



**EXECUTIVE OFFICE OF THE  
PRESIDENT**

**OFFICE OF THE UNITED STATES  
TRADE REPRESENTATIVE**

**NOVELL LAN MANAGEMENT SYSTEM  
RECORDS SCHEDULE**

(NOTE: FOR THE E-MAIL APPLICATION - THIS  
SCHEDULE ONLY COVERS E-MAIL RECORDS CREATED  
AFTER JULY 14, 1994)

**PREPARED BY  
EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION  
INFORMATION SYSTEMS AND TECHNOLOGY DIVISION  
RECORDS MANAGEMENT OFFICE  
JUNE 12, 1996**

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

NOVELL LAN MANAGEMENT SYSTEM  
RECORDS SCHEDULE CONTENTS

GROUPWISE/WORDPERFECT OFFICE E-MAIL APPLICATIONS

E-Mail Records .....	ITEM 1	- PAGE 1
Master Data File of E-Mail Records on Recordkeeping System .....	ITEM 1.A.-	PAGE 1
Documentation - E-Mail Records .....	ITEM 1.B.-	PAGE 2
E-Mail Messages Index .....	ITEM 1.C.-	PAGE 2
Documentation - E-Mail Messages Index ..	ITEM 1.D.-	PAGE 3
User Distribution Lists .....	ITEM 1.E.-	PAGE 4
User Indices .....	ITEM 1.F.-	PAGE 4

OTHER GROUPWISE/WORDPERFECT OFFICE APPLICATIONS

Federal Record Calendars of Designated High- Level Officials .....	ITEM 2	- PAGE 4
Electronic Version .....	ITEM 2.A.-	PAGE 4
Paper Version .....	ITEM 2.B.-	PAGE 4

NOVELL LAN MANAGEMENT SYSTEM APPLICATIONS

Correspondence Tracking System .....	ITEM 3	- PAGE 5
Master Data File of Correspondence Tracking System .....	ITEM 3.A.-	PAGE 5
Documentation - Correspondence Tracking System .....	ITEM 3.B.-	PAGE 5
Generalized System of Preferences (GSP) System .....	ITEM 4.	- PAGE 6
Master Data File of GSP .....	ITEM 4.A.-	PAGE 6
Documentation - GSP .....	ITEM 4.B.-	PAGE 7

ATTACHMENT 1

INFORMATION NOTE (DATABASES PREVIOUSLY SCHEDULED)  
NOVELL LAN MANAGEMENT SYSTEM APPLICATIONS

Uruguay Round Negotiations - Country Requests and Offers to the United States on Tariffs on Specific Commodities .....	ITEM 1	- PAGE 8
Master Data File of Uruguay Round Negotiations - Country Requests and Offers to the United States on Tariffs on Specific Commodities ...	ITEM 1.A.-	PAGE 8

## NOVEL LAN MANAGEMENT SYSTEM APPLICATIONS (CONTINUED)

Uruguay Round Negotiations - Country Requests and Offers to the United States on Tariffs on Specific Commodities (con't) Documentation - Uruguay Round Negotiations - Country Requests and Offers to the United States on Tariffs on Specific Commodities .....	ITEM 1.B.-	PAGE 9
North American Free Trade Agreement (NAFTA) Negotiations - Requests and Offers for Tariff Reductions .....	ITEM 2	- PAGE 9
Master Data File of North American Free Trade Agreement (NAFTA) Negotiations - Requests and Offers for Tariff Reductions .....	ITEM 2.A.-	PAGE 9
Documentation - North American Free Trade Agreement (NAFTA) Negotiations - Requests and Offers for Tariff Reductions .....	ITEM 2.B.-	PAGE 10
GATT/WTO Taipei (formerly Taiwan) Negotiations - Requests and Offers for Tariff Reductions .....	ITEM 3	- PAGE 10
Master Data File of GATT/WTO Taipei (formerly Taiwan) Negotiations - Requests and Offers for Tariff Reductions .....	ITEM 3.A.-	PAGE 10
Documentation - GATT/WTO Taipei (formerly Taiwan) Negotiations - Requests and Offers for Tariff Reductions .....	ITEM 3.B.-	PAGE 11
People's Republic of China GATT/WTO Accession Negotiations - Requests and Offers for Tariff Reductions .....	ITEM 4	- PAGE 12
Master Data File of People's Republic of China GATT/WTO Accession Negotiations - Requests and Offers for Tariff Reductions .....	ITEM 4.A.-	PAGE 12
Documentation - People's Republic of China GATT/WTO Accession Negotiations Requests and Offers for Tariff Reductions .....	ITEM 4.B.-	PAGE 12

