

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec NCA 16 Nov 81

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Commerce

2. MAJOR SUBDIVISION
International Trade Administration

3. MINOR SUBDIVISION
Assistant Secretary for Trade Development

4. NAME OF PERSON WITH WHOM TO CONFER
Charles Brett

5. TEL EXT
**202
377-3430**

LEAVE BLANK	
JOB NO NCI-151-81-3	
DATE RECEIVED March 16, 1981	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-23-81 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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 26 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.

C. DATE 3-10-81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Departmental Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center">DEPUTY ASSISTANT SECRETARY FOR THE U.S. COMMERCIAL SERVICE</p> <p>The U.S. Commercial Service (USCS) develops, implements, and evaluates domestic and international business assistance programs of the Department assigned to USCS for field implementation. The basic objective of these programs is to improve the rate of U.S. economic growth and the competitive position of American goods in world markets. Organizationally, USCS consists of a headquarters office and forty-seven District Offices which provide local business communities with informational service, technical business data, and counsel on Departmental programs and related marketing aids.</p> <p>MASS DATA CHANGE SHEET WILL BE FORWARDED WITH PRINTED CHANGE</p>		<i>108 items</i>

*Closed Out: 12-3-81: N.T.D.
Copy to Agency, NNF, NNB & NNR*

job #
NC1-151-77-
Item #

Office of the Deputy Assistant Secretary
for the U.S. Commercial Service

Official

1. Deputy Assistant Secretary's Subject File - Correspondence collected or generated by the Deputy Assistant Secretary and the Deputy Director in the process of giving executive direction to the office including such subjects as organization, staffing, and program planning for the ITA field establishment. These are record copies of all correspondence received and/or signed by the Director with related material submitted to him by members of the staff. This file is arranged ~~alphabetically by subject~~ *chronologically*.

141
(was Office of Field Operations)

Start a new file every 5 years, retire to RSHF and transfer to WNRC one year later. Destroy when 10 years old.

2. District Office Correspondence - Correspondence with the District Offices and related material. Filed by District Office.

Start a new file every 5 years, retire to RSHF and transfer to WNRC one year later. Destroy when 10 years old.

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3. Departmental and Other Government Agencies Correspondence - Correspondence with other elements of the Department and other Government agencies generated by the Director and other staff members. This correspondence pertains to the interrelationships of the programs of USCS and those of the other organization units involved.

Start a new file every 5 years, retire to RSHF and transfer to WNRC one year later. Destroy when 10 years old.

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4. USCS Operations Manual - A loose-leaf manual containing authoritative instructions for the field establishment including policy, program, and operations guidance. Revision of the manual is accomplished by replacement of pages as required.

A historical set of the manual pages provides insight into the development of the field establishment and on its objectives and accomplishments.

Record set (1 copy of each page issued) - Permanent. Retire to RSHF when no longer needed for current business and transfer to WNRC one year later. Offer to NARS when 20 years old.

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5. USCS Operations Bulletins and Notices - A record set of one copy of each Operations Bulletin or Notice issued by USCS.

Permanent. Retire to RSHF when no longer needed for current business and transfer to WNRC one year later. Offer to NARS when 20 years old.

156

6. Management Studies and Reports - Management studies of the field establishment conducted by groups drawn from without or within the Department to evaluate the operations and/or accomplishments of the District Offices. A record set of such studies has continuing research value since they constitute a large segment of the administrative history of the field organization.

Record set (1 copy of each report or study) - Permanent.
Retire to RSHF when no longer needed for current business
and transfer to WNRC one year later. Offer to NARS when 20
years old.

149

7. Assistance and Review Files - Record copies of reports prepared by the various professional members of the program area staff after having visited a District Office 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.

Start a new file every 5 years, retire to RSHF and transfer
to WNRC one year later. Destroy when 10 years old.

151

8. Associate Office Program Files - Chambers of Commerce, Boards of Trade, and similar organizations in the private sector are designated Associate Offices. Under the terms of their designation these organizations agree to serve as first-hand sources of information about emerging business trends and related developments in their respective communities. The file contains a copy of the designation and related correspondence for each Associate Office. Arranged alphabetically by District Office, thereunder by geographical designation.

Destroy designations and correspondence when the
organization withdraws from the program.

159

9. Associate Office Relations Correspondence - General correspondence concerning the Associate Office program that does not apply to any single Associate Office and that usually either requests or transmits useful information.

Destroy when no longer needed for current business or when
one year old, whichever is sooner.

160

Business Development Services

These services concern the field implementation of the business development assistance programs of ITA and related programs of other Departmental and Governmental Agencies. Principal objectives are to maintain liaison with ITA program entities and to provide promotional support and technical guidance to the District Offices relative to business development marketing services, business reference assistance, statistical data, and related areas of concern.

10. Business Development Program File - Correspondence, printed and processed material pertaining to the general aspects of the District Office program to assist private enterprise. The file also contains technical data useful to the specialists involved. The papers are arranged alphabetically by subject.

