REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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JOB NO. *NI-151-91-2*

DATE RECEIVED *5-10-91*

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

U.S. Department of Commerce

2. MAJOR SUBDIVISION

International Trade Administration

3. MINOR SUBDIVISION

US&FCS/Office of Domestic Operations

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Tami S. Ambrose	377-3031	1/11/92	

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 ___5___ 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
5/6/91	*Tami S. Ambrose*	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	UNITED STATES AND FOREIGN COMMERCIAL SERVICE **OFFICE OF DOMESTIC OPERATIONS** The attached revised schedule is being submitted to replace NC1-151-82-9, items 44-69, as indicated on the attached pages.		

Copies sent to agency, NCF, NN-W, NNT NIA 8/21/92

OFFICE OF DOMESTIC OPERATIONS

The Office of Domestic Operations (ODO) plans, directs, and manages the activities of the United States and Foreign Commercial Service (US&FCS) District Offices. ODO develops District Office plans and monitors program operations and accomplishments against those plans; establishes and monitors a program activity reporting system for District Offices; establishes and maintains liaison with other Federal agencies, industry groups, and academe to develop more effective program implementation; communicates and interprets matters affecting ITA programs; and coordinates the tasking and activities of the field advisory group and ad hoc task forces.

These functions are performed in consultation and coordination with the Office of Planning and Management, US&FCS, relevant ITA Deputy Assistant Secretaries within Trade Development and Trade Administration, other Federal agencies, and the private sector.

Director of Program and Field Operations

1. <u>Director's (ODO) Program File</u> -- Correspondence, memoranda, reports, and related documents generated or collected by the Director in the process of providing executive direction to the Office and the US&FCS District Offices. The papers reflect his overall planning and management responsibilities; operational documents are generally found within the files of the respective Program units reporting to him. Some of the records were accumulated during the tenure of the Deputy to the Deputy Assistant Secretary for U.S. Commercial Services.

The files are divided into three distinct components: (1) Regional Managing Directors; (2) District Offices; and (3) General Subject. Arrangement is alphabetical by District Office or subject, as appropriate.

> Break files every 3 years. Transfer to WNRC 1 year later. Destroy when 10 years old.

District Export Councils

The Department supports an export council organization which serves as a vital link in the joint Government/industry export expansion endeavor. The local action business groups are known as District Export Councils (DEC). Working in cooperation with US&FCS District Offices, the councils encourage and support export expansion activities, including calling on prospective exporters to counsel them on the "how to" of exporting, sponsoring or co-sponsoring export seminars and workshops, organizing trade missions, sponsoring World Trade Week program activities, and related programs.

The Office of Domestic Operations provides coordination, program guidance, and support services for the DECs and assists them in communicating information to the President's Export Council.

2. <u>District Export Council (DEC) Program Files</u> -- Subject files and individual member personnel files arranged by State and then by city. Among the subjects covered are background material, general membership, minutes/publicity, and clearance.

Documents found include speeches, photographs, membership lists, minutes of meetings, agendas, resumes, and the like.

    a.   Agenda, Minutes, Correspondence, and Background Material -- PERMANENT. Transfer to WNRC when no longer needed for current business. Offer to NARA when 20 years old in 10-year blocks.

    b.   Individual Membership Files -- Destroy when member leaves Council.

    c.   All Other Papers -- Destroy when 5 years old or when no longer needed for current business, whichever is sooner.

3. <u>District Export Council Working Files</u> -- Alphabetical subject files comprising correspondence, reports, memoranda, and related workpapers that are mostly informational and non-record in nature. Subjects include DED Materials, DEC Private Sector Efforts, DEC Tasking, DEC Activities for possible use in <u>Business America</u>, Washington Speakers-DEC Activities, etc.

Destroy when no longer needed for current business or when 5 years old, whichever is sooner.

<p align="center"><u>"E" and "E Star" Awards Programs</u></p>

4. <u>"E" and "E Star" Awards Case Files</u> -- Established by Executive Order 10978 on December 5, 1961, and by authorization of the Secretary of Commerce on August 4, 1969, respectively, these awards were instituted to recognize persons, firms, and organizations for outstanding accomplishments in the field of export expansion. Among the documents in the files are Form ITA-476P, <u>Application for President's "E" and "E Star" Awards for Export Expansion</u> or equivalents, correspondence, memoranda, clearances, company brochures, and related papers.

Files are arranged alphabetically by name of applicant within various categories.

    a.   Successful - Destroy when no longer needed.

    b.   Unsuccessful - Destroy 1 year after final action on application.

5. <u>"E" and "E Star" Awards Card File</u> -- A (5x8) index showing the status of award applications. Cards contain such data as name of applicant, file number(s), date of application(s), and award actions. Arranged alphabetically by name of applicant by category.

