

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO  <b>NCL-369-81-1</b>	
DATE RECEIVED <b>January 12, 1983</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>3-11-87</b> Date	<b>WITHDRAWN</b> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Labor

2 MAJOR SUBDIVISION

Employment and Training Administration

3 MINOR SUBDIVISION

Office of Trade Adjustment Assistance

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Patricia Miller

376-8044

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal

**B** Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE	7 ITEM NO	8 DESCRIPTION OF ITEM <small>(With Inclusive Dates or Retention Periods)</small>	9 SAMPLE OR JOB NO	10 ACTION TAKEN
7/1/83	<i>Remeryn</i>	<i>Dir Service Manager</i>		<p><u>Office of Trade Adjustment Assistance</u></p> <p>The Office of Trade Adjustment Assistance (OTAA) was established by the Trade Act of 1974, Public Law 93-618. The OTAA administers trade adjustment assistance, implements the Act's provisions to assure the effective and efficient delivery of adjustment assistance benefits to qualified workers, coordinates and directs the Department's responsibilities under the program. The OTAA also conducts investigations and prepares reports and recommendations on such investigations, conducts industry studies, trade and industry analyses for worker adjustment assistance cases.</p> <p>From its inception (April 1975) the OTAA was a part of the Bureau of International Labor Affairs (ILAB) of the U.S. Department of Labor. The OTAA has since transferred to the Employment and Training Administration effective July 1, 1981. OTAA is scheduled for termination September 30, 1984.</p> <p>The series of files listed in this schedule are all programmatic in nature. Administrative files will be disposed of in accordance with General Records Schedules, dated June 1982.</p>		<b>WITHDRAWN</b>

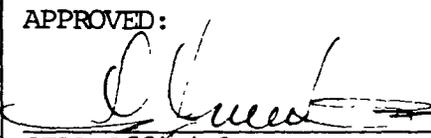
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>OFFICE OF TRADE ADJUSTMENT ASSISTANCE</u></p> <p>I. <u>Official Case Files</u></p> <p>Case files include some or all of the following types of records. In addition, two separate case files are maintained on each case, one for the Administrative Reports Staff and one public file.</p> <ul style="list-style-type: none"><li>. Correspondence relating to product description, industry perspective statements of the company and/or union officials, and customer surveys.</li><li>. Statistical data of U.S. imports, exports, production, consumption and plant employment data.</li><li>. Quarterly sales analyses and other statistical sales forms and information.</li><li>. Court documents that interpret legislation or regulations, litigative procedures and investigative documents.</li></ul> <p>A. Paper copy</p> <ol style="list-style-type: none"><li>1. Original (Administrative Reports Staff)</li></ol> <p>Cut off files second fiscal year after certification issued or denied. Transfer to FRC 3 years after cutoff. Destroy 10 years after cutoff.</p> <ol style="list-style-type: none"><li>2. Public File copy</li></ol> <p>Retain on site for 3 years, then destroy.</p> <p>II. <u>Machine Readable Tapes</u> (16 mm)</p> <p>The Trade Adjustment System maintains the current status of all petitions under the Act for control and management information purposes. This system provides specific information on all Trade Adjustment Assistance petitions, this includes an on-line feature which provides immediate access to the information on any petition. In addition, statistical tables and reports are provided for OTAA use as well as other ETA components for use in evaluating the effectiveness of the program.</p>		

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	<p><u>OFFICE OF TRADE ADJUSTMENT ASSISTANCE</u></p> <p>A. Master Tapes</p> <p>Master tapes are produced and stored at contractor site in Falls Church, Va. Master tapes are retained at contractor site until termination of Program. Then offer to NARS for permanent retention.</p> <p>B. Processing Tapes</p> <p>Processing tapes are scratched and reused by the contractor approximately every 4 months, or when no longer needed.</p> <p>C. Hard Copy Reports</p> <p>Machine readable tapes are used to produce various monthly, quarterly or weekly reports. Generated are status reports, statistical reports and management information reports used by ETA/DOL officials. These reports are also prepared for the use of the Unemployment Insurance Service and the International Labor Affairs Bureau. Originals, as well as working copies of reports are destroyed after they become 1 year old or when superseded.</p> <p>III. <u>Computer Printouts</u></p> <p>Presently, a total of approximately 42 various kinds of computer printouts are produced by OTAA. About 30% of these printouts are prepared on an as needed basis, i.e., once every 6-8 months or less often. The remaining 70% are prepared on a monthly or quarterly basis and are used frequently by the Administrative Reports Staff. Two copies of the run is produced.</p> <p>Retain all copies on site for 1 year or until superseded, whichever comes first, then destroy.</p> <p>IV. <u>Trade and Industry Analysis Statistical Surveys</u></p> <p>These surveys are of types of products, sales information, types of products imported and how many, etc relating to specific petitions. An original and one working copy is prepared. The working copy is made a part of the case file.</p> <p>Cut off files at end of each fiscal year. Transfer to FRC 4 years after cutoff. Destroy 10 years after cutoff.</p>		

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	<p><u>OFFICE OF TRADE ADJUSTMENT ASSISTANCE</u></p> <p>V. <u>Imports and Impacts Studies</u></p> <p>These narrative and statistical studies consist of legal, official documents on the imports of a specific company and their impact on the U.S. economy.</p> <p>Cut off files at end of each fiscal year. Transfer to FRC 4 years after cutoff. Destroy 10 years after cutoff.</p> <p>VI. <u>Customer Surveys</u></p> <p>Surveys on the kinds and numbers of items purchased by a company are prepared after interviews with customers. Used as backup material on specific petitions. An original and one working copy is prepared. The working copy is filed in the case folder.</p> <p>Cut off files at end of each fiscal year. Destroy 5 years after cutoff.</p> <p>VII. <u>Official Case Files - Prepared Before the 1975 Act</u></p> <p>These petitions are dated 1962 through 1974 and include correspondence, statistical data, sales analyses, customer surveys, and other information pertinent to specific petitions.</p> <p>Cut off files after determination is made. Transfer to FRC 5 years after cutoff. Destroy 10 years after cutoff. Approximately 17 cubic feet of files have accumulated.</p> <p>APPROVED: <u></u> DATE: <u>Feb 28, 1983.</u> OTAA Official</p>		