Destroy individual documents or contents of file folders when 3 years old.

161

11. District Office Program Development Correspondence - Correspondence and related papers with District Offices pertaining to all aspects of the program conducted to assist private business. The papers are arranged alphabetically by name of District Offices.

Move active papers or files forward and destroy all other papers when 3 years old.

162

Conference and Procurement Programs

(1) Federal Procurement Conferences - Procurement specialists at these conferences counsel businessmen on (1) federal procurement and contracting, (2) aids and services of Government to business, and (3) opportunities to sell to federal, state, and local agencies and prime contractors.

(2) Federal/State Relations - A program to provide State and local government agencies with timely and pertinent information on the business programs of the Department and enlist the support of these agencies in carrying out these programs; to provide a mutual working relationship for the conduct of joint programs to assist the business community of the area involved; to multiply the efforts of the District Offices in carrying out the program of the Department at the local level;

(3) Emergency Readiness/Industrial Mobilization - At the Departmental level, maintains plans and readiness posture for the continuity of the Secretary's activity under varying possibilities of National Emergency. At the ITA level, USCS supports the Office of Industrial Mobilization in its mission to generate a National Production Authority in time of need; and

(4) Commerce Business Daily - Published by ITA under the authority of Public Law 87-305 which directs the Secretary of Commerce to publish the CBD for the purpose of advising U.S. firms of proposed Government procurement activities.

12. Federal Procurement Conference File - Arranged chronologically by date of conference, each folder contains a list of the counselors designated by participating agencies, a fact sheet giving the particulars of the conference such as sponsor's name, date, place, names of coordinators, etc., a copy of Commerce Business Daily carrying a notification of the conference report, requests for publications, and answers to the letters of invitation and related papers.

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In some cases, correspondence is initiated in preparation for a conference that is not subsequently held. These papers are of short-term value since detailed planning documents are not created in these instances.

- a. Correspondence on Conferences not held - Destroy when 2 years old.
- b. Conference Files - Destroy individual documents or contents of file folders when 10 years old.

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13. Federal/State Relations Correspondence - Correspondence, reports, news releases, studies, workpapers and information copies of documents regarding this program.

Destroy when no longer needed for current business or when 3 years old, whichever is sooner.

176

14. Emergency Readiness Subject File - Copies of correspondence, instructions, and printed and processed material pertaining to the plan and conduct of the Emergency Readiness program and a list of CADRES established in each of the District offices to participate in emergency readiness exercises.

Destroy individual documents or contents of file folders when superseded.

153

15. Commerce Business Daily - Notices of Government contracts to be let are published in the Commerce Business Daily for the convenience of contractors in the private sector who wish to submit bids. This file contains copies of the correspondence and related papers generated by the Director pertaining to the presentation and format of the publication as well as what material shall be included or excluded from the publication. Also included are special reports and studies on the effectiveness and efficiency of Commerce Business Daily.

- a. Annual Report to Senate Select Committee on Small Business, special studies and other reports, and policy correspondence - Destroy when 5 years old.
- b. All Other Papers - Destroy individual documents or contents of file folders when 2 years old.

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~~16. Issues of Commerce Business Daily - A record set of one copy of each issue of the publication.~~

~~Permanent. Retire to RSHF when no longer needed for current business and transfer to WNRC one year later. Offer to NARS when 20 years old.~~

changed per letter from I. v. Parr to NCD

16. Commerce Business Daily Information File - Non-record.

Every issue printed during the calendar yr. It is used for reference and handout purposes only.

Destroy when no longer needed for current business or when 1 yr old, whichever is sooner.

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17. Special Reports and Projects - Copies of correspondence, speeches, GAO audit reports, monthly activity reports, District Office studies and related project descriptions and papers generated or collected by the Director of Commerce Business Daily.

Destroy when 5 years old.

155

18. Director's Trade Mission File - The Director Commerce Business Daily participates in trade missions as required. This file contains correspondence and related papers concerning his participation, and supports the report which he submits on each mission. A record copy of the report is in the Deputy Assistant Secretary's Subject File.

Destroy when 5 years old.

158

Commerce Business Daily (CBD)/Chicago Office

Published in Chicago, the Commerce Business Daily lists U.S. Government procurement invitations, contract awards, subcontracting leads, sales of surplus property and foreign business opportunities.

19. Commerce Business Daily Publications File - All incoming copy published in each day's edition which is attached to the final printed versions for that day. The file is arranged chronologically by date.

Destroy each year's output in toto when 2 years old.

New

20. History File of Numbered Notes (#1-#99) - Describes certain further requirements bearing on particular bids published in the CBD. These requirements are determined by law or by the agency that has made the bid proposal. The file also provides background information for staff use in answering questions about proposals. The notes are published in each Monday edition of the CBD. This file is an essential worktool to the office's operation.

Review the file once a year and purge of obsolete or superseded material.