## ATTACHMENT 2

## INFORMATION NOTE (GRS ITEMS)

## GROUPWISE/WORDPERFECT OFFICE E-MAIL APPLICATIONS

Backup Tapes - E-Mail Applications .....	ITEM 1	- PAGE 14
Bulletin Board .....	ITEM 2	- PAGE 14
E-Mail records in the Recordkeeping System ..	ITEM 3	- PAGE 15
Electronic Versions of the records on the "Live" System Authorized for Disposal or Copied to the Master Data File .....	ITEM 4	- PAGE 15
Federal Record Calendars of Staff (Other than Designated High-Level Officials) .....	ITEM 5	- PAGE 15

## GROUPWISE/WORDPERFECT OFFICE APPLICATIONS

Backup Tapes - GroupWise/WordPerfect Office Applications .....	ITEM 6	- PAGE 15
Electronic Spreadsheet Documents .....	ITEM 7	- PAGE 16
Word Processing Documents .....	ITEM 8	- PAGE 16

## ALL OTHER APPLICATIONS ON THE NOVELL LAN MANAGEMENT SYSTEM

Assets 2 Inventory Database .....	ITEM 9	- PAGE 16
Backup Tapes - All Other Applications on the Novell Lan Management System .....	ITEM 10	- PAGE 17
Cablemaker .....	ITEM 11	- PAGE 18
Cables from the State Department .....	ITEM 12	- PAGE 18
Congress Plus .....	ITEM 13	- PAGE 18
Legislative Referral Tracking System .....	ITEM 14	- PAGE 19
National Trade DataBank (NTDB) .....	ITEM 15	- PAGE 19
Pager Control System .....	ITEM 16	- PAGE 19
Periodical Database .....	ITEM 17	- PAGE 19
Personnel CD .....	ITEM 18	- PAGE 20
Personnel Survey Program .....	ITEM 19	- PAGE 20
Public Affairs Private Sector Advisory Committee System .....	ITEM 20	- PAGE 20
Phone System .....	ITEM 21	PAGE 20
Public Reading Room Log .....	ITEM 22	- PAGE 21
Registration Database .....	ITEM 23	- PAGE 21
Section 301 Trade Act Violations .....	ITEM 24	- PAGE 21
Security Clearance File .....	ITEM 25	- PAGE 22
Security Violations Program .....	ITEM 26	- PAGE 22
Speech Request System .....	ITEM 27	- PAGE 22
System Distribution Lists .....	ITEM 28	- PAGE 22
System Security Files .....	ITEM 29	- PAGE 23
System Usage Reports .....	ITEM 30	- PAGE 23

ALL OTHER APPLICATIONS ON THE NOVELL LAN MANAGEMENT SYSTEM  
(CONTINUED)

Trade Actions Monitoring System (TAMS) ..... ITEM 31 - PAGE 23  
Travel System ..... ITEM 32 - PAGE 23  
User Address List ..... ITEM 33 - PAGE 24  
User Set-up ..... ITEM 34 - PAGE 24

ATTACHMENT 3

INFORMATION NOTE (NONRECORD MATERIAL)

GROUPWISE/WORDPERFECT OFFICE E-MAIL APPLICATIONS

Calculator ..... ITEM 1 - PAGE 25  
CardFile ..... ITEM 2 - PAGE 25  
NewsEdge ..... ITEM 3 - PAGE 25  
Training Routines and HELP Files ..... ITEM 4 - PAGE 25

**EXECUTIVE OFFICE OF THE PRESIDENT****OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE (USTR)**

This schedule applies to Novell LAN Management System and subsequent systems in the Data Center at the Office of the United States Trade Representative (USTR), Executive Office of the President (EOP)

**GROUPWISE/WORDPERFECT OFFICE E-MAIL APPLICATIONS**

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

1. **E-Mail Records.** E-mail messages created and received by USTR users on the USTR Groupwise/WordPerfect Office 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), and receipt data, where necessary. The records consist of the message and any attachments (including drafts). Nonrecord material will be deleted after monitoring. All Federal records will be transferred to an electronic recordkeeping system for preservation. The electronic recordkeeping system has key-word search capability and can produce message reports.

