

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)

U.S. International Trade Commission

2 MAJOR SUBDIVISION

Office of Administration

3 MINOR SUBDIVISION

Administrative Services Division

4 NAME OF PERSON WITH WHOM TO CONFER

Kristin Krake

5. TEL EXT

523-0108

LEAVE BLANK

JOB NO

NC1-81-83-1

DATE RECEIVED

9-7-83

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-20-83
Date

[Signature]
Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☒ **A Request for immediate disposal.**

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

C DATE

8/29/83

D SIGNATURE OF AGENCY REPRESENTATIVE

[Signature: Lorne L. Goodrich]

E. TITLE

Director, Office of Administration

7. ITEM NO

11 a

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

Docketed case files (paper copies)

Destroy paper copies after microfilm has been verified

Our original record disposition schedule requires the agency to hold these paper copies for 10 years before transferring to FRC. However, microfiche has been completed and verified on most of these case files and the agency's investigative case load has increased to the extent that we do not have sufficient storage to keep the paper copies any longer.

9. SAMPLE OR JOB NO

NC-1-81-78-1

10. ACTION TAKEN

1 item