

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
Last Modified: 12/04/2025

General Information

Agency or Establishment	International Trade Administration
Record/Scheduling Group	0489 - Records of the International Trade Administration
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Industry and Analysis
Schedule Subject	Industry and Analysis Records Schedules
Additional Schedule Information	<p>The International Trade Administration (ITA) is responsible for its industry engagement activities and programs delivering services and programs for public partnership. ITA brings together government resources, industry, and other stakeholders to collaborate on creating and implementing trade strategies that provide global opportunities for U.S. businesses.</p> <p>Industry and Analysis (I&A) of ITA is headed by the Assistant Secretary for Industry and Analysis. The mission of I&A is to produce in-depth, high-quality trade analysis while creating and implementing innovative trade and investment strategies that unlock global opportunities for U.S. businesses. I&A's functions include industry engagement, trade agreements secretariat, and Deputy Assistant Secretary-level groups for Textile Consumer Goods and Materials, Manufacturing, Trade Policy and Analysis, Travel and Tourism, and Services.</p> <p>This records disposition authority comprehensively covers all mission records of I&A, unless superseded or complimented by future records disposition authorities.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 36
Number of Temporary disposition items: 27
Number of Permanent disposition items: 9
Number of Items with Disposition Not Approved: 0
Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0489-2024-0001

Item #	Title	Disposition
0001	Industry and Analysis : Legislation Files	Temporary
0002	Industry and Analysis : Negotiations Files : Government Procurement and Subsidies Code Files	Temporary
0003	Industry and Analysis : Negotiations Files : Negotiations Recommendations	Temporary
0004	Industry and Analysis : Preferential Trade Files	Temporary
0005	Industry and Analysis : Unfair Trade Practices Case Files	Temporary
0006	Industry and Analysis : Import Relief Files	Temporary
0007	Industry and Analysis : Industry Research Paper, Trade Issue Files, and Studies	Temporary
0008	Industry and Analysis : Industry Engagement Program Records	Temporary
0009	Industry and Analysis : Industry and Analysis Data Service : Dashboard Records : Reports	Permanent
0010	Industry and Analysis : Industry and Analysis Data Service : Dashboard Records : Routine Reports	Temporary
0011	Industry and Analysis : Interagency Committees : Council : Institution Records : Substantive Committee/Council/Institution Records	Permanent
0012	Industry and Analysis : Interagency Committees : Council : Institution Records : Committee/Council/Institution Management Records	Temporary
0013	Industry and Analysis : Interagency Committees : Council : Institution Records : Committee/Council/Institution Substantive Working Records	Temporary
0014	Industry and Analysis : Trade Barriers/Promotion/Business Counseling Files	Temporary
0015	Industry and Analysis : Data Privacy Framework (DPF) : Privacy Shield Program Records : Self- certification applications and re-certification applications, and submitted copies of withdrawal questionnaires, failure to re-certify questionnaires, post-withdrawal annual affirmation questionnaires, and compliance questionnaires.	Temporary

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0016	Industry and Analysis : Data Privacy Framework (DPF) : Privacy Shield Program Records : All other documentations, including correspondence and any other administrative records	Temporary
0017	Industry and Analysis : Free Trade Agreements Enforcement Records : Dispute Case Files	Permanent
0018	Industry and Analysis : Free Trade Agreements Enforcement Records : Free Trade Agreements Administration Policies	Temporary
0019	Industry and Analysis : Free Trade Agreements Enforcement Records : Free Trade Agreement Communication/ Training Materials and Tools	Temporary
0020	Industry and Analysis : Free Trade Agreements Enforcement Records : Free Trade Agreements Administrative Files	Temporary
0021	Industry and Analysis : Export Trade Certificate of Review Applications	Temporary
0022	Industry and Analysis : Intellectual Property Rights and Attaché Program Records	Temporary
0023	Industry and Analysis : Global Cross-Border Privacy Rules (CBPR) Forum Records : Certification applications and re-certification applications of accountability agents.	Temporary
0024	Industry and Analysis : Global Cross-Border Privacy Rules (CBPR) Forum Records : All other documentation, including correspondence and administrative records.	Temporary
0025	Industry and Analysis : China Textile Safeguard Mechanism Records	Temporary
0026	Industry and Analysis : Made in USA Sourcing & Product Directory	Temporary
0027	Industry and Analysis : World Trade Organization (WTO) Dispute Settlement Case Files	Temporary
0028	Industry and Analysis : Tariff Rate Quota Program Records	Temporary
0029	Industry and Analysis : Trade Preference Program Records	Temporary
0030	Industry and Analysis : Forced Labor Enforcement Task Force (FLETf) Records	Temporary
0031	Industry and Analysis : Conflict Mineral Reports	Permanent

