REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

JOB NUMBER NL·364-96-1

DATE RECEIVED 5/31/96

1. FROM (Agency or establishment)
EXECUTIVE OFFICE OF THE PRESIDENT

2. MAJOR SUBDIVISION
OFFICE OF ADMINISTRATION

3. MINOR SUBDIVISION
RECORDS MANAGEMENT OFFICE

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4. NAME OF PERSON WITH WHOM TO CONFER
Nell Doering

5. TELEPHONE
(202) 395-6471

DATE 12-13-96

ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[X] is not required;   [ ] is attached; or   [ ] has been requested.

DATE 5/31/96

SIGNATURE OF AGENCY REPRESENTATIVE Nell Doering

TITLE EOP RECORDS MANAGEMENT OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Executive Office of the President **Office of the United States Trade Representative** **Data General Computer System Records Schedule attached.** Attachment revised per NARA appraisal and resubmitted on September 10, 1996.		

115-109

NSN 7540-00-634-4064
PREVIOUS EDITIONS NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

DATA GENERAL (DG) COMPUTER SYSTEM RECORDS SCHEDULE

PREPARED BY

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
INFORMATION SYSTEMS AND TECHNOLOGY DIVISION
RECORDS MANAGEMENT OFFICE

SEPTEMBER 10, 1996

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

DATA GENERAL COMPUTER SYSTEM
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ATTACHMENT 2

INFORMATION NOTE (GRS ITEMS)

E-MAIL (DGMAIL) APPLICATIONS

WORDPERFECT APPLICATIONS

ALL OTHER DG APPLICATIONS

ATTACHMENT 3

INFORMATION NOTE (NONRECORD MATERIAL)

RESCINDED

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

This schedule applies to the Data General Computer System at the Office of the United States Trade Representative (USTR), Executive Office of the President (EOP). The following applies to the Federal records of the USTR that were created and received on the Data General Computer System.

E-MAIL (DGMAIL) APPLICATION

1. **E-Mail Records (DGMAIL).** E-mail messages that were created or received on the Data General Computer System that have been determined to be Federal records. E-mail records include transmission data (identities of senders and recipients, and the date of transmittal), and receipt data, where necessary.

   A. **Master Data File of all E-Mail Records Data.**

      Inclusive Dates (Unclassified): April 24, 1986 through January 27, 1993.
      Inclusive Dates (Classified): May 11, 1989 through December 17, 1992.

      Arrangement Statement (Unclassified and Classified): E-mail messages are arranged alphabetically by sender.

      Statement of Restrictions (Unclassified and Classified): Some of the records may be subject to Freedom of Information Act (FOIA) exemptions (b)(1) through (b)(6).

      Current Volume (Unclassified): 25 9-track tapes.
      Current Volume (Classified): 2 9-track tapes.

      DISPOSITION: **PERMANENT**

      Transfer Master Data File to NARA in accordance with 36 CFR 1228, upon approval of this schedule.

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

Inclusive Dates (Unclassified): April 24, 1986 through January 27, 1993.
Inclusive Dates (Classified): May 11, 1980 through December 17, 1992.

Arrangement Statement (Unclassified and Classified): No special arrangement.

Statement of Restrictions (Unclassified and Classified): There are no restrictions.

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

DISPOSITION: PERMANENT

Transfer a copy of the e-mail records documentation to NARA with the records described in 1.A (above).

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

C. **E-Mail Messages Index.** The index to e-mail messages includes the unique file identifier (which consists of the date and sequence number), identity of sender, subject, and recipients.

Inclusive Dates (Unclassified): April 24, 1986 through January 27, 1993.
Inclusive Dates (Classified): May 11, 1989 through December 17, 1992.

Arrangement Statement (Unclassified and Classified): The index to e-mail messages is arranged alphabetically by sender.

Statement of Restrictions (Unclassified and Classified): There are no restrictions.

Current Volume (Classified): 1 9-track tape.
Current Volume (Unclassified): 1 9-track tape.

DISPOSITION: PERMANENT

Transfer Master Data File to NARA in accordance with 36 CFR 1228, upon approval of this schedule.

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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): April 24, 1986 through January 27, 1993.
Inclusive Dates (Classified): May 11, 1989 through December 17, 1992.

Arrangement Statement (Unclassified and Classified): No special arrangement.

Statement of Restrictions (Unclassified and Classified: There are no restrictions.

Volume (Unclassified): Less thán one cubic foot.
Volume (Classified): Less than one cubic foot.

