

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-151-88-11	DATE RECEIVED 3/25/88
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 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Administration		ARCHIVIST OF THE UNITED STATES	
4 NAME OF PERSON WITH WHOM TO CONFER Timothy J. Crowe	5 TELEPHONE EXT 377-3756	DATE 9/2/88	Claudia J. Meier
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 _____ 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 3/15/88	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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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>Office of Information Resources Management</p> <p>Information Resources Policy and Planning Division</p> <p>The Division coordinates and directs the planning for and evaluation of ITA information resource systems; develops strategic information technology plans for ITA; ensures that ITA information resources are managed efficiently, effectively, economically; oversees implementation of DOC policy and formulates and implements policy and procedures unique to the needs of ITA; coordinates administrative/procurement actions necessary to acquire information technology hardware, software and services; provides advice to all ITA units on information technology policy, planning and technical issues.</p> <p>The Division also conducts necessary IRM administrative activities, such as: administering ITA accounts at the various data centers serving ITA; preparing and submitting mandated reports on IRM-related resources as required by the Department, OMB, GSA and GAO; and, administering the Department's information technology security program in ITA.</p>	NC1-151-82-7	Item 67. Previous Authority for Items 1, 4, and 5 of this schedule

1. ITA Information Technology Plans - consist of the final copy of the Information Technology Plan, prepared annually, and all related supporting documentation. Arranged chronologically by fiscal year and thereunder by subject.

Start a new file every year, and close file at the end of the fiscal year. Retire to RSHF after 3 years and transfer to WNRC 1 year later. Destroy when 10 years old.

2. ADP Timesharing Services Cost and Utilization File - correspondence, reports, computer printouts, etc., related to cost and usage of ADP timesharing services obtained from various Federal and non-federal sources. Arranged by vendor name and thereunder chronologically by fiscal year and month.

Start a new file every year. Close file 1 year after the end of the fiscal year and retire immediately to RSHF. Transfer to WNRC 1 year later. Destroy when 5 years old.

3. Division Subject File - documentation of an administrative nature related to the general operation of the Division. Subjects include budgets staffing requirements and plans, training plans, expenditures, property inventories, etc. Arranged alphabetically by subject.

Start a new file every year and destroy in office space when 3 years old.

4. Information Systems File - correspondence, reports and documents related to the historical development and complete life cycle of individual ITA information systems. Arranged alphabetically by system name and subject; thereunder chronologically by fiscal year.

Start a new file every year, and close file at the end of the fiscal year. Retire to RSHF after 3 years and transfer to WNRC 1 year later. Destroy when 10 years old.

5. Information Resources Policy and Planning File - correspondence, reports, documents, related to the general work of th Division in interacting with ITA operational units in providing advice and assistance on information resources management issues and projects such as planning, acquisition, budgeting, etc. Arranged alphabetically by subject and thereunder chronologically by fiscal year.

Start a new file every year, and close file at the end of the fiscal year. Retire to RSHF after 3 years and transfer to WNRC 1 year later. Destroy when 10 years old.