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0032	Industry and Analysis : Committee on Foreign Investment in the United States (CFIUS) Records : Non-case Specific Briefing Materials	Permanent
0033	Industry and Analysis : Committee on Foreign Investment in the United States (CFIUS) Records : Individual Transaction Files	Permanent
0034	Industry and Analysis : Committee on Foreign Investment in the United States (CFIUS) Records : Legislation, Regulatory, Executive Order, and Guidance Files	Permanent
0035	Industry and Analysis : Committee on Foreign Investment in the United States (CFIUS) Records : Other	Permanent
0036	Industry and Analysis : Committee on Foreign Investment in the United States (CFIUS) Records : Other Files Containing Business Proprietary Information	Permanent

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Records Schedule Items

Group Title	Industry and Analysis
Group Description	<p>The International Trade Administration (ITA) is responsible for its industry engagement activities and programs delivering services and programs for public partnership. ITA brings together government resources, industry, and other stakeholders to collaborate on creating and implementing trade strategies that provide global opportunities for U.S. businesses.</p> <p>Industry and Analysis (I&A) of ITA is headed by the Assistant Secretary for Industry and Analysis. The mission of I&A is to produce in-depth, high-quality trade analysis while creating and implementing innovative trade and investment strategies that unlock global opportunities for U.S. businesses. I&A’s functions include industry engagement, trade agreements secretariat, and Deputy Assistant Secretary-level groups for Textile Consumer Goods and Materials, Manufacturing, Trade Policy and Analysis, Travel and Tourism, and Services.</p> <p>This records disposition authority comprehensively covers all mission records of I&A, unless superseded or complimented by future records disposition authorities.</p>
DAA-0489-2024-0001-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Legislation Files

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Item Description	Records related to ITA's actions on product-specific legislation and other legislation affecting the international trade or domestic competitiveness of U.S. industry. The files include private sector testimony, speeches in the Congressional Record by the legislation's sponsors, analysis and comments from industry experts and the recommended Departmental position to be taken.	
	This series includes support for the Miscellaneous Tariff Bills (MTBs) process, Congressional Hearing Reports, requests for comments on proposed legislation, requests from Congress for information on existing or proposed legislations, and copies of Bills and Acts.	
	If legislation files are part of an industry-specific committee records with a longer disposition authority, the specified committee's disposition authority takes precedence over this generic authority.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-489-94-001/ 1	No	
N1-489-10-001/ 11	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Other: Destroy when 10 years old.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

Group Title	Industry and Analysis : Negotiations Files
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Group Description	Records related to the practices of bilateral, plurilateral, and multilateral negotiations with other countries under the auspices of the World Trade Organization (WTO) and other fora. These records include free trade agreement negotiations and implementation such as the United States-Mexico-Canada Agreement, and other future free trade agreements as well as future bilateral, plurilateral, and multilateral negotiations.	
DAA-0489-2024-0001-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Government Procurement and Subsidies Code Files	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-489-94-001/2/A	No	
N1-489-10-001/12/A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Close files 2 years after implementing legislation is passed, when implemented by executive action, or when Congress declined the legislation, whichever is later.	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0489-2024-0001-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Negotiations Recommendations	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

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Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-489-94-001/2/B	No
N1-489-10-001/12/B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off after implementing legislation is passed or when implemented by executive action or Congress declined the legislation occurs, whichever is later.
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Industry and Analysis
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DAA-0489-2024-0001-0004		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		Preferential Trade Files	
Item Description		Records related to Preferential Trade Program Reviews, including, but are not limited to the U.S. Generalized System of Preferences (GSP) Annual Review, GSP Special Central and Eastern Europe Review, Andean Trade Preferences Act, Caribbean Basin Trade Partnership Act, and Africa Growth and Opportunity Act, other trade preference programs. Each of these subjects usually encompasses a "Review" period established by regulation that does not correspond to the calendar year. Review periods are approximately one year long, and the dates of the review period vary by subject.	
Is this item media neutral?		Yes	
Is this item a Big Bucket?		No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?		Yes	
		Superseded Items	
Superseded Item		Item Superseded in Part?	Explanation