DISPOSITION: PERMANENT

Transfer a copy of the e-mail index documentation to NARA with the records described in 1.A (above).

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

WORDPERFECT APPLICATIONS

2. **Federal Record Calendars of Designated High-Level Officials.** This application was used by the EOP/USTR high-level officials to create daily calendars.

   A. **Electronic Version.**

      DISPOSITION: **TEMPORARY**

      Delete upon approval of this schedule.

   B. **Paper Version.**

      DISPOSITION: **PERMANENT**

      All monthly calendars of high-level officials have been printed and inter-filed in the designated official recordkeeping system and will be transferred to NARA in accordance with the approved schedule controlling those records (Nl-364-88-1).

OTHER DG APPLICATIONS

3. **Correspondence Control System.** The purpose of this application was to keep track of incoming correspondence and the staff assigned to respond to the mail. This is an index to permanent textual records previously scheduled (NARA Job Number N1-364-88-1 - Item 32.a. - approved March 2, 1990)e

    DISPOSITION: **PERMANENT**

    A. **Master Data File of Correspondence Control System.**

        Inclusive Dates: January 5, 1981 through December 29, 1992.

        Arrangement Statement: Arranged alphabetically by topic.

        Statement of Restrictions: There are no restrictions.

        Current Volume: 1 9-track tape.

        DISPOSITION: PERMANENT

        Transfer Master Data File to NARA in accordance with 36 CFR 1228, upon approval of this schedule.

    B. **Documentation - Correspondence Control 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 5, 1981 through December 29, 1992.

        Arrangement Statement: No special arrangement.

        Statement of Restrictions: There are no restrictions.

        Current Volume: Less than one cubic foot.

        DISPOSITION: PERMANENT

        Transfer a copy of the documentation to NARA with the records described in 4.A. above.

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

4. **Congressional Affairs Vote Tracking System.** The purpose of this application was to assist USTR in tracking potential Congressional vote on the Canada Free Trade and Fast Track Authorization issues. It contained full names, districts, and party affiliations of all Senators and Congressional Representatives, the names and telephone numbers of their staff members, and each legislator's anticipated vote. Some of the information was taken from Congressional reports.

   DISPOSITION: TEMPORARY

   Delete upon approval of this schedule.

5. **Timeline Database.** The purpose of this application was to keep track of USTR Section projects and activities. It was used to prepare a report for the White House on USTR activities.

   DISPOSITION: TEMPORARY

   Delete upon approval of this schedule.

RESCINDED

NOTE: **Generalized System of Preferences (GSP) System.**   The purpose of this application was to keep track of the requests from foreign governments for tariff reductions and whether the requests were approved or denied.

THE ABOVE DATABASE WAS TRANSFERRED IN ITS ENTIRETY TO THE NEW USTR LAN SYSTEM. THIS DATABASE HAS NOT BEEN PREVIOUSLY SCHEDULED AND HAS BEEN INCLUDED ON THE LAN RECORDS SCHEDULE.

THE BACKUP TAPES UNDER ATTACHMENT 2, INFORMATION NOTE (GRS ITEMS) ITEM 7 ON PAGE 12 OF THIS SCHEDULE MAY NOT BE DESTROYED UNTIL THIS DATABASE HAS BEEN TRANSFERRED TO NARA AND SUCCESSFULLY COPIED.

RESCINDED

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INFORMATION NOTE (DATABASES PREVIOUSLY SCHEDULED): The following items are scheduled for disposition and the master data files and documentation **should be transferred to NARA immediately.**

OTHER DG APPLICATIONS

1. **Uruguay Round Negotiations - Foreign Barriers to Trade in Services System.** The purpose of this application was an attempt at compiling an inventory of major foreign barriers to trade in services during the Uruguay Round of negotiations. The database contains a partial representation of the barriers to trade in services of given negotiating partners. Items included were the barriers of most concern to the service negotiators.

    A. **Master Data File of Uruguay Round Negotiations - Foreign Barriers to Trade in Services System.**

        Inclusive Dates: 1988 through 1992.

        Arrangement Statement: Arranged by sequence number.

        Statement of Restrictions: Some of the records may be subject to Freedom of Information Act (FOIA) exemptions pursuant to 5 USC Section 552. Specifically, the DG Services data base could: include trade secrets and commercial or financial information Section (b)(4), and inter or intra-agency records that are predecisional Section (b)(5).

        Current Volume: 1 9-track tape.