- A. **Master Data File of E-Mail Records on Recordkeeping System.** (Not authorized for disposal by the General Records Schedules - See Attachment 2 - Information Note (GRS Items), item 3 on page 15 of this schedule).

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

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

**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):** 4 CDs.

**Current Volume (Classified):** 1 CD.

Estimate of Annual Accumulation (Unclassified): 5 CDs.  
 Estimate of Annual Accumulation (Classified): 1 CD.

**DISPOSITION: PERMANENT**

Transfer master data files to NARA at the end of each four-year Presidential term or annually when no longer needed for administrative purposes 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.

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

**Statement of Restrictions (Unclassified and Classified):** There are no Freedom of Information Act restrictions.

**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 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.

**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 Freedom of Information Act restrictions.

**Current Volume (Unclassified):** 1 CD.  
**Current Volume (Classified):** 1 CD.

**Estimate of Annual Accumulation (Unclassified):** 1 CD.  
**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.

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

**Statement of Restrictions (Unclassified and Classified):** There are no Freedom of Information Act restrictions.

**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 on the GroupWise/WordPerfect Office System created by users for sending e-mail messages to groups of recipients. All recipients of e-mail are identified in full on the message itself.

**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 of GroupWise/WordPerfect Office users. This is a dynamically changing list.

**DISPOSITION: TEMPORARY**

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

#### **OTHER GROUPWISE/WORDPERFECT OFFICE APPLICATIONS**

- 2. Federal Record Calendars (Appointments, Task Tracking and Notes) Created on the GroupWise/WordPerfect Office System 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**

- B. Paper Version.**

**DISPOSITION: PERMANENT**

Print monthly calendars and inter-file in designated official recordkeeping system and transfer to NARA according to the approved schedule controlling those records.

## NOVEL LAN MANAGEMENT SYSTEM APPLICATIONS

3. **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 N1-364-87-1 - Item 32.a. - approved March 2, 1990).

**DISPOSITION: PERMANENT**

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

**Inclusive Dates:** January 1992 and thereafter.

**Arrangement Statement:** Arranged by topic.

**Statement of Restrictions:** There are no Freedom of Information Act restrictions.

**Current Volume:** 1 CD.

**Estimate of Annual Accumulation:** 1 CD.

**DISPOSITION: PERMANENT**

Transfer master data file of Correspondence Tracking System to NARA 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 1992 and thereafter.

**Arrangement Statement:** No special arrangements.

**Statement of Restrictions:** There are no Freedom of Information Act restrictions.

**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 3. 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.

4. **\*Generalized System of Preferences (GSP) System.** The purpose of this database was to keep track of requests from individuals, companies or foreign governments seeking tariff preference for specific items and whether the requests were approved or denied by the GSP Subcommittee.

**A. Master Data File of Generalized System of Preferences (GSP) System.**

**Inclusive Dates:** 1988 and thereafter (except 1993 and 1994).

**Arrangement Statement:** Arranged by year and 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 may include: classified information Section (b)(1); 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 CD.

**Estimate of Annual Accumulation:** 1 CD.

**DISPOSITION: PERMANENT**

Transfer Master Data File to NARA at the end of each four-year Presidential term in accordance with NARA procedures and with 36 CFR 1228.

**B. Documentation - Generalized System of Preferences (GSP) 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 and thereafter (except 1993 and 1994).

**Arrangement Statement:** No special arrangement.

**Statement of Restrictions:** There are no restrictions.

**Current Volume:** Less than one cubic foot.

**Estimate of Annual Accumulation:** 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.

**\*NOTE:** THE ABOVE DATABASE WAS TRANSFERRED IN ITS ENTIRETY FROM THE DATA GENERAL COMPUTER SYSTEM TO THE NOVELL LAKEVIEW COMPUTER SYSTEM.