New

~~21. Commerce Business Daily Information File - Every issue printed during the calendar year. It is used for reference and handout purposes only.~~

~~Destroy when no longer needed for current business or when 1 year old, whichever is sooner.~~

22. Unprinted Incoming Copy File - Bids, proposals, contract awards and the like received by the office for inclusion in the CBD which,

21. Issues of Commerce Business Daily. A record set of one copy of each publication.

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PERMANENT? Transfer to FAAC when no longer needed for current business. Offer to NARS when 20 yrs old.

changed
in letter
from J.V. Paor
to NCD
See
Below



for one reason or another, were not printed. They may have arrived too late to be printed, contained incorrect information or were not properly formatted. File is maintained in date order.

Destroy when 1 year old.

New

23. Corrected Current Back Issues File - Revised CBD's in which incorrect information regarding bids and proposals was printed. File is maintained by date.

Destroy when no longer needed for current business or when 1 year old, whichever is sooner.

New

International Field Programs

These programs concern field implementation of the international business assistance programs of ITA and related programs of other Departmental and Governmental agencies in accordance with the objectives, policies and procedures of USCS. Principal objectives are to maintain liaison with ITA and other related program entities; provide promotional support and technical guidance to the District Offices; and establish procedures for program review and evaluation.

24. Export Expansion Program District Office Correspondence - Correspondence with related papers pertaining to the coordination, promotion, and implementation of the export expansion program in District Offices.

Start a new file at the end of every year, retire to RSHF and transfer to WNRC one year later. Destroy when 6 years old.

165

25. Export Expansion Program Subject File - Correspondence and printed and processed material pertaining to related federal and state government programs in the field of export expansion. Among the subject headings found in the file are Asian Development Bank, Foreign Credit, Interchange Bureau, International Management and Development Institute, Japanese Export Seminar Program, Multiplier Program, Trade Opportunity Program, Targeting Program, Trade Missions, etc.

The file has technical or general data needed by the specialist to plan and coordinate a dynamic export expansion program for the benefit of U.S. businessmen. It does not contain specific data on ongoing activities or functions of District Offices.

Start a new file every 5 years, retire to RSHF and transfer to WNRC one year later. Destroy when 10 years old.

166

~~26. Interagency Seminars for Small and Minority Businesses is a cooperative effort between the U.S. Commercial Service and other elements of ITA in conjunction with the Small Business~~

~~Administration, the Export-Import bank, and the Overseas Private Investment Corporation to stimulate participation by the small and minority business community in marketing exports.~~

~~The files are divided into two distinct groups.~~

~~(1) alphabetical subject files bearing on the establishment and maintenance of this interagency program and consisting of correspondence, memoranda, reports and summaries of meetings; and~~

~~(2) seminar files describing the meetings held, arranged by District Office, and containing agendas, workshop brochures, participants lists, conference evaluations, news clippings and some District Office correspondence.~~

~~a. Subject Files - Start a new file every five years, retire to RSHF and transfer to WNRC one year later. Destroy when 10 years old.~~

WITHDRAWN

~~b. Seminar Files - Start a new file every year. Destroy when 2 years old.~~

27. Export Expansion Conference - A conference is held periodically for the purpose of bringing together senior staff members from each District office for the purpose of indoctrination in the latest developments and methodology involved in conducting a productive export expansion program.

The file contains copies of the planning papers, agenda, evaluation sheets, handouts, discussion and other supporting papers developed for the last conference. With a few exceptions these papers will have no value after the expiration of a short period following the next conference, since an updated version of these papers is generated for each succeeding conference.

a. Planning and Other Select Documents - Retain and move forward. Destroy when no longer needed for current business.

167

b. All Other Documents - Destroy 6 months after the next conference is held.

28. Trade Centers, Shows and Commercial Exhibits File - Under an agreement with the Deputy Assistant Secretary for Export Development, USCS recruits and counsels exhibitors for Foreign Trade Centers and Shows and Commercial Exhibits.

This file contains the correspondence pertaining to recruitment of exhibitors and the counseling given them. It also contains related papers such as the Weekly Export Operations Officer Report, copies of USCS Operations Bulletin and special reports submitted by National Export Marketing Managers.

Destroy files for closed shows at the end of each fiscal year.

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29. Reports and Studies File - 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 the 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.

169

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

b. All other reports - Start a new file every 3 years, retire to RSHF and transfer to WNRC one year later. Destroy when 10 years old.

per telecon
w/ C. Brett
10/13/81
RWC

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

Printouts

30. Export Promotion Data/Firms Taking Initial Export Actions and Dollar Values - This is a computer printout which statistically reports the number of firms that were assisted by District Offices in entering export trade or a new market and the dollar value of the trade of such firms. Similar statistical data is given on Participation Agreements and on an Account Executive Program (Target industries).

Destroy when 10 years old.

170

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 USCS 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 U.S. Commercial Service headquarters office provides coordination, program guidance, and support services for the DECs and assists them in communicating information to the President's Export Council.