        DISPOSITION: **PERMANENT**

        Transfer Master Data File to NARA in accordance with 36 CFR 1228. (NARA Job Number N1-364-88-1 - Item 32.h., approved March 2, 1990).

    B. **Documentation - Uruguay Round Negotiations - Foreign Barriers to Trade in Services System.** The documentation for each data file will include any additional information about the format of that data file and/or the context in which the data file was created.

        Inclusive Dates: 1988 through 1992.

        Arrangement Statement: No special arrangement.

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Statement of Restrictions: There are no restrictions.

Current Volume: Less than one cubic foot.

DISPOSITION: PERMANENT

Transfer a copy of the documentation to NARA with the records described in 1.A. above.

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

2. **U.S./Canada Free Trade Agreement Negotiations (Tariff Reduction Acceleration)a** The purpose of this system was to examine private sector requests for accelerating staging of the tariff rate cuts that had been agreed to in the original agreement.

   A. **Master Data File of U.S./Canada Free Trade Agreement Negotiations (Tariff Reduction Acceleration)a**

      Inclusive Dates: November 5, 1986 through August 29, 1989.

      Arrangement Statement: Arranged by sequence number.

      Statement of Restrictions: Some of these records may be subject to the Freedom of Information Act (FOIA) exemptions pursuant to 5 USC Section.552 because they include: trade secrets and commercial or financial information Section (b)(4)g and inter or intra-agency records that are predecisional Section (b)(5)e

      Current Volume: 1 9-track tape.

      DISPOSITION: PERMANENT

      Transfer Master Data File to NARA in accordance with 36 CFR 1228. (NARA Job Number N1-364-88-1 - Item 32.g., approved March 2, 1990)a

   B. **Documentation - U.S./Canada Free Trade Agreement Negotiations (Tariff Reduction Acceleration)a** The documentation for each data file will include any additional information about the format of that data file and/or the context in which the data file was created.

      Inclusive Dates: November 5, 1986 through August 29, 1989.

      Arrangement Statement: No special arrangement.

Statement of Restrictions: There are no restrictions.

Current Volume: Less than one cubic foot.

DISPOSITION: **PERMANENT**

Transfer a copy of the documentation to NARA with the records described in 2.A. above.

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

3.   **Non Tariff Trade Measures (NTM) System.e**. The purpose of this application was to keep track of Non Tariff Trade Measures (NTM) contained in the foreign trade barriers.

A.   **Master Data File of Non Tariff Trade Measures (NTM) System.**

Inclusive Dates: 1989 and 1990.

Arrangement Statement: Arranged by sequence number.

Statement of Restrictions: Some of these records may be subject to the Freedom of Information Act (FOIA) exemptions pursuant to 5 USC Section 552 because they include: trade secrets and commercial or financial information Section (b)(4); and inter or intra-agency records that are predecisional Section (b)(5).

Current Volume: 1 9-track tape.

DISPOSITION: **PERMANENT**

Transfer Master Data File to NARA in accordance with 36 CFR 1228. (NARA Job Number N1-364-88-1 - Item 32.f., approved March 2, 1990).

B.   **Documentation - Non Tariff Trade Measures (NTM) System.** The documentation for each data file will include any additional information about the format of that data file and/or the context in which the data file was created.

Inclusive Dates: 1989 and 1990.

Arrangement Statement: No special arrangement.

Statement of Restrictions: There are no restrictions.

Current Volume: Less than one cubic foot.

DISPOSITION: **PERMANENT**

Transfer a copy of the documentation to NARA with the records described in 3.A. above.

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

NOTE: **Uruguay Round Negotiations - Country Requests and Offers to the United States on Tariffs on Specific Commodities.**   The purpose of this database was to keep track of requests and offers to the United States on the tariffs on specific commodities (also included are those requests and offers between countries other than the U.S.).   The database contains information from the U.S. Geneva delegation, and the GATT Secretariat which are used to assist USTR in making policy decisions.

THE ABOVE DATABASE WAS TRANSFERRED IN ITS ENTIRETY TO THE NEW USTR LAN SYSTEM.   THIS DATABASE IS INCLUDED IN ATTACHMENT 1 OF THE LAN RECORDS SCHEDULE.

THE BACKUP TAPES UNDER ATTACHMENT 2, INFORMATION NOTE (GRS ITEMS), ITEM 7 ON PAGE 12 OF THIS SCHEDULE MAY NOT BE DESTROYED UNTIL THIS DATABASE HAS BEEN TRANSFERRED TO NARA AND SUCCESSFULLY COPIED.

