

**U.S. DEPARTMENT OF COMMERCE
INTERNATIONAL TRADE ADMINISTRATION
DIRECTOR GENERAL FOR THE US AND FOREIGN COMMERCIAL SERVICE
RECORDS CONTROL SCHEDULE**

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US And Foreign Commercial Service (US& FCS)
District Offices

The attached revised schedule is being submitted to replace portions of NC1-151-82-9, as indicated on the next pages.

The District Offices of the U.S. and Foreign Commercial Service (US&FCS), International Trade Administration, are located in seventy commercial and business centers throughout the United States. Under the supervision of the Deputy Assistant Secretary for Domestic Operations, headquartered in Washington, DC., the daily operations and oversight of the District Offices are maintained through a five region management structure, each headed by a Regional Director.

The primary mission and focus of the District Offices is to provide quality export promotion assistance and information to infrequent exporters. In addition to the export assistance programs offered by the US&FCS worldwide network to the target client companies, District Offices develop and maintain strong working relations with state and local governments, other export promotion entities and organizations such as chambers of commerce, world trade associations, banks, freight forwarders, and ports of authorities, etc. The District Export Councils (DECs) are volunteers appointed by the Secretary of Commerce whose primary focus is to foster and promote a greater awareness of exporting in the local communities.

In addition, the District Offices maintain information and offers assistance on trade finance programs to assist exporter such as the United States Export Import Bank (Eximbank), Federal Credit Insurance Agency (FCIA), Agency for International Development (AID), and Trade and Development, among others. District Directors in the offices of Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Denver, San Francisco, and Seattle act as designated Regional Emergency Coordinators in accordance with instructions and guidance issued by the Departmental Office of Emergency Readiness through the Director General.

Regional Directors serve as the first-line managers with operations oversight for the designated District Offices within their territory to the Office of Domestic Operations in Headquarters. Regional Directors are responsible for the day-to-day operations in the field including budget allocation and oversight, routine personnel actions and activities, program quality control, space management through the Regional Administrative Support Centers (RASCs), and administrative processing and recording, as well as projects and initiatives as assigned by the Deputy Assistant Secretary for Domestic Operations.

The records maintained in District Office are grouped and described under headings by type of content or function. This arrangement of the description of records of records does not restrict the application of the schedule and all items in this section should be applied to the records described wherever they are found in a District Office, regardless of the categories arrangement of the items.

The abbreviation "FRC" is used to denote the Federal Records Centers operated by the National Archives and Records Administration.

Office of the Director

1. Director's Subject File -- Correspondence generated by the Director or other District Office staff relating to business firms or client companies; reports, special projects, and other papers both incoming and outgoing. The file also contains documentation generated or collected by the Director and retained for his convenience in the process of maintaining executive direction of the office.

Operation and administrative oversight and instructions are contained in the following manuals.

- a. USDOC - Department Organization Order series
- b. USDOC - Department Administrative order Series
- c. ITA - Organization and Function Orders
- d. ITA - Announcements
- e. US&FCS - District Marketing Plan Guidance Manual

DISPOSITION: Destroy when superseded or revised.

- f. All other files -- Destroy when 3 years old or when no longer needed for current business use.

2. Federal/State Relations -- Documentation concerning Federal/State relations in the areas of commerce and trade.

Move all active agreements forward, and destroy all other records when 3 years old.

3. Administrative Accounting File -- Work orders and requests for procurement generated by the Director or subordinate concerning such subjects as purchases, bills of lading, publications sales vouchers, and the like. Basic documentation consists of statements of transactions and accountability, all supporting vouchers, schedules, related papers, user fee reports, and purchase orders.

Break file every year. Destroy when 3 years old.

4. Federal Executive Board (FEB) File -- Correspondence regarding FEB activities, copies of FEB announcements, Annual Reports, National FEB Bulletins and Newsletters. Also included is correspondence regarding FEB Committee assignments and activities.

Break files annually. Destroy 1 year later. Retain committee assignment file and transfer to successor upon completion of committee assignment.

5. Associate Office Program File -- Correspondence generated or received by the Director pertaining to ITA activities involving designated Associate offices. Included is documentation of the designation of local Chambers of Commerce as "Associate Offices".

Destroy when 3 years old. (Records on each Associate office maintained at Headquarters.)

6. Monthly Activity Report (ITA-710 or equivalent) -- A District Office activity report reflecting the extent of promotional activity, the number of firms taking initial export actions and OEMSS Participation Agreements signed during the month. Also included is a narrative report. A monthly report summarizing these activities is then prepared on ITA-710 and submitted to the Office of Domestic Operations (ODO) in Washington. (NOTE: These files are separate from "company account files" as described in item 16.)