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N1-489-94-001/3/A/1	No
N1-489-94-001/3/A/2	No
N1-489-94-001/3/B	No
N1-489-94-001/3/C	No
N1-489-94-001/3/D	No
N1-489-94-001/3/E	No
N1-489-10-001/13/A/1	No
N1-489-10-001/13/A/2	No
N1-489-10-001/13/B	No
N1-489-10-001/13/C	No
N1-489-10-001/13/D	No
N1-489-10-001/13/E	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off when each annual review is completed, or implementing legislation is enacted, or when the program expires.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0005 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Unfair Trade Practices Case Files
Item Description	Records related to administration of Section 301 of the Trade Act of 1974, which is the principal U.S. statute for addressing foreign unfair practices affecting U.S. exports of goods or services. Section 301 is to enforce U.S. rights under international trade agreements and may also be used to respond to unreasonable, unjustifiable, or discriminatory foreign government practices that burden or restrict U.S. commerce. This series includes the National Trade Estimates Reports, and all other case files.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	

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Superseded Item	Item Superseded in Part?	Explanation
N1-489-94-001/4/A	No	
N1-489-94-001/4/B	No	
N1-489-10-001/14/A	No	
N1-489-10-001/14/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after conclusion of case.	
Retention Period	Destroy 6 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0489-2024-0001-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Import Relief Files	
Item Description	Records related to administration of Section 201 of the Trade Act of 1974, which is the principal U.S. statute for implementing global safeguards to provide import relief for domestic industries that have experienced or are at risk of experiencing serious injury caused by imports. This series also includes records related to Sections 421 and 406 of the 1974 Trade Act, which relate to import relief specific to market disruptions caused by China and caused by a communist country, respectively.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-489-94-001/ 5	No	
N1-489-10-001/ 15	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		

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Final Disposition	Temporary
Cutoff Instructions	Cut off when case is closed
Retention Period	Destroy 6 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0007 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Industry Research Paper, Trade Issue Files, and Studies
Item Description	Records related to ITA's ongoing trade analysis and research activities, including but not limited to, market intelligence reports, trade issues papers, and special research projects on U.S. industry's potential in the current market condition, business practices, policy issues, and best prospects. Unless scheduled separated, this disposition authority is applicable to all industries. This series includes final reports and papers, correspondence pertaining to the development and operation of the program for trade analyses and research. Also included are memorandums, and other supporting documents and source data if applicable.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-489-94-001/ 6	No
N1-489-94-001/ 7	No
N1-489-10-001/ 16	No
N1-489-10-001/ 17	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off after paper/reports are finalized or what it is no longer necessary for business use, whichever is later.
Retention Period	Destroy 7 year(s) after cutoff

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0008 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Industry Engagement Program Records
Item Description	Records related to all industry engagement programs/initiatives that engage and collaborate with trade associations, chambers of commerce, educational institutions, and other organizations that support ITA's mission. Industry engagement programs include Strategic Partnership Program, Market Development Cooperator Program, Brand USA, and future partnership programs. Industry engagement program records include: <ul style="list-style-type: none">• Memorandum• Performance measures• Agreements• Applications• All related operational records
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year when the partnership/engagement program/initiative ended.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Industry and Analysis : Industry and Analysis Data Service : Dashboard Records
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Group Description	Records related to public-facing data services for publishing statistics for industries or dashboards that show market intelligence to U.S. businesses. As web content, these data services/dashboard records are constantly updated with new source data. Unless scheduled separately, this series covers all ITA data services, including but not limited to Top Export Market Rankings, Jobs Supported Reports, and Office of Textiles and Apparel (OTEXA) Trade Data.
DAA-0489-2024-0001-0009 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Reports
Item Description	Reports mandated by external requirements, including Congress, regulation, or OMB or published for public usage.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when published.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:10GB
Approximate first year of records covered by this authority	2006
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 1/1/2006 To: 12/31/2009
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0489-2024-0001-0010 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Routine Reports