INFORMATION NOTE (GRS ITEMS): The following applications are authorized for disposition under the NARA General Records Schedules (GRS).

E-MAIL (DGMAIL) APPLICATIONS

1. **Backup Tapes - E-Mail Records (Unclassified and Classified).** System backup tapes created during 1986 through January 27, 1993 on the USTR Data General (DG) computer system which include INFOS, COBOL, and AOS/VS Operating System related software, user directories, e-mail records (DGMAIL), index to e-mail messages, user indices and user distribution lists, nonrecord materials, and records that are duplicated elsewhere for preservation and disposition.

    DISPOSITION: TEMPORARY

    Delete when Master Data File and Documentation on Permanent Federal records (1.A., 1.B., 1.C., and 1.D. on pages 1 through 3 above) have been transferred to NARA and successfully copied (GRS 20, Item 8.a.).

2. **User Directory.** The user directory was an electronic feature of the DGMAIL that provided users with a short-cut to entering the name of the intended recipient of a message. This was a dynamically changing list of system users. It was a list of users only; it was not an index or finding aid to messages. See Item 1.C. of the USTR DG Schedule for the E-Mail Messages Index.

    DISPOSITION: TEMPORARY

    Delete when no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 3.a.).

WORDPERFECT APPLICATIONS

3. **Backup Tapes - WordPerfect Applications.** System backup tapes created during 1986 through 1992 on the USTR Data General (DG) computer system which include INFOS, COBOL, and AOS/VS Operating System related software, Federal Record Calendars (designated high-level officials), (Item 2.a. page 4 - not previously scheduled); SEE ATTACHMENT 2 - INFORMATION NOTE (GRS ITEMS): Electronic Spreadsheet Documents (Item 4, page 12), Federal Record Calendars (Other than designated high-level officials) (Item 5, page 12), WordPerfect Word Processing Documents (Item 6, page 12), and nonrecord materials, and records that are duplicated elsewhere for preservation and disposition.

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DISPOSITION: TEMPORARY

Delete when agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 8)e

4. **Electronic Spreadsheet Documents.** Electronic spreadsheet documents created on Wordperfect MathPlan for internal use to support administrative functions of USTR. Spreadsheets were 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 (GRS 20, Item 15.a.)e

5. **Federal Record Calendars (Other than Designated High-Level Officials)e**

    DISPOSITION: TEMPORARY

    Delete when two years old (GRS 23, Item 5.a.).

6. **Word Processing Documents.** Word processing documents such as letters, messages, memoranda, reports, directives, and related drafts recorded on Data General Computer System or floppy diskettes. Official Federal records were printed and filed and are controlled by the existing USTR Records Schedule.

    DISPOSITION: TEMPORARY

    Delete when no longer needed for updating or revision (GRS 20, Item 13)e

ALL OTHER DG APPLICATIONS

7. **Backup Tapes - All Other DG Applications.** System backup tapes created during 1981 through 1992 on the USTR Data General(DG) computer system which include INFOS, COBOL, and AOS/VS Operating System related software, and the Federal records applications; (SEE: pages 4-6 - Items 3.A.- 3.B., 4, and 5., - Not previously scheduled) Timeline Database, Correspondence Control Database, and Congressional Vote Tracking System; (SEE: page 6 - NOTE: - not previously scheduled) General System of Preferences (GSP); SEE ATTACHMENT 1 - INFORMATION NOTE (DATABASES PREVIOUSLY SCHEDULED): Services System (Items 1.A.-1.B., page 7),

U.S./Canada Free Trade Agreement Negotiations (Tariff
Reduction Acceleration) (Items 2.A.-2.B., page 8), Non
Tariff Trade Measures (NTM) System (Item 3.A-3.B., page 9),
Uruguay Round Negotiations - Country Requests and Offers to
the United States on Tariffs on Specific Commodities (Item
4, page 10 - transferred to the LAN system); SEE ATTACHMENT
2 - INFORMATION NOTE (GRS ITEMS): Cable Program (Item 8,
page 13), Intergovernmental System (Item 9, page 13),
Personnel Employment Data (Item 10, page 14), Phone File
(Item 11, page 14), Press Release File (Item 12, Page 14),
Public Affairs Private Sector Advisory Committee System
(Item 13, page 14), Rolodex System (Item 14, page 15), Room
Reservation System (Item 15, page 15), Security Files (Item
16, page 15), Travel System (Item 17, page 15), and Weekly
Usage Reports (Item 18, page 15), nonrecord materials, and
records that are duplicated elsewhere for preservation and
disposition.