**ATTACHMENT 1**

**INFORMATION NOTE (DATABASES PREVIOUSLY SCHEDULED):** The following databases are scheduled for disposition and the master data files and documentation should be transferred to NARA in accordance with the existing USTR Records Schedule.

**NOVELL LAN MANAGEMENT SYSTEM APPLICATIONS**

1. **\*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 were used to assist USTR in making policy decisions.

- A. **Master Data File of Uruguay Round Negotiations - Country Requests and Offers to the United States on Tariffs on Specific Commodities.**

**Inclusive Dates:** 1988 through 1993.

**Arrangement Statement:** Arrangement is sequentially by Harmonized Tariff Number within country.

**Statement of Restrictions:** A large portion of this database belongs to foreign countries which provided the data as a tool for negotiations. The United States does not own this data and because of this, USTR, Office of the General Counsel, advises that some of these records may be subject to the Freedom of Information Act (FOIA) exemptions pursuant to 5 USC Section 552 because they may include: classified information Section (b)(1); 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 CD ROM.

**DISPOSITION:** PERMANENT

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

**Documentation - Uruguay Round Negotiations - Country Requests and Offers to the United States on Tariffs on Specific Commodities.** 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 1993.

**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 1.A. above.

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

**\*NOTE:** THE ABOVE DATABASE WAS TRANSFERRED IN ITS ENTIRETY FROM THE DATA GENERAL COMPUTER SYSTEM TO THE NOVELL LAN COMPUTER SYSTEM.

**2. North American Free Trade Agreement (NAFTA) Negotiations - Requests and Offers for Tariff Reductions.** The purpose of this database was to provide support for U.S. negotiating positions with regard to Market Access (tariff reduction) during the North American Free Trade (NAFTA) negotiations. The database contains information on tariff nomenclature, descriptions, rates, staging, priorities, trade data, and proposed rate increases and/or decreases.

**A. Master Data File of North American Free Trade Agreement (NAFTA) Negotiations - Requests and Offers for Tariff Reductions.**

**Inclusive Dates:** 1991 through 1994.

**Arrangement Statement:** Arranged sequentially by Harmonized Tariff 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 CD.

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 - North American Free Trade Agreement (NAFTA) Negotiations - Requests and Offers for Tariff Reductions. 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: 1991 through 1994.

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. GATT/WTO Taipei (formerly Taiwan) Negotiations - Requests and Offers for Tariff Reductions. This database provides support for U.S. negotiating positions with regard to Market Access (tariff reduction) during the Chinese Taipei GATT/WTO Accession negotiations. The database contains information on Chinese Taipei import statistics, tariff rates and offers for tariff reductions, U.S. negotiating requests and positions, and advice from the U.S. Congress and private sector.

- A. Master Data File of GATT/WTO Taipei (formerly Taiwan) Negotiations - Requests and Offers for Tariff Reductions.

Inclusive Dates: 1993 - on-going until the close of negotiations.

Arrangement Statement: Arranged sequentially by Harmonized Tariff 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 CD.

**Estimate of Annual Accumulation:** 1 CD.

**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 - GATT/WTO Taipei (formerly Taiwan) Negotiations - Requests and Offers for Tariff Reductions.** 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:** 1993 - on-going until the close of negotiations.

**Arrangement Statement:** No special arrangement.

**Statement of Restrictions:** There are no restrictions.

**Current Volume:** Less than one cubic foot.

**Estimate of Annual Accumulation:** 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.

4. **People's Republic of China GATT/WTO Accession Negotiations - Requests and Offers for Tariff Reductions.** This database provides support for U.S. negotiating positions with regard to Market Access (tariff reduction) during the People's Republic of China GATT/WTO Accession negotiations. The database contains information on tariff nomenclature, descriptions, rates, trade dollars and volume, and proposed trade offers.

**A. Master Data File of People's Republic of China GATT/WTO Accession Negotiations - Requests and Offers for Tariff Reductions.**

**Inclusive Dates:** 1994 - on-going until the close of negotiations.

**Arrangement Statement:** Arranged sequentially by Harmonized Tariff 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 CD.