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Item Description	Routine or ad hoc reports generated by internal requirements or business needs.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when fianlized.
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Industry and Analysis : Interagency Committees : Council : Institution Records
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Group Description	<p>Records of interagency committees/councils/institutions and their subgroups responsible for matters affecting trade policy; authorizing to review transactions that could impact on U.S. businesses; supervising the implementation of provisions of Free Trade Agreements; preference programs; supporting U.S. supply chain and export competitiveness; coordinating efforts to enforce illegal transshipment; and/or providing USG export financing. This series excludes the Committee on Foreign Investment in the United State (CFIUS) records. See item 23.</p> <p>These committees/councils/institutions are independently established by legislation, regulations, executive orders, and/or committee charters. These are not categorized as Federal Advisory Committees; thus, these are not Industry Trade Advisory Committees. These committees/councils/institutions include, but are not limited to:</p> <ul style="list-style-type: none">• Committee for the Implementation of Textile Agreements (CITA)• Tourism Policy Council (TPC)• Trade Promotion Coordinating Committee (TPCC)• The Interagency Committee on Trade in Automotive Goods
DAA-0489-2024-0001-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Substantive Committee/Council/Institution Records

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Item Description	Records documenting the establishment and formation of the committees/councils/institutions and their significant actions and decisions. Only one copy of each unique record is considered permanent. This series includes: <ul style="list-style-type: none">• Records related to the establishment of the committee/council/institution.• Records related to committee/council/institution membership.• Records of committee/council/institution meetings and hearings.• Records related to committee/council/institution findings and recommendations.• Records created by committee/council/institution members.• Records related to research collected or created by the committee/council.• Documentation of committee/council/institution subcommittees• Records related to committee/council/institution termination.• Other records documenting decisions, discussions, or actions related to the work of a committee/council/institution.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:10 GB
Approximate first year of records covered by this authority	1992
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 1/1/1992 To: 12/31/2009
Frequency of transfer	1

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Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(1) National Security
DAA-0489-2024-0001-0012	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Committee/Council/Institution Management Records
Item Description	Records created and/or maintained by ITA related to the overall management of committees for an agency. These records may pertain to specific committees/council/institution or to the committee/council/institution management function in general. Records include: <ul style="list-style-type: none">• agency guidelines• correspondence• requests for approval of committee/council/institution nominees• copies of records about committees/council/institution maintained for reporting purposes
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Other: Destroy when 3 years old, 3 years after submission of report, or 3 years after superseded or obsolete, as appropriate.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0013	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Committee/Council/Institution Substantive Working Records

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Item Description	Records related to specific committees/councils that are of an administrative nature or are duplicative of information maintained elsewhere. <ul style="list-style-type: none">• records relating to logistical or administrative aspects of committee/council/institution meetings and activities such as meeting location and access, phone line or internet connections, IT support concerns, etc.• routine correspondence• Non-substantive committee/council/institution membership records• Non-substantive web content
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff when superseded, obsolete, no longer needed or upon termination of the committee/council, whichever is sooner
Retention Period	Destroy immediately after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Industry and Analysis
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Group Description		<p>The International Trade Administration (ITA) is responsible for its industry engagement activities and programs delivering services and programs for public partnership. ITA brings together government resources, industry, and other stakeholders to collaborate on creating and implementing trade strategies that provide global opportunities for U.S. businesses.</p> <p>Industry and Analysis (I&A) of ITA is headed by the Assistant Secretary for Industry and Analysis. The mission of I&A is to produce in-depth, high-quality trade analysis while creating and implementing innovative trade and investment strategies that unlock global opportunities for U.S. businesses. I&A’s functions include industry engagement, trade agreements secretariat, and Deputy Assistant Secretary-level groups for Textile Consumer Goods and Materials, Manufacturing, Trade Policy and Analysis, Travel and Tourism, and Services.</p> <p>This records disposition authority comprehensively covers all mission records of I&A, unless superseded or complimented by future records disposition authorities.</p>
DAA-0489-2024-0001-0014		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Trade Barriers/Promotion/Business Counseling Files	
Item Description	Records related to ITA’s work combatting trade barriers and all trade promotion/business counseling activities, pertaining to trade policy, trade promotion, and trade opportunities. This series includes correspondence, tracking logs, and memorandum.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		