DISPOSITION: TEMPORARY

**Delete when Master Data Files and Documentation on
Permanent Federal records (Items 3.A., 3.B., 4.A., 4.B., and
GSP(see NOTE:) on pages 4 through 6 and Items 1.A., 1.B,
2.A., 2.B., 3.A., 3.B., and 4. on INFORMATION NOTE
(DATABASES PREVIOUSLY SCHEDULED):), have been transferred to
NARA and successfully copied (GRS 20, Item 8).**

8.   Cable Program. The purpose of this application was to
      produce hard copies of outgoing cables in WordPerfect
      format. The printed cables were delivered to the State
      Department via courier for transmission. The official
      Federal record copies of the cables were printed and filed
      and are controlled by the existing USTR Records Schedule.

      DISPOSITION: TEMPORARY

      **Delete when no longer needed for administrative, legal,
      audit, or other operational purposes (GRS 20, Item 13).**

9.   Intergovernmental System. The purpose of this application
      was to keep track of names, addresses, and telephone numbers
      of State, local, and foreign officials that were involved in
      trade issues. This was a dynamically changing list.

      DISPOSITION: TEMPORARY

      **Delete when no longer needed for administrative, legal,
      audit, or other operational purposes (GRS 20. Item 3.a.).**

10. **Personnel Employment Data.** The purpose of this application was to keep track of USTR employees by division, title, status (i.e. Administratively Determined, Detail, SES, Foreign Service, etc.), grade, detail date, service computation date, room number, social security number, and salary. This system was never activated.

    DISPOSITION: **TEMPORARY**

    Destroy when 2 years old, or when no longer needed, whichever is sooner. (GRS 23, Item 1, and GRS 20, Item 3.a.).

11. **Phone File.** The purpose of this application was to produce various phone lists for internal USTR use only. This was a dynamically changing list.

    DISPOSITION: **TEMPORARY**

    Delete when no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 3.a.).

12. **Press Release File.** This is a group of WordPerfect files that were erroneously stored in an area reserved for systems applications. This is not a complete set of press releases. This file was never completed or activated. Official Federal records are controlled by the existing USTR Records Schedule.

    DISPOSITION: **TEMPORARY**

    Delete when no longer needed for updating and revision (GRS 20, Item 13)a

13. **Public Affairs Private Sector Advisory Committee System.** The purpose of this application was to keep track of all trade committees, both in the public and private sector. This was a dynamically changing list that was used as a mailing list for USTR issuances.

    DISPOSITION: **TEMPORARY**

    Delete when no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 3.a.).

14. **Rolodex System.** The purpose of this application was to keep track of current USTR personnel by name, address, internal and external telephone numbers. This list was used for internal USTR purposes only. This was a dynamically changing list.

   DISPOSITION: **TEMPORARY**

   Delete when 2 years old or when no longer needed, whichever is sooner (GRS 23, Item 1).

15. **Room Reservation System.** The purpose of this application was to keep track of the USTR conference rooms and their availability for meetings and purpose of the meetings.

   DISPOSITION: **TEMPORARY**

   Delete when 2 years old or when no longer needed, whichever is sooner (GRS 23, Item 1., and GRS 20, Item 3.a.).

16. **Security Files.** This system generated data that was used to monitor user attempts to access any computer resource from outside the USTR; also contained a log file of all accesses to the system using dial-up and a security report file on every day log-in errors.

   DISPOSITION: **TEMPORARY**

   Delete when no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 1.c.).

17. **Travel System.** The purpose of this application was to keep track of USTR travel costs by sections within USTR.

   DISPOSITION: **TEMPORARY**

   Delete when no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 3.a.).

18. **Weekly Usage Reports.** This system generated data that was used to monitor system usage.

   DISPOSITION: **TEMPORARY**

   Delete when no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 1.c.).

INFORMATION NOTE (NONRECORD MATERIAL): The following WordPerfect applications are nonrecord:

1. **Personal Rolodex.** The Personal Rolodex WordPerfect application allowed users to create personal address and telephone lists for ready reference and not for circulation.

2. **Training Routines and HELP Files.** These WordPerfect interactive training routines allowed the users to become familiar with the various functions on the systems. The WordPerfect HELP file contained text to assist users as they executed their applications.

RESCINDED