**Estimate of Annual Accumulation:** 1 CD.

**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 - People's Republic of China GATT/WTO Accession Negotiations - Requests and Offers for Tariff Reductions.** 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:** 1994 - on-going until the close of negotiations.

**Arrangement Statement:** No special arrangement.

**Statement of Restrictions:** There are no restrictions.

**Current Volume:** Less than one cubic foot.

**Estimate of Annual Accumulation:** 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.

## ATTACHMENT 2

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

**GROUPWISE/WORDPERFECT OFFICE E-MAIL APPLICATIONS**

1. **Backup Tapes - E-Mail Applications.** System backup tapes created after July 14, 1994, on the Novell LAN Computer System which includes Novell Operating System related software, Federal applications, e-mail messages, index to e-mail messages, copies of temporary records authorized for destruction, nonrecord materials, user indices and user distribution lists, Federal Record calendars, bulletin board, and records that are duplicated elsewhere for preservation and disposition.

**DISPOSITION: TEMPORARY**

**Daily Backup Tapes.** Delete when 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. 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 (GRS 20, Item 8.a.).

2. **Bulletin Board.** The Bulletin Board is used to notify GroupWise/WordPerfect Office users of scheduled events such as blood drives, classroom training, and insurance open seasons. The record copy of announcements is maintained in the files of the originating office and is separately scheduled.

**DISPOSITION: TEMPORARY**

Destroy when three months old, or when no longer needed, whichever is sooner (GRS 23, Item 7.c., and GRS 20, Item 3.a.).

3. **E-Mail Records in the Recordkeeping System.** E-mail records in the recordkeeping system that are scheduled for disposal under one or more items in GRS 1-16, 18, 22, or 23; EXCLUDING those that replace or duplicate the following GRS items: GRS 1, items 21, 22, 25f, GRS 12, item 3; and GRS 18, item 5.

**DISPOSITION: TEMPORARY**

Delete after the expiration of the retention period authorized by the GRS or when no longer needed, whichever is later (GRS 20, Item 3.a.).

4. **Electronic Versions of the Records on the "Live" System Authorized for Disposal or Copied to the Master Data File.**

**DISPOSITION: TEMPORARY**

Delete from the e-mail system after copying to the recordkeeping system (GRS 20, Item 14).

5. **Federal Record Calendars (Appointments, Task Tracking, and Notes) of Staff (Other than Designated High-Level Officials).**

**DISPOSITION: TEMPORARY**

Destroy or delete when two years old (GRS 23, Item 5.a., and GRS 20, Item 3.a.).

#### **GROUPWISE/WORDPERFECT OFFICE APPLICATIONS**

6. **Backup Tapes - GroupWise/WordPerfect Office Applications.** System backup tapes created during 1991 and thereafter on the USTR Novell LAN Management System which include operating systems and related software, Electronic Spreadsheet Documents (Item 7, page 16), GroupWise/WordPerfect Word Processing Documents (Item 8, page 16), copies of temporary records authorized for destruction, nonrecord materials, and records that are duplicated elsewhere for preservation and disposition.

**DISPOSITION: TEMPORARY**

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

**Weekly Backup Tapes.** Delete when 90 days old.

7. **Electronic Spreadsheet Documents.** Electronic spreadsheet documents created on FoxPro, QuattroPro, DSC Series Calculator, and WordPerfect Office Presentation, 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 (GRS 20, Item 15.a.).

8. **Word Processing Documents.** Word processing documents using GroupWise/WordPerfect Office such as letters, messages, memoranda, reports, directives, and related drafts recorded on Novell LAN Management System 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 (GRS 20, Item 13).

#### **ALL OTHER APPLICATIONS ON THE NOVELL LAN MANAGEMENT SYSTEM**

9. **Assets 2 Inventory Database.** The purpose of this application is to provide a means for keeping an accurate inventory of physical property by type and location within USTR.

