

**OFFICE OF THE UNITED STATES
TRADE REPRESENTATIVE**

ELECTRONIC RECORDS SCHEDULE

~~(NOTE: INCLUDED IN THIS SCHEDULE ARE E-MAIL
RECORDS CREATED AFTER JULY 14, 1994)~~

**PREPARED BY
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OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

ELECTRONIC RECORDS SCHEDULE

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OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE (USTR)
ELECTRONIC RECORDS SCHEDULE

This schedule applies to electronic records on the current Local Area Network (LAN) and any subsequent systems in the Data Center at the Office of the United States Trade Representative (USTR).

E-MAIL APPLICATIONS

The following applies to the records created or received on USTR's electronic communication system **after July 14, 1994**.

E-Mail Records. E-mail messages (includes phone messages, appointments, tasks, and notes) created and received by USTR users on the electronic communications system that have been determined to be Federal records. E-mail records include transmission data (identities of sender and recipient, and the date and time of transmittal). The records consist of the message and any attachments. Nonrecord material will be deleted after monitoring. All Federal records will be transferred to an electronic recordkeeping system for preservation.

A. Master Data File of E-Mail Records on Recordkeeping System.

Inclusive Dates (Unclassified): July 15, 1994 and thereafter.

Inclusive Dates (Classified): July 15, 1994 and thereafter.

Current Volume (Unclassified): 22 CDs.

Current Volume (Classified): 1 CD.

Estimate of Annual Accumulation (Unclassified): 12 CDs.

Estimate of Annual Accumulation (Classified): 1 CD.

DISPOSITION: PERMANENT

Transfer master data files to NARA at the end of each Presidential Administration in accordance with NARA procedures and with 36 CFR 1228.

B. Documentation - E-Mail Records. The documentation for each data file will include any additional information about the format of the data file and/or the context in which the data file was created.

Inclusive Dates (Unclassified): July 15, 1994 and thereafter.

Inclusive Dates (Classified): July 15, 1994 and thereafter.

Current Volume (Unclassified): Less than one cubic foot.

Current Volume (Classified): Less than one cubic foot.

Estimate of Annual Accumulation (Unclassified): Less than one cubic foot.

Estimate of Annual Accumulation (Classified): Less than one cubic foot.

DISPOSITION: PERMANENT

Transfer copy of the Documentation - E-mail Records to NARA with the records described in 1.A. above. Transfer any updates to the documentation with subsequent transfers of records.

NOTE: All transfers of documentation will conform with requirements in 36 CFR 1228 and NARA procedures.

- C. **E-Mail Messages Index.** The index to e-mail messages includes the unique file identifier, identity of sender, subject, and recipients.

Inclusive Dates (Unclassified): July 15, 1994 and thereafter.

Inclusive Dates (Classified): July 15, 1994 and thereafter.

Current Volume (Unclassified): 22 CDs.

Current Volume (Classified): 1 CD.

Estimate of Annual Accumulation (Unclassified): 12 CDs.

Estimate of Annual Accumulation (Classified): 1 CD.

DISPOSITION: PERMANENT

Transfer master data file of E-Mail Messages Index to NARA with the records described in 1.A. above in accordance with 36 CFR 1228 and with NARA procedures.

- D. **Documentation - E-Mail Messages Index.** The documentation for each data file will include any additional information about the format of the data file and/or the context in which the data file was created.

Inclusive Dates (Unclassified): July 15, 1994 and thereafter.

Inclusive Dates (Classified): July 15, 1994 and thereafter.

Current Volume (Unclassified): Less than one cubic foot.

Current Volume (Classified): Less than one cubic foot.

Estimate of Annual Accumulation (Unclassified): Less than one cubic foot.

Estimate of Annual Accumulation (Classified): Less than one cubic foot.

*** DISPOSITION: PERMANENT**

Transfer a copy of the Documentation - E-Mail Messages Index to NARA with the records described in 1.A. above. Transfer any updates to the documentation with subsequent transfers of records.

NOTE: All transfers of documentation will conform with requirements in 36 CFR 1228.

- E. User Distribution Lists.** Mailing lists created by users for sending e-mail messages to groups of recipients. All recipients of e-mail are identified in full on the message.

DISPOSITION: TEMPORARY

Delete when no longer needed for administrative, legal, audit, or other operational purposes.