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Date Approved: 11/18/2025
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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Industry and Analysis : Data Privacy Framework (DPF) : Privacy Shield Program Records
Group Description	<p>This series includes records related to the negotiation and implementation of the “Data Privacy Framework (DPF) Program”, including the EU-U.S. DPF, UK Extension to the EU-U.S. DPF, and Swiss-U.S. DPF; and records related to its predecessor the “Privacy Shield Program”, including the EU-U.S. Privacy Shield and Swiss-U.S. Privacy Shield. The EU-U.S. DPF, UK Extension to the EU-U.S. DPF, and the Swiss-U.S. DPF were respectively developed by the U.S. Department of Commerce and the European Commission, UK Government, and Swiss Federal Administration to facilitate transatlantic commerce by providing U.S. organizations with reliable mechanisms for personal data transfers to the United States from the European Union / European Economic Area, the United Kingdom (and Gibraltar), and Switzerland that are consistent with EU, UK, and Swiss law.</p> <p>This series includes program policies, standard operating procedures (SOPs) and other procedures, standard forms, negotiation documents, forms received, correspondence, and other administrative records.</p>

DAA-0489-2024-0001-0015	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Self-certification applications and re-certification applications, and submitted copies of withdrawal questionnaires, failure to re-certify questionnaires, post-withdrawal annual affirmation questionnaires, and compliance questionnaires.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	

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Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
Last Modified: 12/04/2025

Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0016 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	All other documentations, including correspondence and any other administrative records
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Industry and Analysis : Free Trade Agreements Enforcement Records
Group Description	Records related to performing ITA's compliance functions to complement Free Trade Agreement enforcement actions.
DAA-0489-2024-0001-0017 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Dispute Case Files

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
Last Modified: 12/04/2025

Item Description	Records related to administering Free Trade Agreement (FTA) disputes under Chapters 10 and 31 of the United States-Mexico-Canada Agreement (USMCA). This series includes dispute filings & decision, applications for protective orders, issuance of protective orders, and service lists.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of calendar year in which case is closed.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:10GB
Approximate first year of records covered by this authority	1989
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 1/1/1989 To: 12/31/2009
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(1) National Security
DAA-0489-2024-0001-0018	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Free Trade Agreements Administration Policies
Item Description	Records related to policies, procedures, and guidelines on Free Trade Agreement dispute administration. This series includes Trade Agreement Secretariat (TAS) E-filing system arrangement, NAFTA & USMCA Rules of Procedure, NAFTA & USMCA billing guidelines.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
Last Modified: 12/04/2025

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when superseded.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0019 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Free Trade Agreement Communication/ Training Materials and Tools
Item Description	Outreach materials, publications, user guides, announcement related to Free Trade Agreement disputes for public or stakeholders. This series includes TAS standard of operations, E-filing system user guides, and newsletters regarding Free Trade Agreement disputes.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when superseded.
Retention Period	Destroy immediately after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0020 STATUS: Active	
ITEM GENERAL INFORMATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
Last Modified: 12/04/2025

Item Title	Free Trade Agreements Administrative Files
Item Description	Records related to administration of Free Trade Agreement dispute cases. This series includes disclosure and availability forms, communication with roster members and panelists, hearing documents & recordings, Federal Register Notices, invoices, correspondence, and related documentations.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Industry and Analysis
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
Last Modified: 12/04/2025

Group Description		<p>The International Trade Administration (ITA) is responsible for its industry engagement activities and programs delivering services and programs for public partnership. ITA brings together government resources, industry, and other stakeholders to collaborate on creating and implementing trade strategies that provide global opportunities for U.S. businesses.</p> <p>Industry and Analysis (I&A) of ITA is headed by the Assistant Secretary for Industry and Analysis. The mission of I&A is to produce in-depth, high-quality trade analysis while creating and implementing innovative trade and investment strategies that unlock global opportunities for U.S. businesses. I&A’s functions include industry engagement, trade agreements secretariat, and Deputy Assistant Secretary-level groups for Textile Consumer Goods and Materials, Manufacturing, Trade Policy and Analysis, Travel and Tourism, and Services.</p> <p>This records disposition authority comprehensively covers all mission records of I&A, unless superseded or complimented by future records disposition authorities.</p>
DAA-0489-2024-0001-0021		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Export Trade Certificate of Review Applications	
Item Description	Records related to the Export Trade Certificate Review (ETCR) Program, which provides federal antitrust protection and procedural benefits to U.S. firms interested in collaborating on export activities.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when certificate is relinquished.	
Retention Period	Destroy immediately after cutoff	
ADDITIONAL INFORMATION		