**DISPOSITION: TEMPORARY**

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

10. **Backup Tapes - All Other Applications on the Novell LAN Management System.** System backup tapes created during 1991 and thereafter on the Novell LAN Computer System which includes Novell Operating System related software, Federal applications; Correspondence Tracking System (Item 3.A.-3.B., page 5) and Generalized System of Preferences (GSP) (Item 4.A.-4.B. pages 6-7) not previously scheduled; (SEE ATTACHMENT 1 - INFORMATION NOTE (DATABASES PREVIOUSLY SCHEDULED), pages 8-13: Uruguay Round Negotiations - Country Requests and Offers to the United States on Tariffs on Specific Commodities (Item 1.A.-1.B.), North American Free Trade Agreement (NAFTA) Negotiations - Requests and Offers for Tariff Reductions (Item 2.A.-2.B.), GATT/WTO Taipei (formerly Taiwan) Negotiations - Requests and Offers of Tariff Reductions (Item 3.A.-3.B.), People's Republic of China Gatt/WTO Accession Negotiations - Requests and Offers for Tariff Reductions (Item 4.A.-4.B.); SEE ATTACHMENT 2 - INFORMATION NOTE (GRS ITEMS), pages 14-24: Assets 2 Inventory Database (Item 9, page 16), Cablemaker (Item 11, page 18), Cables from the State Department (Item 12, page 18), Congress Plus (Item 13, page 18), Legislative Referral Tracking System (Item 14, page 19), National Trade DataBank (NTDB) (Item 15, page 19), Pager Control System (Item 16, page 19), Periodical Database (Item 17, page 19), Personnel CD (Item 18, page 20), Personnel Survey Program (Item 19, page 20), Public Affairs Private Sector Advisory Committee System (Item 20, page 20), Phone System (Item 21, page 20), Public Reading Room Log (Item 22, page 21), Registration Database (Item 23, page 21), Section 301 Trade Act Violations (Item 24, page 21), Security Clearance File (Item 25, page 22), Security Violations Program (Item 26, page 22), Speech Request System (Item 27, page 22), System Distribution Lists (Item 28, page 22), System Security Files (Item 29, page 23), System Usage Reports (Item 30, page 23), Trade Actions Monitoring System (TAMS) (Item 31, page 23), Travel System (Item 32, page 23), User Address List (Item 33, page 24), and User Set-up (Item 34, page 24).

**DISPOSITION: TEMPORARY**

**Daily Backup Tapes.** Delete when 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.** 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 (GRS 20, Item 8.a.).

11. **Cablemaker.** The purpose of this application is to produce hard copies formatted to conform to Department of State cable requirements (cable header information on destination, classification, priority, TAGS from State Department manuals). The out-going cables are in WordPerfect format and are delivered via courier to the State Department for electronic transmission. The official Federal record copies of the cables are controlled by the existing USTR records schedule.

**DISPOSITION: TEMPORARY**

Delete from the word processing system when no longer needed for updating or revision (GRS 20, Item 13).

12. **Cables from the State Department.** This is a dynamically changing application that receives State Department cables in encrypted form, reformats them into WordPerfect format for storage on the Novell LAN for review by authorized USTR staff. Cables are reviewed by USTR staff and cables that require action by USTR staff, or cables containing substantive information relating to USTR issues, are printed and filed in the appropriate USTR files according to existing USTR records schedules.

**DISPOSITION: TEMPORARY**

Delete from the word processing system when no longer needed for updating or revision (GRS 20, Item 13).

13. **Congress Plus.** The purpose of this application is to provide USTR with the names of Congressmen and Congresswomen, their States and districts, their political parties, their committee membership, their office addresses, and their telephone and fax numbers. This is a dynamically changing list.

**DISPOSITION: TEMPORARY**

Delete when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 7.).

14. **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. The official records on this legislation is controlled by the existing USTR Records Schedule.

**DISPOSITION: TEMPORARY**

**Destroy or delete when no longer needed (GRS 23, Item 8, and GRS 20, Item 3.a.)**

15. **National Trade DataBank (NTDB).** This application provides direct access to a variety of U.S. Government source documents and data related to international trade. The NTDB is a CD based collection of U.S. Government data and information supplied to the U.S. Department of Commerce which compiles the collection and distributes the CD's per a subscription service. All agencies with a trade interest are contributors. Screen presentations of information can be downloaded to files for use in spreadsheets or word processing documents. The official records generated by spreadsheets or word processing are copied and filed and are controlled by the existing USTR Records Schedule.

