers and requests is maintained by the Interagency Trade Policy Coordination, MTN Implementation Section.

**TEMPORARY.** Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Destroy when 10 years old.

- c. **Trade Action Monitoring System (TAMS) Files.** This unit generates the Trade Action Monitoring System (TAMS) which consists of three reports that are filed in the correspondence file and are periodically updated. The reports are: (1) Petitions on various sections of the 1974 Trade Act, such as, Escape Clause (Section 201), Antidumping, Countervailing Duties, Unfair Trading Practices (Section 301 cases), and Unfair Trading Practices (Section 337 cases). This report illustrates the progress of each case and the position of each case in the process of determining the final decision.) (2) Foreign TAMS, which updates the Trade Action on a particular commodity of a country and the date of implementation of the action described. (3) General System of Preferences, which is an update by petitioner.

**TEMPORARY.** Destroy on site when 5 years old.

- d. **Trade Advise File (TAF).** The Trade advice file (TAF) was created to enable the USTR staff to access information and advice obtained from the private sector on specific commodities.

The TAF consists of information extracted from copies of correspondence from the private sector to USTR that contain trade advice on specific commodities. This correspondence is arranged by subject.

**TEMPORARY.** Cut-off every 2 years and transfer to EOP Depository which will then transfer records to WNRC. Destroy when 15 years old.

- e. **Generalized System of Preference (GSP) File.** The GSP information report is updated periodically and printed out by the Trade Schedule of the U.S. (TSUS) number, country, and by commodity.

**TEMPORARY.** Cut-off every year. Destroy on site when 3 years old.

- f. **Multilateral Trade Negotiations.** This is a comprehensive computerized system that records United States and foreign requests and offers for both tariff and non-tariff measures throughout the Multilateral Trade Negotiations Rounds (i.e. Uruguay). The system includes tracking of advice from the private sector and inter-agency groups on Multilateral Trade Negotiations. Selected reports from this system are generated for the program areas.

**PERMANENT.** Cut-off after conclusion of Multilateral Trade Negotiations. Copy data from the system to magnetic tape in software independent format. Transfer to the National Archives with related documentation.

- g. **Bilateral Trade Negotiations.** This is a comprehensive computerized system that records United States and foreign requests and offers for tariff throughout a bilateral trade negotiation. The system also includes the tracking of private sector, congressional, and inter-agency advice about bilateral trade negotiations. Selected reports from this system are generated for the program areas.

**PERMANENT.** Cut-off after conclusion of Bilateral Trade Negotiations. Copy data from the system to magnetic tape in software independent format. Transfer to the National Archives with related documentation.

- h. **Multilateral and Bilateral Trade Negotiations Agreements Implementation.** This is a comprehensive computerized system that tracks the implementation of tariff and non-tariff measures, reductions, and results of any further Multilateral or Bilateral Trade Negotiations. The system also includes the tracking of implementation advice of private sector, congressional, and inter-agency groups. Selected reports from this system are generated for the program areas.

**PERMANENT.** Cut-off after conclusion of Multilateral or Bilateral Trade Negotiations implementation. Copy data from the system to magnetic tape in software independent format. Transfer to the National Archives with related documentation.

**RECORDS OF THE INTERAGENCY TRADE POLICY COORDINATION, MULTI-  
LATERAL TRADE NEGOTIATIONS (MTN) IMPLEMENTATION SECTION**

The files in this section of USTR reflect its responsibilities for the Trade Policy Staff Committee (TPSC) and its various subcommittees and task forces. This section is also the focal point for director of the MTN negotiations; coordination of all General Agreements on Tariff and Trade (GATT) activities; and is responsible for product standards, safeguards, quantitative restrictions, import licensing, customs matters, antidumping, and nontariff measures not dealt with multilaterally.

**33. Trade Policy Staff Committee (TPSC) Files.**

**a. Trade Policy Staff Committee (TPSC) Master Files.**

(1) The TPSC master file of position papers is arranged numerically by assigned document number. These cover many subjects and are not limited to commodities or countries. Includes in the file are the "Action Record" (final approved document), one copy of the distributed version of the draft paper, and any other pertinent information.

**PERMANENT.**      **Cut-off every year and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.**

(2) The TPSC public information file contains briefs and statements received from the private sector in response to Federal Register notices requesting information on particular subjects or in connection with public hearings held by the Committee. These files are separated into sections dealing with each notice or hearing, and are arranged either alphabetically or by Tariff Schedules of the United (TSUS) number or schedules.

**PERMANENT.**      **Cut-off every year and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.**

- b. **Trade Policy Staff Committee (TPSC) Subcommittee Files.**  
The files of the TPSC subcommittees (or working groups) are arranged by subject, such as, nontariff barriers, antidumping, countervailing duties, Government procurement, etc. The files contain agendas, minutes of the subcommittee meetings, reports to the TPSC, and background material used in formulating the reports to the TPSC.

**PERMANENT.** Cut-off every year and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

34. **Country Files on Requests and Offers to the United States on Tariffs on Specific Commodities.**

The files on requests and offers to the United States on the tariffs on specific commodities are arranged alphabetically by country (also included are those requests and offers between countries other than the U.S.). These files contain copies of documents from the U.S. Geneva delegation, and the GATT Secretariat which are used to assist in making policy decisions. It is the responsibility of this section to distribute a copy of each of the above documents to the TPSC members (8), each USTR Section (4), and one to the computer section.

**PERMANENT.** Cut-off every year and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

35. **ANNUAL REPORT FILES.**

Copies of Annual Reports of the President of the United States on the Trade Agreements Program prepared by the Office of the U.S. Trade Representative (formerly Special Representative for Trade Negotiations).

- a. Record copy.

**PERMANENT.** Cut-off every year and transfer to EOP Depository which will then transfer records to WNRC. Transfer to the National Archives when 20 years old in 4 year blocks.

- b. All other copies.

**TEMPORARY.** Destroy when no longer needed.