Destroy when related case file is destroyed.

6. <u>"E" and "E Star" Awards Program File</u> -- Essentially, these are background and operational records pertaining to this award function, arranged by subject. Some of the background data relates to the original establishment orders and directives, and describes the evolution of policies and procedures in presenting these citations for export expansion. Lists of "E" and "E Star" recipients since the beginning of the program are maintained and included.

a. Background, procedural, and related data -- Destroy when no longer needed for current business.

b. All other papers -- Destroy when 2 years old.

Field Operations Section

7. <u>Management Assistance Studies, Reviews, and Reports</u> -- Management studies of the field establishment conducted by group drawn from either inside or outside of the Department to evaluate the operations and/or accomplishments of the District Offices. Copies of reports prepared by the various professional members of the program area staff after having visited District Offices to review and inspect the program and facilities, procedures, and production of the office involved. The reports make recommended changes and describe such assistance as may have been given during the visit.

Destroy when 3 years old.

8. <u>Monthly Highlight Reports (Narrative Activity Reports)</u> -- Copies of reports regarding matters of domestic business. Narrative reports are submitted separately from the monthly Field Activity Report (ITA-710).

a. Narrative reports from each District Office -- Destroy when 1 year old.

b. Summarized narrative reports submitted to the Director General -- Destroy when 1 year old.

9. <u>Monthly Statistical Reports (ITA 710)</u> -- A monthly report submitted by the District Offices which reflects promotional activity, the number of firms taking initial export actions.

a. Reports from each District Office -- Destroy when 1 year old.

b. Reports from the Office of Domestic Operations to the Director General -- Destroy when 1 year old.

10. <u>Operations Bulletins and Manuals</u> -- Issuances of policies and procedures, guidelines, statistical summaries disseminated by ODO to the Field Offices on an as-needed bases. Manuals contain all official policies and operating procedures.

PERMANENT. Cutoff files in 5-year blocks and transfer to WNRC. Transfer to the National Archives when 20 years old.

11. <u>District Marketing Plans</u> -- Annual reports submitted from District Offices which include a district profile and a district business plan.

PERMANENT. Cutoff files in 2-year blocks and transfer to WNRC. Transfer to the National Archives when 20 years old.

12. <u>Reports and Studies Files</u> -- Copies of District Office Monthly Statistical Reports (ITA-710 or equivalent), District Office Monthly Narrative Report, District Office Monthly Report on the Schedule of

Conferences, Seminars and Workshops, annual reports submitted by District Office Directors, and copies of special studies and surveys. Data from reports enumerated above are compiled manually or electronically processed to produce reports submitted to higher authority. The studies and surveys are produced on an as-required basis. These papers have no value after administrative needs have been served, since they are essentially duplicated elsewhere.

    a.   District Office Monthly Reports -- maintained on a Fiscal Year basis. Destroy when 1 year old.

    b.   All other reports -- Transfer to WNRC when 3 years old. Destroy when 10 years old.

    c.   Machine-readable files -- Destroy when no longer needed for report generation.

RECORDS CONTROL SCHEDULE CONVERSION TABLE

Series	Current Citation	Former Citation	Comments
Director's Program File	1	44	Desc./Disp. revised
Multiplier's File	___	45	Deleted
Multiplier's Program files	___	46	Deleted
DEC Program Files	2	47	Disp. revised
DEC Working Files	3	48	Desc. revised
Assoc. Office Program files	___	49	Deleted
Assoc. Office Relations Corr.	___	50	Deleted
Emerg. Readiness Files	___	51	Deleted
"E" Star Award Case Files	4	52	Disp. revised
"E" Star Program Card Index	5	53	Desc. revised
"E" Star Program File	6	54	Desc. revised
Bus. Development Files	___	55	Deleted
District Office Program Files	___	56	Deleted
Fed. Procurement Conf. Files	___	57	Deleted
Seminars & Meetings Files	___	58	Deleted
Seminar Program Files	___	59	Deleted
Educ. & Training Files	___	60	Deleted
Management Studies and Reports	7	61	Disp. revised
Monthly Highlight Rpt.	8	___	New item
Monthly Stat. Report	9	___	New item

Operations Bulletins	10	___	New item
Dist. Marketing Plans	11	___	New item
Assistance and Review Files	___	62	Deleted
Export Expansion Program Dist. Office Corr.	___	63	Deleted
Export Expansion Program Subject Files	___	64	Deleted
Export Expansion Conf.	___	65	Deleted
Export Development Off. Trade Shows/Exhibits Files	___	66	Deleted
Reports and Studies	12	67	Disp. revised
Export Promotion Data/ Firms...	___	68	Deleted
Business/Gov. Relations Program files	___	69	Deleted