**DISPOSITION: TEMPORARY**

**Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 7).**

16. **Pager Control System.** The purpose of this application is to list personnel in the agency that have been issued a pager. This is a working property control mechanism.

**DISPOSITION: TEMPORARY**

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

17. **Periodical Database.** The purpose of this application is to keep track of all the USTR periodicals subscriptions. It provides information on each periodical (magazine, newspaper, etc.) subscribed to by USTR, annual cost, source, individuals identified for distribution.

**DISPOSITION: TEMPORARY**

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

18. **Personnel CD.** The purpose of this application is to have a complete inventory of Federal Personnel Regulations, and a mechanism for searching.

**DISPOSITION: TEMPORARY**

Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 7).

19. **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 one time and not again used for agency planning purposes.

**DISPOSITION: TEMPORARY**

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

20. **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 (GRS 20, Item 7).

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

**DISPOSITION: TEMPORARY**

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

22. **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**

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

23. **Registration Database.** The purpose of this application was developed for one meeting to provide a means for the administrative coordinators of the U.S. participation in the Uruguay Round final 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, SSAN, 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. A printed report of general information on attendees was placed in the official files and is 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.).**

24. **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 simple listing is printed out and placed in the official files and is controlled by the existing USTR Records Schedule.

**DISPOSITION: TEMPORARY**

**Destroy or delete when no longer needed (GRS 23, Item 8, and GRS 20, Item 3.a.).**

25. **Security Clearance File.** This application contains information on the security clearance levels of USTR personnel, status of applications for clearance, and information on dates of required clearance updates.

**DISPOSITION: TEMPORARY**

Destroy when superseded or obsolete (GRS 18, Item 23, and GRS 20, Item 3.a.).

26. **Security Violations Program.** The purpose of this application is to keep track of all USTR personnel security violations reported by guards and individuals.

**DISPOSITION: TEMPORARY**

Destroy when one year old (GRS 18, Item 18.a., and GRS 20, Item 3.a.).

27. **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. Official Federal record copies of the speeches are controlled by the existing USTR Records Schedule.

**DISPOSITION: TEMPORARY**

Destroy or delete when no longer needed for convenience of reference (GRS 23, Item 5.b. - GRS 20, Item 3.a.).

28. **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 (GRS 20, Item 7).

29. **System Security Files.** This is system generated 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.

**DISPOSITION: TEMPORARY**

Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 1.c.).

30. **System Usage Reports.** This is system generated data used to monitor system usage.

**DISPOSITION: TEMPORARY**

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

31. **Trade Actions Monitoring System (TAMS).** The purpose of this application is to provide a history and a tracking device for various types of trade actions. It contains information from the Federal Register on the type of action, progress of the case by date, petitioner, partner identified in the case, products indicated in the case, and the status. Printed reports by action type (i.e. Escape Clause, Anti-dumping, Countervailing Duties, Section 301 and Section 337 cases) are filed in official files controlled by the existing USTR Records Schedule.

**DISPOSITION: TEMPORARY**

Delete or destroy when no longer needed (GRS 23, Item 8 and GRS 20, Item 3.a.).

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

**DISPOSITION: TEMPORARY**

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

33. **User Address List.** The User Address List is an electronic feature of the system that provides users with a short-cut to entering the name of the intended recipient of a message. This is a dynamically changing list of system users.

**DISPOSITION: TEMPORARY**

Delete when the agency determines it is no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 7).

34. **User Set-up.** Consists of user passwords, locations, work hours, calendar and date formats, and log-in/log-out data.

**DISPOSITION: TEMPORARY**

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

## ATTACHMENT 3

**INFORMATION NOTE:** The following applications are nonrecord.

**GROUPWISE/WORDPERFECT OFFICE E-MAIL APPLICATIONS**

1. **Calculator.** This function provides access to a calculator for the users' personal use.
2. **CardFile.** This function allows the user to create personal address and telephone lists for ready reference and not for circulation.
3. **NewsEdge.** This function displays commercial and other non-agency information such as the news and weather.
4. **Training Routines and HELP Files.** The training routines are self-help coaching functions that allow users to become familiar with the various functions on the system. The HELP file contains text to assist users as they are executing their applications.