- F. User Indices.** Lists maintained on the system of the contents of electronic folders. This is a dynamically changing list.

DISPOSITION: TEMPORARY

Delete when no longer needed for administrative, legal, audit, or other operational purposes.

- 2. Federal Record Calendars of Designated High-Level Officials.** Federal calendars created by and/or for the United States Trade Representative designated high-level officials.

- A. Electronic Version.**

DISPOSITION: TEMPORARY

Delete when calendars have been printed and inter-filed in designated official recordkeeping system.

WORD PROCESSING APPLICATIONS

The following applies to the records created using USTR's word processing applications during **1991 and thereafter**.

3. **Electronic Spreadsheet Documents.** Electronic spreadsheet documents created for internal use of USTR. Spreadsheets are printed out, annotated with underlying computations on how the spreadsheet was formulated, and placed in the official files. Official Federal records are controlled by the existing USTR Records Schedule.

DISPOSITION: TEMPORARY

Delete when no longer needed to update or produce hard copy.

4. **Word Processing Documents.** Word processing documents such as letters, memoranda, reports, directives, and related drafts recorded on the Local Area Network (LAN) or floppy diskettes. Word processing documents, including appropriate drafts, are printed out and placed in the official files. Official Federal records are controlled by the existing USTR Records Schedule.

DISPOSITION: TEMPORARY

Delete from the word processing system when no longer needed for updating or revision.

ALL OTHER APPLICATIONS

The following applies to the records created using all other USTR LAN applications during **1991 and thereafter**.

5. **Correspondence Tracking System.** Tracks all correspondence addressed to the USTR Ambassador from the public, industry, Congress and Government agencies (except invitations and other personal mail). This is a finding aid to permanent textual records previously scheduled (NARA Job Number N1-364-88-1 - Item 32.a. - approved March 2, 1990).

A. Master Data File of Correspondence Tracking System.

Inclusive Dates: January 1993 and thereafter.

Current Volume: 1 CD.

Estimate of Annual Accumulation: 1 CD.

DISPOSITION: PERMANENT

Transfer master data file of Correspondence Tracking System to NARA at the end of each Presidential Administration in accordance with NARA procedures and with 36 CFR 1228.

- B. Documentation - Correspondence Tracking System.** The documentation for each data file will include any additional information about the format of the data file and/or the context in which the data file was created.

Inclusive Dates: January 1993 and thereafter.

Current Volume: Less than one cubic foot.

Estimate of Annual Accumulation: Less than one cubic foot.

DISPOSITION: PERMANENT

Transfer a copy of the Correspondence Tracking System Documentation to NARA with the records described in 5.A. above. Transfer any updates to the documentation with subsequent transfers of records.

NOTE: All transfers of documentation will conform with requirements in 36 CFR 1228.

- 6. Trade Negotiations.** These databases provide support for the United States negotiating positions with regard to market access (tariff reduction) with foreign countries.

- A. Master Data File of Trade Negotiations.**

Inclusive Dates: 1993 and thereafter.

Current Volume: 1 CD.

Estimate of Annual Accumulation: 1 CD.

DISPOSITION: PERMANENT

Transfer master data file to NARA at the end of each trade negotiation in accordance with NARA procedures and with 36 CFR 1228.

- B. Documentation – Trade Negotiations.** The documentation for each data file will include any additional information about the format of the data file and/or the context in which the data file was created.

Inclusive Dates: 1993 and thereafter.

Current Volume: Less than one cubic foot.

Estimate of Annual Accumulation: Less than one cubic foot.

DISPOSITION: PERMANENT

Transfer a copy of each trade negotiation documentation to NARA with the records described in 6.A. above. Transfer any updates to the documentation with subsequent transfers of records.

NOTE: All transfers of documentation will conform with requirements in 36 CFR 1228.

7. **Cablemaker.** The purpose of this application is to produce hard copies of cables formatted to conform to Department of State cable requirements. These are delivered via courier to the State Department for electronic transmission.

DISPOSITION: TEMPORARY

Delete from the database when no longer needed for updating or revision.