- a. District office -- Break files annually and destroy when 2 years old.
- b. Regional office -- Break files annually and destroy when 2 years old.

7. Field Visit Reports Files (ITA 700 of equivalent) -- lists the names of firms visited, the date of the visit, and the subject(s) discussed by the Trade Specialists of each office.

- a. District Office -- Break files annually and destroy when 2 years old.
- b. Regional office -- Break files annually and destroy when 2 years old.

8. Press Conference and Speeches -- Formal information releases and publications, such as press releases, press conference transcripts, and official speeches by the Director and other staff members at various functions. Information sent by the Office of Public Affairs for dissemination and use.

- a. District Office -- Destroy when 3 years old.
- b. Regional Office -- PERMANENT. Break files annually and transfer to FRC when 3 years old. Transfer to the National Archives when 20 years old.

9. National Defense Executive Reserve (NDER) Program (if applicable) -- Correspondence to and from members of the Executive Reserve Program regarding nominations for participation in the program, staffing assignments, attendance at conferences, meetings and operation of the programs and files of key industry executives who have been assigned specific duties in the event of a national emergency.

Destroy when 3 years old.

10. Emergency Planning File -- Correspondence relating to administration and operation of the emergency planning program.

Destroy when 5 years old, or when superseded, whichever is later.

11. District Export Council (DEC) -- Local business action groups serving as a link in a joint Government/industry export expansion endeavor. Working in cooperation with ITA District Offices, the councils encourage and support export expansion activities through advising prospective exporters on the "how to" of exporting, sponsoring or co-sponsoring seminars and workshops, organizing speakers bureaus and trade missions, and related activities. Included here are DEC minutes, correspondence, seminar proceedings, mailing lists of association offices, and the like.

- a. Membership lists, mailing lists, member nominations, background investigations, and other documents involving privacy matters. Destroy when 3 years old.

- b. Minutes, Official records, biographies, news releases, publications -- PERMANENT. Break files every 4 years and transfer to FRC. Transfer to the National Archives when 20 years old.

12. Monthly Highlight Reports (Narrative Activity Reports) -- Copies of reports regarding matters of domestic business. Narrative report submitted with the monthly Field Activity Report (ITA-710).

- a. District Office -- Destroy when 2 years old.
- b. Regional Office -- PERMANENT. Break files annually and transfer to FRC in cubic-foot blocks when 3 years old. Transfer to the National Archives when 20 years old.

13. Annual Work Plan/District Marketing Plans -- Annual reports submitted from District Offices which include a district profile and a district business plan.

- a. District Office -- Break files annually and destroy when 3 years old or when no longer needed for agency business, whichever is sooner.
- b. Regional Office -- PERMANENT. Break files annually and transfer to FRC in cubic-foot blocks when 3 years old. Transfer to the National Archives when 20 years old.

14. ODO Operations Bulletins -- Issuances of policies and procedures, guidelines, statistical summaries disseminated by ODO to the Field offices on an as-needed bases.

- a. District office -- Destroy when superseded or when no longer needed for current agency business.
- b. Regional Office -- PERMANENT. Break files every 5 calendar years and transfer to FRC in cubic-foot blocks. Transfer to the National Archives when 20 years old.

15. ODO Operations Bulletins -- Contains all official policies and operating procedures for the District Offices.

- a. District Office -- Destroy when superseded or when revised.
- a. Regional Office -- PERMANENT. Break files every 5 calendar years, or when revised or reissued, and transfer to FRC in cubic-foot blocks. Transfer to the National Archives when 20 years old.

International Trade Programs

16. Company or Client Account Files -- Correspondence generated or received by a District Office such as Form ITA-4096, Information Services Order, trade adjustment cases (complaints), trade opportunities with foreign firms, data on products, catalogs, and company brochures.

Some District office maintain a centralized file in system, while at others, each Trade Specialist maintains the official file for those firms served. The files are arranged alphabetically by firm name, subdivided by territorial designation or industry, where appropriate.

- a. Active Account Files -- Purge file annually of all obsolete or superseded material.
- b. Inactive (Closed) Account Files -- Break files annually and destroy 2 years later.

17. Official District/Regional Office Publications -- Newsletters, brochures, reports, or similar publications produced by District/Regional Offices which contain items of interest to entities

participating in ITA programs. They are mailed to banks, Chambers of Commerce, industrial firms, transportation companies, etc.

- a. District office -- Forward one copy of all official publications to responsible regional office, and destroy all other copies when no longer needed for current agency business.
- b. Regional office -- PERMANENT. Break files annually and transfer to FRC in cubic-foot blocks. Transfer to the National Archives when 20 years old.