31. District Export Council (DEC) Program Files - 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 clearances.

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

Agenda, Minutes, Correspondence, and Background material.

a. ~~Historical, policy and guidance records - Permanent.~~
Start a new file every five years and retire to RSHF one year later. Hold one year, then transfer to WNRC. ~~Offer to NARS when 20 years old.~~ *Destroy when 10 yrs old.*

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

New Item

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

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

New Item

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

District Offices

Under the guidelines and priorities established by the Deputy Assistant Secretary for the U.S. Commercial Service, the office ascertains the needs and desires for information and assistance relevant to the private economy that fall within the scope of Commerce's responsibilities; delivers to business and industry export promotion and expansion programs, information, and services; maintains and operates domestic informational services and related activities; maintains liaison with business and professional organizations, state and local government agencies, educational institutions, and other appropriate organizations.

The records found in District Offices are grouped and described under headings by type of content or function. This arrangement of the descriptions of records does not restrict the application of the schedule and all items in this section should be applied to the records described wherever they are found in the District Office, regardless of the categorical arrangement of the items.

The abbreviation "FARC" is used to denote the Federal Archives and Records Centers operated by the General Services Administration.

Office of the Director

33. Director's Subject File - Correspondence, special reports, special projects and other papers both incoming and outgoing, to and from USCS Headquarters, ITA offices, Government agencies, other District Offices, State and local governments, industrial firms,

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private individuals, and external agencies such as the Chamber of Commerce, Federal Executive Board, District Export Council, the Long Island Association, etc. and correspondence regarding Federal Procurement Conferences and state organizations for the purpose of generating business opportunities within the community. The file also contains documentation generated or collected by the Director and retained for his convenience in the process of maintaining executive direction of the office.

Destroy individual documents or contents of file folders when 3 years old. 233

34. Federal/State Relations - Documentation concerning Federal/State relations in the areas of commerce and trade.

Move active agreements forward and destroy all other documents when 3 years old. 176

35. Administrative Accounting File - Papers generated by the Director or subordinate concerning such subjects as contracts, bills of lading, publications sales vouchers and the like. Basic documentation consists of statements of transactions and accountability, all supporting vouchers, schedules, and related papers.

Also included here are GPO records related to the sale of Commerce publications. These are office copies of requisitions, debit vouchers, inventories, monthly statements of accounts and deposit receipts. Record copies are maintained by the Office of Budget.

Break file every 2 years. Transfer to Federal Archives and Records Center (FARC). Destroy when 3 years old. 203, 248 +

36. General Correspondence - Correspondence of a general nature pertaining to the activities and programs of the office. 250

Start a new file annually. Hold for one year, then destroy. 212

37. Congressional Correspondence - Incoming letters, records of telephone conversations and outgoing replies to Congressmen.

Destroy when 2 years old. 235

38. Federal Executive Board File - Correspondence regarding FEB activities, copies of FEB announcements, Annual Reports, National FEB Bulletins and Newsletters. Also included is correspondence regarding FEB Committee assignments and activity.

Start a new file every year. Destroy 1 year later. Retain committee assignment file and transfer to successor upon completion of committee assignment. 256

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39. Emergency Planning File - Correspondence relating to administration and operation of the emergency planning program.

257

Destroy when 2 years old.

40. Associate Office Program File - Correspondence generated or received by the Director pertaining to ITA activities involving Associate Offices and associations such as Area Councils for economic development and Chambers of Commerce. Included is documentation of the designation of local Chambers of Commerce as "Associate Offices."

a. Designations - Destroy when Associate Office withdraws from program.

259

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

41. Field Activity and Visit Report File - Forms ITA-700 or equivalent, Business Contact Report and ITA-710 or equivalent, Field Activity Report. The former lists the names of firms visited, the date of the visit and the subject(s) discussed by the Trade Specialists of each office. The latter is a District Office activity report reflecting the extent of promotional activity, the number of firms taking initial export actions and dollar value, plus OIM Participation Agreements signed during the month. Also included is a narrative report. A monthly report summarizing these activities is then prepared on ITA-710 and submitted to USCS Headquarters in Washington.

265, 266
286, 287

Start a new file every year and destroy when 2 years old.

42. Press Conference and Speeches - Formal information releases and publications, such as press releases, press conference transcripts, and official speeches by the Director and other staff members at various functions.

Start a new file every 2 years, hold 2 years and destroy.

245

Domestic Trade Programs

43. Subject File - Correspondence with USCS Headquarters and industrial firms pertaining to program activities, policy, procedure, and rulings and decisions on matters related to various projects such as Industrial Energy Conservation Program, selected industries, business opportunity conference, trade shows, and National Alliance of Businessmen.

Start a new file every year. Retire to FARC 1 year later and destroy when 10 years old.

260

44. Operational Plans File - This file contains copies of the Annual Operational Plan and Allocation of Resources for Program Implementation. These reports are submitted annually to USCS

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Headquarters. Also included is the Domestic Trade Operational Plan which is submitted quarterly to USCS Headquarters.

Destroy when 3 years old or when no longer needed for current business, whichever is sooner.