National Archives and Records Administration
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Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0022 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Intellectual Property Rights and Attaché Program Records
Item Description	Records related to Intellectual Property (IP) Rights Program including IP Attaché Program. IP Rights Program provides U.S. creators with resources and programs to help them protect and enforce their intellectual property rights domestically and internationally. This series includes: <ul style="list-style-type: none">• IP policy recommendations memoranda• Special 301 reports• Notorious Markets List• Trade and Investment Framework Agreements (TIFA)• IP related trade agreements• Publications• Case Studies• IP attaché dashboard• Memoranda• IP law training materials• Public awareness program records• Recommendations
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
Last Modified: 12/04/2025

Group Title	Industry and Analysis : Global Cross-Border Privacy Rules (CBPR) Forum Records
Group Description	Records related to the Global Cross-Border Privacy Rules (CBPR) Forum. The Global CBPR Forum was established in April 2022, by Canada, Japan, the republic of Korea, the Philippines, Singapore, Chinese Taipei, and the United States of America, as current economies participating in the Asia Pacific Economic Cooperation (APEC) CBPR System, to support the free flow of data and effective data protection and privacy globally. The United Kingdom joined as the Forum's first Associate in June 2023 and also contributed to the development of the Forum.
DAA-0489-2024-0001-0023 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Certification applications and re-certification applications of accountability agents.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when superseded.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0024 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	All other documentation, including correspondence and administrative records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Industry and Analysis
Group Description	<p>The International Trade Administration (ITA) is responsible for its industry engagement activities and programs delivering services and programs for public partnership. ITA brings together government resources, industry, and other stakeholders to collaborate on creating and implementing trade strategies that provide global opportunities for U.S. businesses.</p> <p>Industry and Analysis (I&A) of ITA is headed by the Assistant Secretary for Industry and Analysis. The mission of I&A is to produce in-depth, high-quality trade analysis while creating and implementing innovative trade and investment strategies that unlock global opportunities for U.S. businesses. I&A’s functions include industry engagement, trade agreements secretariat, and Deputy Assistant Secretary-level groups for Textile Consumer Goods and Materials, Manufacturing, Trade Policy and Analysis, Travel and Tourism, and Services.</p> <p>This records disposition authority comprehensively covers all mission records of I&A, unless superseded or complimented by future records disposition authorities.</p>
DAA-0489-2024-0001-0025	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	China Textile Safeguard Mechanism Records

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
Last Modified: 12/04/2025

Item Description	Records related to China Textile Safeguard Mechanism, Accession Agreement textile and apparel safeguard actions on review requests, in accordance with the procedures published by the Committee for the Implementation of Textile Agreements (CITA). This series includes safeguard action records, procedures, and operational records, such as Federal Register Notices.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when superseded.
Retention Period	Destroy immediately after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0026 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Made in USA Sourcing & Product Directory
Item Description	Directory of Made in USA Sourcing & Products and its operational records created/received in facilitating business-to-business (B2B) matchmaking for industries. This series includes registrations received, reports, and operational records, such as profile updates.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary

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Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
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Last Modified: 12/04/2025

Cutoff Instructions	Other: Cutoff upon close of Directory
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0027	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	World Trade Organization (WTO) Dispute Settlement Case Files
Item Description	Records related to ITA's actions, adjudications, recommendations, administration on WTO dispute cases and their settlement processes, such WTO dispute settlement case files on Underwear, Cotton Yarn or Wool with foreign countries. The United States Trade Representative (USTR), as lead negotiator for WTO Dispute Settlement Cases, controls all documents related to WTO Dispute Settlement proceedings. ITA provides technical support to USTR by reviewing documents and providing input/feedback directly to USTR.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case is closed
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0028	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Tariff Rate Quota Program Records

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
Last Modified: 12/04/2025

Item Description	Records related to the Tariff Rate Quota Program under the North American Free Trade Agreement, which provided tariff reductions on certain imported fabrics for U.S. manufacturers of men's and boys' suits. This program ended in 2014. This series includes notarized affidavits, supporting documentations, such as production and purchase records to substantiate amounts claimed on affidavits, from all participating companies.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when superseded.
Retention Period	Destroy immediately after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0029 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Trade Preference Program Records
Item Description	Records created/received in administering Trade Preference Programs, including but not limited to programs under the African Growth and Opportunity Act (AGOA), Caribbean Basin Trade Partnership Act (CBTPA), The Haitian Hemispheric Opportunity Through Partnership for Encouragement Act (HOPE Act), and Nepal Trade Preference Program.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	

