

INACTIVE

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-081-03-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 10-24-02	
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1. FROM (Agency or establishment) U.S. International Trade Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Kristin F. Krake	5. TELEPHONE 202-205-2744	DATE 9-23-03	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 for disposal 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, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 9/24/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Chairman

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Electronic Document Imaging System II (EDIS II) is an Electronic information system that maintains the U.S. International Trade Commission's official docket case files in a centralized electronic document repository. The ITC will no longer maintain paper-based docket records because the electronic documents in EDIS II will become the official records of the agency.</p> <p>The attached proposed changes to the agency records schedule reflect the change from paper-based to electronic records. The description of the case files has been updated.</p> <p>A change to our schedule item A (3) Action Jackets is also being submitted to reflect the fact that some Action Jackets obtain Commission approval for the publication on notices of proposed, final and interim rulemaking. We are also moving this series under the Office of the Secretary.</p>	<p>NCI-81-83-1 Item 11(a)</p> <p>NI-81-89-1 Item 1</p>	

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B. RECORDS OF THE OFFICE OF THE SECRETARY

Description of Records

Authorized Disposition

Import Injury Investigation Case Files

a. Reports, notices, transcripts, briefs, questionnaires and other related documents relating to Commission antidumping, countervailing, and review investigations under title VII of the Tariff Act of 1930; safeguard and market disruption investigations under sec. 204, 406, 421, and 422 of the Trade Act of 1974; investigations under section 302 of the NAFTA Implementation Act of 1994; investigations under Sec. 22 of the Agricultural Adjustment

Superseded by: Act.

DAA-0081-2017-0003-0001
DATE (MM/DD/YYYY): 01/23/2018

(a) Electronic records EDIS II

Temporary. Cut off at close of case. Destroy when 20 years old.

Superseded by:

DAA-GRS-2017-0003-0002
DATE (MM/DD/YYYY): 05/31/2017

(b) Paper records created after 1995 used as the source to create EDIS II records

Temporary. Destroy 90 days after creation and verification of EDIS II electronic record.

(2) Cases with outstanding orders:

Superseded by:

DAA-0081-2017-0003-0001
DATE (MM/DD/YYYY): 01/23/2018

(a) Electronic records EDIS II

Temporary. Cut off at close of Case. Destroy at the expiration of the order or when 20 years old, whichever is longer.

(b) Paper records created after 1995 used as the source to create EDIS II

Temporary. Destroy 90 days after creation and verification of EDIS II electronic record.

Superseded by:

DAA-GRS-2017-0003-0002
DATE (MM/DD/YYYY): 05/31/2017

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2. Research Program Case Files

a. Reports, notices, transcripts, briefs, blank questionnaires and other related documents relating to the Commission's analysis of trade, competitiveness and probable economic effects issues under section 332 of the Tariff Act of 1930 and section 131 of the Trade Act of 1974.

Superseded by:

DAA-0081-2017-0003-0001
DATE (MM/DD/YYYY):

01/23/2018

(1) Electronic records EDIS II

Temporary. Cut off at close of case. Destroy when 20 years old.

Superseded by: (2) Paper records created after 1995

DAA-GRS-2017-0003-0002 used as the source to create EDIS II records.
DATE (MM/DD/YYYY):

05/31/2017

Temporary. Destroy 90 days after creation and verification of electronic record.

3. Intellectual Property-Based Import Investigations

a. Reports, notices, transcripts, briefs, and other documents relating to Commission investigations under section 337 of the Tariff Act of 1930.

Superseded by:

DAA-0081-2017-0003-0001
DATE (MM/DD/YYYY):

01/23/2018

(1) Cases with no exclusion order or patent related exclusion:

(a) Electronic records EDIS II

Temporary. Cut off at close of case. Destroy when 20 years old.

Superseded by:

DAA-GRS-2017-0003-0002
DATE (MM/DD/YYYY):

05/31/2017

(b) Paper records created after 1995 used as the source to create EDIS II records

Temporary. Destroy 90 days after creation and verification of EDIS II electronic record.

(2) Cases with outstanding exclusion orders:

Superseded by:

DAA-0081-2017-0003-0001
DATE (MM/DD/YYYY):

01/23/2018

(a) Electronic records EDIS II

Temporary. Cut off at close of case. Destroy at the expiration of the exclusion order or when 20 years old, whichever is longer.

(b) Paper records created after 1995 used as the source to create EDIS II

Superseded by:

DAA-GRS-2017-0003-0002
DATE (MM/DD/YYYY):

05/31/2017

Temporary. Destroy 90 days after creation and verification of EDIS II electronic record.

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4. **Action Jackets**

Formal documents seeking the approval of each Commissioner for proposed agency actions. An action jacket includes a vote sheet recording the vote of each Commissioner; a summary cover sheet; a draft notice, order, letter, and/or other proposed action; and normally a memorandum from a staff office explaining a recommended action. Action jackets relate to all phases of the work of the Commission. The staff office initiating the action jacket retains the original of each action jacket, and the Office of the Secretary retains a copy and records the final action itself in the Commission's minutes. Arranged chronologically and by investigation or other matter.

Superseded by:

DATE (MM/DD/YYYY):

01/23/2018

a. Action jackets relating to rulemaking. These include action jackets that obtain Commission approval for the publication of notices of proposed, final, and interim rulemaking.

~~PERMANENT.~~ Offer to NARA when 20 years old.

b. ~~Other action jackets.~~

~~Destroy when 20 years old.~~

Superseded by:

DAA-0081-2017-0003-0005
DATE (MM/DD/YYYY):

01/23/2018

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