18. "E" Award and "E Star" Award File -- Correspondence between District offices and industrial firms regarding President's "E" Award for participation in export programs. Includes copies of Form ITA- 476P, Application for the President's "E" and "E Star" Awards for Export Expansion, or equivalent, and Form ITA-473, American International Traders Register, or equivalent. Also included is Form ITA-487, Notification of Schedules for an "E" or "E Star" Award Ceremony, or equivalent. Application is forwarded to the Office of Domestic Operations where record copy is kept.

- a. Company Case Files -- Start a new file every 5 years. Destroy 2 years later.
- b. All other papers -- Destroy when 5 years old or when obsolete, whichever is sooner.

19. "E" Award Applications Withdrawn File -- Copies of applications which have been denied because of the failure of the applicant to meet the criteria.

Destroy when 2 years old.

20. Trading Partners File -- Trading Partners are commercial and industrial firms such as banks, transportation shipping companies, and export management companies. These firms provide information to other elements of the private sector regarding export expansion opportunities and furnish support to ITA District offices in providing basic export guidance.

Destroy individual documents or contents of file folders when no longer needed for current business or when company leaves program, whichever occurs first.

21. Meet and Visitors -- Records of special visitors to District Offices and visits of foreign trade mission representatives. Program notes on special meetings initiated by District office.

- a. Special files of continuing precedential or reference value -- Destroy when no longer needed for current business or when 3 years old, whichever is sooner.
- b. All other papers -- Destroy when no longer needed.

22. Foreign Consulates and Embassies Subject File -- Copies of correspondence with foreign consulates and embassies on subjects such as special services or programs available to U.S. exporters operated by the foreign government.

Start a new file every year. Destroy when 3 years old.

23. Overseas Trade Events File -- Correspondence, press releases, and notices of meetings for Foreign Trade Events and Association meetings not sponsored by ITA. Filed by type of meeting (activity).

Start a new file every year. Destroy when 3 years old.

24. US&FCS Exhibition File -- Correspondence and schedules for assigned and pending trade exhibitions filed by date.

Start a new file every year. Destroy when 2 years old.

25. TEAM Export Expansion Program File -- Includes copies of incoming and outgoing correspondence regarding educational aid in conducting market surveys. District office notifies office of Domestic operations in Washington of availability of student after contacting local universities.

Start a new file every year. Destroy when 2 years old.

26. Foreign Trade Report -- A series of Monthly and Annual Import and Export Statistics (printouts) developed by the Commerce Department, Bureau of the Census, and filed chronologically by month and year of issue.

Retain monthly sets in office until annual summary is published, then destroy. Retain annual summaries for 2 previous census years, then destroy.

Nonrecord Material

No employee of the Federal Government may destroy or alienate Federal records without an authorization issued in accordance with the Records Disposal Act and applicable regulations. By definition, certain materials such as printed and processed materials, duplicate copies, etc. are exempt from the requirements and may be destroyed by the holder on his own authority without reference to any outside individual or organization unit.

A considerable volume of nonrecord secondary source material is accumulated by the US&FCS. These materials are essential to accomplish the mission of the office. Nevertheless, the constant accumulation of this material poses a problem that can only be resolved by regular application of a common ground rule by all secondary source material over five years old shall be retained by any organizational element of the International Trade Administration, except the last issue of a publication that is printed and except last issues of publications issued to cover a period of two years or longer.

Although it is incomplete, the following list of nonrecord material, with a suggested retention period for each item, is offered to help the user distinguish between record and nonrecord materials, and to help him to dispose of nonrecord items as soon as they are eligible.

Technical Reference Files

27. Technical reference File -- Informational material such as laws, regulations, news releases, and special reports published by such agencies as Export-Import Bank of U.S.; Foreign Credit Insurance Association; American International Traders Register; and the like.

Purge files every 6 months and destroy obsolete or superseded material.

28. Program Promotion File -- Copies of reports, bulletins, bid opportunities, overseas investment opportunities, AID press releases, AID procurement bulletins, FR-23 Export Expansion Seminars, and management aids for small manufacturers designed to stimulate overseas business opportunities for U.S. manufacturers.

Purge files annually and destroy obsolete or superseded material.

29. International Business Information -- Annual Reports, advertising, brochures, and other information from companies interested in engaging in international business.

Destroy superseded or obsolete material as needed.

30. International Subject File -- This file contains printed material such as Multilateral Bank Information, World Bank Information, Commodity Mining and Machinery, and Computers and Peripherals.

Destroy when 3 years old.

31. Trade Agreement Program -- A compilation of various documents such as reports, studies, correspondence, and circulars pertaining to international commerce such as State Department, GATT, NATO, general world agreement and trade acts.