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Records Schedule Number: DAA-0489-2024-0001

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Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0030 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Forced Labor Enforcement Task Force (FLETF) Records
Item Description	<p>Records related to Forced Labor Enforcement Task Force (FLETF) pursuant to Section 741 of the United States – Mexico – Canada Agreement Implementation Act to monitor U.S. enforcement of the prohibition on importing goods produced with forced labor, codified at 19 U.S.C. § 1307.</p> <p>This records series covers all records created/maintained by the Department of Commerce and/or International Trade Administration, as assigned by FLETF, including the records out of the FLETF’s process for adding entities to and removing entities from the Uyghur Forced Labor Prevention Act (UFLPA) Entity List, as required under Section 2(d)(2)(B) of the UFLPA (P.L. No. 117-78), such as Uyghur Forced Labor Prevent Act (UFLPA) Entity List control records, Entity List control memos, other Entity List records documenting the addition or removal of entries from the UFLPA Entity List or revision of entries to the UFLPA Entity List, inter-agency, external, and internal correspondence, records concerning participation in FLETF meetings and other activities, and any associated operational records.</p> <p>The FLETF is Chaired and managed by the Department of Homeland Security (DHS). All records related to the work of the FLETF are managed by DHS. ITA supports the Commerce representative on the FLETF by attending staff-level meetings, briefing the Commerce representative on major works including recommendations to add entities to the Uyghur Forced Labor Prevention Act.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

National Archives and Records Administration
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Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
Last Modified: 12/04/2025

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off upon close of Task Force.
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	19 U.S.C. § 1307
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0489-2024-0001-0031 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Conflict Mineral Reports
Item Description	Conflict Minerals Reports, mandated by Section 1502(d)(3)(C) of the Dodd-Frank Wall Street Reform and Consumer Protection Act. The Department of Commerce is responsible for preparing this annual report listing all known conflict mineral processing facilities worldwide. This records series covers all records created/maintained by the Department of Commerce and/or International Trade Administration relating to these reports.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when published.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
Last Modified: 12/04/2025

ADDITIONAL INFORMATION	
Current Records Format	Textual data:10GB
Approximate first year of records covered by this authority	2014
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 1/1/2014 To: 12/31/2014
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

Group Title	Industry and Analysis : Committee on Foreign Investment in the United States (CFIUS) Records
Group Description	<p>Records related to Committee on Foreign Investment in the United States (CFIUS). CFIUS, an interagency committee consisting of nine members agencies and chaired by the Secretary of the Treasury, reviews certain foreign investment in the United States to address threats to U.S. national security. Such reviews are conducted in accordance with the U.S. policy of enthusiastically welcoming and supporting international investment consistent with the protection of the national security. The Secretary of Commerce, a statutorily designated member of CFIUS, has delegated responsibilities and authorities regarding matters pertaining to CFIUS to the International Trade Administration (ITA) and the Bureau of Industry and Security (BIS). ITA is the lead CFIUS operating unit within the Department of Commerce (Commerce). In addition to ITA and BIS, other Commerce operating units have particular expertise in matters that often arise in connection with transactions before CFIUS and play an important role in evaluating CFIUS transactions.</p>

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
Last Modified: 12/04/2025

ITA not only coordinates Commerce's role on CFIUS, but also contributes to Commerce's evaluation of pending CFIUS cases by, among other things, providing market and business knowledge, as well as informed economic analysis, to the CFIUS process. In particular, ITA units provide assessments of business and economic factors associated with specific pending transactions that enhance CFIUS' ability to understand the business and economic impacts of those transactions that could affect U.S. national security.	
As the chair of CFIUS, all documents submitted by the companies that file with CFIUS go through Treasury. Thus, all such documents are maintained by Treasury. Records maintained by ITA should be limited to Commerce-prepared documents and relate only to Commerce's role in the CFIUS process.	
DAA-0489-2024-0001-0032	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Non-case Specific Briefing Materials
Item Description	<ul style="list-style-type: none">• Weekly case summary• Policy Meeting Notes or any other interagency meeting notes
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
N1-489-10-001/7/A	No
N1-489-10-001/7/B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	50 U.S.C. 4565(c)