8. **Cables from the State Department.** This is a dynamically changing application that receives State Department cables in encrypted form and stores them in a database on the classified Local Area Network (LAN) for review by authorized USTR staff. Cables that are reviewed or require action by USTR staff, as well as cables that contain substantive information relating to USTR issues, are printed and filed in the appropriate official files. Official Federal records are controlled by the existing USTR Records Schedule.

DISPOSITION: TEMPORARY

Delete from the database when no longer needed.

9. **Legislative Referral Tracking System.** The purpose of this application is to track referrals concerning pending legislation submitted by the Office of Management and Budget (OMB), Legislative Reference Division, to USTR for comments.

DISPOSITION: TEMPORARY

Delete when no longer needed.

10. **Personnel Survey Program.** The purpose of this application was to survey USTR personnel to assist management in developing agency-wide initiative priorities. This program was used only once for agency planning purposes.

DISPOSITION: TEMPORARY

Delete upon approval of this schedule.

11. **Public Affairs Private Sector Advisory Committee System.** This application provides the Public Affairs section with a method for keeping track of the current membership of all the Private Sector Advisory Committees. It provides committee members name, address, phone numbers, and company affiliation. This is a dynamically changing list.

DISPOSITION: TEMPORARY

Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes .

12. **Phone System.** The purpose of this application is to produce a phone list of USTR employees for internal USTR use only. This is a dynamically changing list.

DISPOSITION: TEMPORARY

Delete when two years old.

13. **Public Reading Room Log.** The purpose of this application is to provide an inventory log of past and active USTR public documents and is used to facilitate the retrieval of copies. It provides the document names and location of documents that are no longer on the active list in the Public Reading Room. This is a dynamically changing list.

DISPOSITION: TEMPORARY

Delete when two years old.

14. **Registration Database.** This application was developed for conferences to provide a means for the administrative coordinators of the U.S. participants at Ministerial and signing ceremonies to have all pertinent information necessary on the U.S. delegation and all credentialed U.S. dignitaries. It contained personal information on attendees; date of birth, SSN, organizational affiliation, spouse's name, would spouse be attending, passport number, passport expiration, date/time of arrival/departure, hotel reservation information, planned method of hotel payment, credit card number, etc. Printed reports of general information on attendees are placed in the official files. Official Federal records are controlled by the existing USTR Records Schedule.

DISPOSITION: TEMPORARY

Delete when no longer needed to update or produce hard copy.

15. **Section 301 Trade Act Violations.** The purpose of this application is to keep track of cases initiated under Section 301 of the Trade Act. The information contains complaints by businesses and contains the business name, its complaint, the reason for the complaint, and the eventual result. A listing of this information is printed and placed in the official files. Official Federal records are controlled by the existing USTR Records Schedule.

DISPOSITION: TEMPORARY

Delete when no longer needed.

16. **Speech Request System.** The purpose of this system is to keep track of all speech requests for the USTR Ambassador. The information entered into the system documents whether a speech is accepted or declined. There is no follow-up to see if the speech actually occurred. Printed copies of speeches are placed in the official files. Official Federal records are controlled by the existing USTR Records Schedule.

DISPOSITION: TEMPORARY

Delete when no longer needed for convenience of reference.

17. **System Distribution Lists.** Mailing lists created by the system manager to facilitate system messages to users. This is a dynamically changing list of current system users.

DISPOSITION: TEMPORARY

Delete when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.

18. **System Security Files.** This system generates data used to monitor user attempts to access any computer resource from USTR; also contains a log file of all accesses to the systems using dial-up and a security report file on every day log-in errors; and firewall security and anti-virus activity logs.

DISPOSITION: TEMPORARY

Delete when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.

19. **System Usage Reports.** This system generates data used to monitor system usage and includes electronic e-mail, FAX, disc, and network monitoring logs.

DISPOSITION: TEMPORARY

Delete when agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.

20. **Travel System.** The purpose of this system is to keep track of USTR travel costs by sections within USTR.

DISPOSITION: TEMPORARY

Delete when two years old.

21. **Backup Tapes.** All backup tapes created during 1991 and thereafter on the Local Area Network (LAN) and any subsequent systems which include the operating system and related software.

DISPOSITION: TEMPORARY

Daily Backup Tapes. Delete when a set of weekly backup tapes has been created without error.

Weekly Backup Tapes. Delete when 90 days old.

File identical to records scheduled for transfer to the National Archives or records authorized for disposal. Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.