Destroy obsolete or superseded material annually.

32. Trade Fairs and Shows -- Brochures, announcements, schedules, reprints of articles, criteria, and other informational material which bear on the trade fair programs. Create files on as-needed basis.

Destroy when 3 years old.

33. Trade Missions -- General information and guidelines to industries on procedures, policies, and prospects for organizing trade missions in foreign commerce.

Destroy when 3 years old.

34. Export Administration -- General informational material derived from a variety of official sources such as U.S. Statistical Regulations, U.S. Export Administration Regulations, and application forms.

Destroy when obsolete or superseded.

Bureau of the Census Publications

(NOTE: The retention periods mentioned below are subject to limitations and priority to international publications.)

35. Current Population Reports -- Statistical reports, arranged numerically by report number. Published periodically.

Retain current issue. Destroy or offer to public library when superseded.

36. Annual Survey of Manufacturers -- Issued annually and organized by series number.

Retain last 2 survey reports.

37. Census of Fisheries and/or Minerals -- Filed alphabetically by state. Published every 5 years.

Retain last 2 census reports and destroy or offer older copies to public library.

38. Current Construction Reports -- Statistics on construction and housing filed numerically by "C" number sequence.

Retain monthly issuances until annual summary is received, then destroy. Retain current annual summary and destroy or offer to public library when superseded.

39. Census Import-Export Statistics -- Bound volumes of Bureau of the Census statistics.

Hold 2 past census years and current year. Destroy all others.

40. Transportation Census Reports -- Published in two parts every five years.

Retain current report. Destroy or offer older copies to public library.

41. Housing Census Statistics and Population Census Statistics -- Supplementary reports, issued periodically to update the last decennial census.

Retain until receipt of next decennial census, then destroy.

42. Census of Population and Housing -- Issued every ten years by the Bureau of the Census. The paperbound and hardbound copies of the decennial census.

When hardbound copy is received, destroy all paperbound copies except for copies of area covered by District Office which may be retained for working file.

43. Country Business Patterns -- Issued annually.

Retain 2 years. Destroy or offer older copies to public library.

44. Census of Manufacturers -- Published in two parts every five years by the Bureau of the Census.

Retain current report. Destroy or offer older copies to public library.

45. Census of Construction Industries -- Issued in two parts every five years.

Retain current report. Destroy or offer older copies to public library.

46. Business Census -- Issued every five years by the Bureau of the Census. Initial distribution by hardbound sets.

Retain two current sets. Destroy or offer older copies to public library.

47. State and Local Governments Finance -- Report published periodically.

Retain current report. Destroy or offer older copies to public library.

48. Local Government Employment -- Statistics published periodically.

Retain current report. Destroy or offer older copies to public library.

49. Retail and Wholesale Trade Reports -- A compilation of monthly and annual statistics.

Retain current report. Destroy or offer older copies to public library.

50. Census Use Studies -- special one-time reports covering a variety of subjects such as computer mapping, family health survey, schools, etc.

Retain one copy until superseded. Destroy or offer older copies to public library.

51. Statistical Abstract -- Issued annually. Contains a compilation of international statistics from numerous sources. Similar to World Almanac.

Retain latest issue. Destroy or offer older copies to public library.

Other Publications

52. Federal Register -- Issued daily.

Retain current 6 months' issues only. Destroy others.

Other Nonrecord Material

53. Brochures and Miscellaneous Information -- received from various state government agencies.

Review and purge files of obsolete material as needed.

54. Subscription Materials -- such as copies of magazines, periodicals, trade journals, and the like.

Review and purge files of obsolete material as needed.

55. Domestic Reference File -- Miscellaneous gatherings of informational material. The source of this is from Federal government agencies, State agencies, news clippings, reports, laws, special studies, universities, and the like.

Review not to exceed 3 years and purge files of obsolete material as needed.

56. Brochures and Special Studies -- published by service firms such as banks, transportation industries, manufacturers, and the like.

Destroy when obsolete or superseded.

57. Country Files -- Overseas business reports, economic trend reports, and general interest articles affecting International Commerce. These files are usually organized under main subheadings such as Economic Conditions, Tariff Controls, Taxation, basic laws within each country, and the like.

Review not to exceed 3 years and purge files of obsolete material as needed.

58. International Reference Files -- A variety of general interest material pertaining to individual countries such as business opportunities, trade shows, trade missions, projected growth, economic trends, and the like.

Review not to exceed 3 years and purge files of obsolete material as needed.

No effort has been made to list the majority of Department of Commerce publications which interest US&FCS, since the staff members concerned with them are knowledgeable of the purpose and usefulness of those publications. They should be destroyed when no longer needed for current business.