261

45. Area Abstract Report - This report, submitted annually to USCS, lists population and monetary data regarding business activity in the district, as well as international trade activity.

Start a new file every 5 years, transfer to FARC 1 year later. Destroy when 10 years old.

262

46. Fact Sheet on Area Served - This is a narrative report submitted to USCS Headquarters annually, providing historical data on area covered by the District Office. This report describes the economic, employment, and business conditions prevailing in the area.

Destroy when superseded.

268

47. National Defense Executive Reserve Program - Correspondence to and from members of the Executive Reserve Program regarding nominations for participation in the program, staffing assignments, attendance at conferences, meetings and operation of the program and files of key industry executives who have been assigned specific duties in the event of a national emergency.

a. Board of Director's meetings, semi-annual seminars of NDER and related papers.

Destroy when 3 years old.

193

b. Executive Reserve Personnel files

Retain until assignment is terminated.

192

c. All other documents.

Destroy when 5 years old.

48. Emergency Planning File -

a. Correspondence files relating to the administration and operation of the emergency planning program.

Destroy when 2 years old.

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b. Case file consisting of a record copy of each plan as directed, with related background papers.

Move inactive file when superseded or obsolete to closed files. Transfer to FARC when no longer needed for current business. Destroy when 10 years old.

272

c. Copies of plans and directives, other than those maintained in case files described above.

Destroy when superseded or obsolete.

d. Report of Operations Tests.

~~Permanent~~. Transfer to FARC when no longer needed for current business. Offer to NARS when 20 years old.

e. Operations Test Files - Papers accumulated from tests conducted under emergency plans such as instructions to members participating in these tests, staffing assignments, messages, tests of communications and facilities, and returned copies of reports.

Destroy when 3 years old.

49. District Export Council (DEC) Association - local business action groups serving as a link in a joint Government/industry export expansion endeavor. Working in cooperation with ITA District Offices, the councils encourage and support export expansion activities through advising prospective exporters on the "how to" of exporting, sponsoring or co-sponsoring seminars and workshops, organizing speakers bureaus and trade missions, and related activities.

Included here are DEC minutes, correspondence, seminar proceedings, mailing lists of association offices and the like.

a. Mailing lists - Destroy when superseded.

273

b. All other papers - ~~Permanent~~. Transfer to FARC when no longer needed for current business. Offer to NARS when 20 years old.

50. Special Reports - Copies of reports regarding matters of domestic business such as Minority Business Reports, Quarterly Activity Reports, etc.

198

Destroy when 2 years old.

International Trade Programs

51. Company Master File - A long-term worktool for the office, documenting the activity between District Office personnel and companies in their area to provide information and assistance to those firms interested in exporting. Included in the files are correspondence, company brochures, catalogs, data on products and processed forms.

Some District Offices maintain a centralized file, while at others, each Trade Specialist maintains the official file for those firms served. The files are arranged alphabetically by firm name, subdivided by county or other geographical designation, where appropriate.

- a. Active Companies: Purge file annually of all obsolete or superseded material.
- b. Inactive Companies: Transfer to inactive file and destroy 2 years thereafter.

Copies of records covered by 265,266

52. Emergency Applications for Export License - Copies of export license applications which were processed by the District Office on an emergency basis and related documentation. Original application forwarded to the Office of Export Administration for appropriate handling.

Destroy when 3 years old or when no longer needed for current business, whichever is sooner.

214

53. Amendments to Export Licenses - Copies of amendments to export licenses and related documentation.

Destroy when 3 years old.

215

54. Validated Import Certificates - Copies of Import Certificates issued by the appropriate government agency and related documentation. Filed chronologically by date of issue. Original copies are forwarded to the Office of Export Administration for appropriate handling.

Destroy when 3 year old or when no longer needed for current business, whichever is sooner.

217

55. Commerce News - Information, published monthly by District Offices, which contains items of interest to activities participating in the ITA program. They are mailed to banks, Chambers of Commerce, industrial firms, transportation companies, etc.

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Start a new file every year. Destroy 1 year later.

279

56. "E" Award and "E Star" Award File - Correspondence between District Offices and industrial firms regarding President's "E" Award for participation in export programs. Includes copies of Form ITA-476P, Application for the President's "E" and "E Star" Awards for Export Expansion, or equivalent and Form ITA-473, American International Traders Register, or equivalent. Also included is Form ITA-487, Notification of Scheduling of an "E" or "E Star" Award Ceremony, or equivalent. Application is forwarded to USCS Headquarters where record copy is kept. Filed in individual folders alphabetically by company.

a. Company Case Files - Start a new file every 5 years. Destroy 2 years later.

281

b. All other papers - Destroy when 5 years old or when obsolete, whichever is sooner.

57. "E" Award Applications Withdrawn File - These are copies of applications which have been denied because of the failure of the applicant to meet the criteria.

Destroy when 2 years old.