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
Last Modified: 12/04/2025

Current Records Format	Textual data:Less than 5GB
Approximate first year of records covered by this authority	2007
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 1/1/2007 To: 12/31/2009
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other, FOIA (b)(3) Statute
What is the related statute for the FOIA B(3) exemption?	50 U.S.C. 4565(c)

DAA-0489-2024-0001-0033

STATUS: Active

ITEM GENERAL INFORMATION

Item Title	Individual Transaction Files
Item Description	<ul style="list-style-type: none">• Memoranda from CFIUS coordinator to the Assistant Secretary and other Departmental leadership;• Internal memoranda from case analysts and subject matter experts;• Written communication to I&A team reflecting input of other Commerce bureaus (e.g. NIST, NTIA);• Written communication to Treasury with questions for the parties;• Written communication to Treasury or the entire CFIUS group with comments on mitigation agreements, or other case-specific issues;• Any other analyses (e.g., risk-based analyses, market information analyses) prepared by Commerce for CFIUS; and• Written communication to Treasury with a final Commerce position.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-489-10-001/6/A	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0489-2024-0001

Status: APPROVED
Date Approved: 11/18/2025
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N1-489-10-001/6/B	No
N1-489-10-001/6/D	No
N1-489-10-001/6/E	No
N1-489-10-001/6/F	No
N1-489-10-001/6/C	No
N1-489-10-001/6/G	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	50 U.S.C. 4565(c)
Current Records Format	Textual data:less than 10GB
Approximate first year of records covered by this authority	2007
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 1/1/2007 To: 12/31/2009
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other, FOIA (b)(3) Statute
What is the related statute for the FOIA B(3) exemption?	50 U.S.C. 4565(c)
DAA-0489-2024-0001-0034 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Legislation, Regulatory, Executive Order, and Guidance Files
Item Description	<ul style="list-style-type: none">Final Commerce comments as sent to Treasury or Legislative Affairs on FINSA, FIRRMA, Executive Orders, Presidential Orders, Regulations, Guidance, or Guidelines.Briefing papers on any of the above topics.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Does this item supersede existing disposition authorities?	Yes
Superseded Item	Superseded Items
	Item Superseded in Part? Explanation
N1-489-10-001/8/A	No
N1-489-10-001/8/B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	50 U.S.C. 4546(c)
Current Records Format	Textual data:less than 5GB
Approximate first year of records covered by this authority	2007
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 1/1/2007 To: 12/31/2009
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other, FOIA (b)(3) Statute
What is the related statute for the FOIA B(3) exemption?	50 U.S.C. 4565(c)
DAA-0489-2024-0001-0035	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Other
Item Description	<ul style="list-style-type: none">• CFIUS background for briefing books, hearing books, transition books etc.• Input sent to Treasury for reports (e.g. CFIUS annual report), which does not contain business proprietary information.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

National Archives and Records Administration
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-489-10-001/9/A	No	
N1-489-10-001/9/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Legal citation related to record retention (if applicable)	50 U.S.C. 4546(c)	
Current Records Format	Textual data:Less than 5GB	
Approximate first year of records covered by this authority	2007	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 1/1/2007 To: 12/31/2009	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	Other, FOIA (b)(3) Statute	
What is the related statute for the FOIA B(3) exemption?	50 U.S.C. 4565(c)	
DAA-0489-2024-0001-0036		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Other Files Containing Business Proprietary Information	
Item Description	<ul style="list-style-type: none">• Input sent to Treasury for reports (e.g. CFIUS annual report), which contain business proprietary information.• Briefing papers on any non case-specific issue which contain business proprietary information.	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-489-10-001/10/A	No
N1-489-10-001/10/B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	50 U.S.C. 4546(c)
Current Records Format	Textual data:Less than 5GB
Approximate first year of records covered by this authority	2007
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 1/1/2007 To: 12/31/2009
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other, FOIA (b)(3) Statute
What is the related statute for the FOIA B(3) exemption?	50 U.S.C. 4565(c)

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REQUEST FOR DISPOSITION AUTHORITY

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	11/18/2025