282

58. Trade Opportunities Subject File - Correspondence generated or received by a District Office regarding trade opportunities with foreign firms. Includes correspondence directed to American Embassies regarding trade programs under their jurisdiction. Also includes Form ITA-427P, Trade Opportunities Program Registration or equivalent.

a. Trade Opportunities filed by Standard Industrial Classification (SIC) Code - Destroy file copy when 1 year old.

222

b. All other papers - Start a new file every year. Destroy when 2 years old.

275

59. Meetings and Visitors - Records of special visitors to District Offices and visits of foreign trade mission representatives. Program notes on special meetings initiated by District Office.

Destroy when 2 years old. Move forward any special file of continuing value and destroy when no longer needed for current business or when 5 years old, whichever is sooner.

289

60. Promotional Meeting Subject File - Correspondence generated or received regarding promotional meetings sponsored by ITA and/or the District Office such as World Trade Conferences, Export Clearance

Meetings, and Export Marketing and Promotion Workshops. Includes Form ITA-701, Report on Forums, Conferences, and Seminars or equivalent.

Start a new file every year. Destroy when 2 years old.

276

61. Foreign Consulates and Embassies Subject File - Contains copies of correspondence with foreign consulates and embassies on subjects such as Commerce Newsletter service and export promotion multiplier program.

Start a new file every year. Destroy when 3 years old.

290

62. Trade Complaints File - Correspondence generated or received in District Office regarding trade adjustment cases (complaints). Complaint is forwarded to Business Counseling/Trade Complaints Section, Office of Export Marketing Assistance, which forwards complaint to Embassy involved. The foreign firm involved is contacted by Embassy, which reports results to investigation back to District Office for transmission to complainant.

Start a new file every year. Destroy 1 year later.

293

63. Foreign Trade Events File - Correspondence, press releases, notices of meetings for Foreign Trade Events and Association meetings not sponsored by ITA. Filed by type of meeting (activity).

Start a new file every year. Destroy 2 years later.

294

64. Target Industry Card File - These are 5 x 8" cards furnished by Commerce Department from the American International Traders Register, showing industry, address, number of employees, and general background information of selected industries involved in the expansion of U.S. export program. These cards are annotated whenever any activity occurs regarding these industries (visits, trade fairs, promotion programs, etc.) and are filed:

- (1) Alphabetically by name (master file)
- (2) Zip Code
- (3) Alphabetically by target industry.

298

Remove card when industry is no longer designated as a target industry and transfer to inactive file. Close inactive file every 2 years and destroy 2 years later.

65. American International Traders Register File - Contains copies of correspondence and Form ITA-473, American International Traders Register. ITA-473 is completed when a U.S. firm is interested in receiving information regarding marketing, business opportunities,

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and assistance involving international trade. As a result of the completion of ITA-473, the Commerce Department issues the three sets of 5 x 8" AITR cards noted in Target Industry Card File.

Start a new file every year. Destroy 2 years later.

301

66. Agent/Distributor Service Case File - This file contains copies of correspondence and copies of Form ITA-424P Agent/Distributor Service Application, or equivalent submitted by U.S. firms interested in locating potential agents or distributors in foreign markets. ITA-424P is forwarded to ITA for processing to overseas posts. When reply is received, case is considered closed. This file is kept alphabetically by company.

Transfer closed cases to inactive file. Cut off inactive file every year and destroy 2 years later.

299

67. Overseas Visits by American Businessmen File - Contains correspondence and copies of Announcement of Intended Visit by American Businessmen. This file is duplicated in ITA, which notifies Embassies.

Start a new file every year. Destroy 2 years later.

300

68. Exhibitions File - Correspondence and schedules for assigned and pending trade exhibitions filed by date.

Start a new file every year. Destroy 2 years later.

302

69. TEAM Export Expansion Program File - Includes copies of incoming and outgoing correspondence regarding educational aid in conducting market surveys. District Office notifies USCS Headquarters of availability of student after contacting local universities.

Start a new file every year. Destroy 2 years later.

304

70. Target Industry - Special trade lists and publications such as World Market for U.S. Exports and Global Market Reports. Arranged chronologically by International Market Information Service Number. Information on file is used as basis for five year projections.

Destroy when 5 years old.

225

71. Foreign Trade Report - A series of Monthly and Annual Import and Export Statistics (printouts) developed by Commerce Department, Bureau of the Census, filed chronologically by month and year of issue.

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Retain monthly sets in office until annual summary is published then destroy. Retain annual summaries for 2 previous census years then destroy.

306

72. Microform Files on Export/Import Census Statistics - Microform published by the Bureau of the Census containing monthly accumulations, annual summaries of import/export statistics.

Destroy when 10 years old or when no longer needed for current business, whichever is sooner.

223

73. Trade Fairs - Trade Mission Case File - Correspondence with participants on domestic and foreign trade Fairs and Missions, filed alphabetically by City and Industry Organized Trade Missions.

Start a new file every year. Destroy when 2 years old.

284

74. Trade Center Case File - Includes copies of correspondence with participants regarding Trade Centers. Filed by Center and then by date.

Start a new file every year. Destroy when 2 years old.

285

Nonrecord Material

No employee of the Federal Government may destroy or alienate Federal records without an authorization issued in accordance with the Records Disposal Act and applicable regulations. By definition, certain materials such as printed and processed materials, duplicate copies, etc. are exempt from the requirement and may be destroyed by the holder on his own authority without reference to any outside individual or organization unit.

A considerable volume of nonrecord secondary source material is accumulated by the staff of USCS. These materials are essential to accomplish the mission of the office. Nevertheless, the constant accumulation of this material poses a problem that can only be resolved by regular application of a common ground rule by all professional and supervisory employees. Accordingly, no nonrecord secondary source material over five years old shall be retained by any organizational element of the International Trade Administration, except the last issue of a publication that is printed and except last issues of publications issued to cover a period of two years or longer.

Although it is incomplete, the following list of nonrecord material, with a suggested retention period for each item, is offered to help the user distinguish between record and nonrecord materials, and to help him to dispose of nonrecord items as soon as they are eligible.

Item #

Technical Reference Files

75. Technical Reference File - Informational material such as laws, regulations, news releases and special reports published by such agencies as Export-Import Bank of U.S., Foreign Credit Insurance Association; American International Traders Register; and the like. Filed alphabetically by issuing organization.

Purge files every 6 months and destroy obsolete or superseded material.

227

76. Program Promotion File - Copies of reports, bulletins, bid opportunities, overseas investment opportunities, AID press releases, AID procurement bulletins, FR-23 Export Expansion Seminars, and management aids for small manufacturers designed to stimulate overseas business opportunities for U.S. manufacturers. Filed chronologically by subject.

Purge files annually and destroy obsolete or superseded material.

228

77. U.S. Government Laws and Regulations - Compilation of laws and regulations published by various Federal agencies such as the Department of Agriculture, the Department of the Interior, and the Department of Treasury, affecting international commerce. Filed alphabetically by agency.

Purge files periodically and destroy obsolete or superseded material.

229

78. Import-Export Statistics - Compilation of statistical reports and press releases from various State and Federal agencies and manufacturers and trade associations on a variety of topical subjects such as export statistics - Jet Aircraft; Pacific Coast & Hawaiian Foreign Trade; Foreign Trade reports and the like. Filed alphabetically by subject.

Purge files periodically and destroy obsolete or superseded material.

230

79. International Trade Reports - A variety of reports on international commerce such as Foreign Service Dispatch Loans, World Trade Data Reports; Foreign Trade Orders and Requisitions. Filed alphabetically by subject.

Cut off files after 1 year. Hold one additional year and destroy.

231

80. Country Market Digest - Filed alphabetically by name of country.

Destroy when obsolete or superseded.

232

Item #

81. State Technical Information Files - Statistical and other data published by various state agencies such as Agriculture, Finance, Fish & Game and Human Resources Development. Filed alphabetically by agency, and chronologically by date.

Break files annually. Hold one additional year and destroy.

200

82. Technical Patent Information - Files of general interest material issued by the U.S. Patent Office and organized by topic such as abstracts, attorneys, classification, fees, laws, treaties, and the like.

Destroy obsolete or superseded material at the end of each year.

201

83. International Business Information - Annual Reports, advertising brochures, other information from companies interested in engaging in international business. Filed in alphabetical order.

Destroy superseded or obsolete material at the end of each year.

278

84. Marketing Information Subject File - This file contains printed material such as Export Market Digests, Economic Trend Report, U.S. Foreign Trade Schedules, Investment Lists, World Trade Bulletins, U.S. Tariff Information.

Destroy superseded material at the end of each year.

305

85. Trade Agreements Program - A compilation of various documents such as reports, studies, correspondence and circulars pertaining to international commerce such as Kennedy Round; State Department, GATT, NATO, general world agreement and trade acts.

Destroy obsolete or superseded material annually.

224

86. Trade Centers - Informational material about permanently established trade centers, filed alphabetically by city where centers are located.

Destroy obsolete or superseded material each year.

226

87. Trade Fairs and Shows - Brochures, announcements, schedules, reprints of articles, criteria and other informational material which bear on the trade fair programs. Filed alphabetically by country and by sponsoring activity.

Hold file until 3 years after close of fair or show and destroy.

204

Item #

88. Trade Missions - General information and guidelines to industries on procedures, policies, and prospects for organizing trade missions in foreign commerce. Material organized by general topic, and by area or country if volume warrants.

205

Destroy when 3 years old.

89. United Nations Development Program - A series of U.N. produced pamphlets by country, containing economic and statistical information, and projected (usually 5 years) programs for economic development.

Hold 5 years, or to end of study period and destroy.

221

90. Export Administration - General informational material derived from a variety of official sources such as International Traffic Control in Arms Shipments; U.S. Export Administration Regulations; and Proof of Exports for Taxes. Arranged alphabetically by topic such as shippers, procedures, control notes, regulations, etc.

Destroy when obsolete or superseded.

213

91. License Amendments & Import Certificates - A digest of various laws and regulations affecting imports as promulgated by their controlling government agency.

Destroy when superseded or revoked.

216

Bureau of the Census Publications:

o Current Population Reports - Statistical reports, arranged numerically by report number. Published periodically.

Retain 3 years and destroy, or send to public library.

o Congressional District Census Statistics - Published annually and arranged alphabetically by state.

Destroy when the next issue is received.

o Annual Survey of Manufacturers - Issued annually and organized by series number.

Retain last 3 survey reports.

o Census of Fisheries and Minerals - Filed alphabetically by state. Published every 5 years.

Retain last 2 census reports and destroy or forward older copies to public library.

o Current Construction Reports - Statistics on construction and housing filed numerically by "C" number sequence.

Retain monthly issuances until annual summary is received, then destroy. Retain annual summaries 3 years and destroy or forward to public library.

o Census Import-Export Statistics - Bound volumes of Bureau of the Census Statistics. File chronologically by year.

Hold two past census years and current year. Destroy all others.

o Transportation Census Reports - Published in 2 parts every 5 years. One part arranged by state and second part by commodity grouping.

Retain last 2 census reports. Destroy or forward older copies to public library.

o Housing Census Statistics and Population Census Statistics - Supplementary reports, issued periodically to update the last decennial census. Filed by report number.

Retain until receipt of next decennial census, then destroy.

o Census of Governments - 5-year report, by state and subject.

Retain last 2 census reports. Destroy or forward older copies to public library.

o Census of Population and Housing - Issued every 10 years by the Bureau of the Census. The paperbound and hardbound copies of the decennial census.

When hardbound copy is received, destroy all paperbound copies except for copies of area covered by District Office which may be retained for working file.

o Country Business Patterns - Issued annually and filed alphabetically by state.

Retain 3 years and destroy or forward to public library.

o Census of Manufacturers - Published in 2 parts every 5 years by Bureau of the Census. Part 1 filed alphabetically by state, and part 2 filed numerically by SIC Code.

Retain last 2 reports then destroy or forward to public library.

o Census of Construction Industries - Issued in 2 parts every 5 years and filed alphabetically by state, and by subject.

Retain last 2 reports then destroy or forward to public library.

o Business Census - Issued every 5 years by Bureau of the Census. Initial distribution in paperbound followed by hardbound sets. Filed alphabetically by state.

Retain last 2 hardbound sets then destroy or forward to public library. Retain paperbound set of current census for states covered by District Office and U.S. Summary for working file.

o State and Local Governments Finance - Report published periodically and filed by series number.

Retain 2 years and destroy.

o Local Government Employment - Statistics published periodically by series number.

Retain 2 years and destroy.

o Retail and Wholesale Trade Reports - A compilation of monthly and annual statistics filed chronologically by date.

Retain 3 years and destroy or forward to public library.

o Census Use Studies - Special one-time reports covering a variety of subjects such as computer mapping, family health survey, schools, etc.

Retain one copy until superseded. Forward extra copies to public library.

o Statistical Abstract - Issued annually. Contains a compilation of international statistics from numerous sources. Similar to World Almanac.

Retain latest 3 issues. Destroy old issues or donate to public library.

Other Publications

o Weekly Compilation of Presidential Documents - Filed chronologically by date of issue.

Retain selected documents 2 years and destroy.

- o Federal Register - Issued daily and filed chronologically.

Retain current year's issues only. Destroy previous year's.

- o Commercial Standards - Issued periodically by National Bureau of Standards, filed numerically by report number.

Destroy when obsolete or superseded.

Other Nonrecord Material

- o Brochures and miscellaneous information received from various state government agencies. Organized by state and by name of agency within.

Review and purge files of obsolete material yearly.

- o Subscription materials, such as copies of magazines, periodicals, trade journals and the like.

Review and purge files of obsolete material yearly.

- o Domestic Reference File - Miscellaneous gatherings of informational material, arranged alphabetically by subject or topic. The source of this is from Federal government agencies, State agencies, news clippings, reports, laws, special studies, universities and the like.

Review and purge files of obsolete material yearly.

- o Brochures and special studies published by service firms such as banks, transportation industries, manufacturers, and the like.

Destroy when obsolete or superseded or when 5 years old, whichever is sooner.

- o Country Files - Overseas business reports, economic trends, reports, and general interest articles affecting International Commerce. These files are usually organized under main subheadings such as Economic Conditions, Tariff Controls, Taxation, basic laws within each country.

Review and purge files of obsolete material yearly.

- o International Reference Files - A variety of general interest material pertaining to individual countries such as business opportunities, projected growth, trends and the like.

Review and purge files of obsolete material yearly.

o Export Mailing List - Reference copies of publication of foreign firms which can be used for contact purposes and extra sale copies of each publication.

Review and purge file of obsolete material yearly.

No effort has been made to list the majority of Department of Commerce publications which interest USCS, since the staff members concerned with them are knowledgeable of the purpose and usefulness of those publications. They should be destroyed when no longer needed for current business.