

**U.S. Department of Commerce
International Trade Administration
GENERAL ADMINISTRATION**

Disposal Authority: N1-489-04-1

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Supplemental to NC1-151-82-5

RECORDS COMMON TO ALL ITA OFFICES

1. Technical Information File—working papers, drafts and extra copies of documents, and printed and processed material maintained by individual employees throughout the ITA. These are of reference value only and provide individuals with background information in establishing their assigned duties. The type of papers noted here have immediate relevance and value only to the individual accumulating them and provide no insights into the official activities, functions, policies, and procedures of the organizational unit where they are maintained. Files are generally arranged by subject.

Disposition: Destroy when no longer needed for current business or when 5 years old, whichever is sooner. Transfer to FRC not authorized.

2. Public Comment and Federal Register Notices --Information copies of comments received as a result of notices published in the Federal Register. These are solicited by ITA on proposed regulations, procedures or revisions thereto that would affect private industry. Also includes warning and/or charging letters, consent agreements, orders, and other supporting documents related to restrictive trade practice and export licensing violations. The recordkeeping documents are maintained by the issuing office.

Disposition:

a. Agency files documenting the development, clearance, and processing of proposed and final rules for publication in the Federal Register - **Destroy when 2 years old.**

b. Public Comments – **Destroy when 1 year old.**

3. Purchase Card Monthly Statement of Account File –Statement of accounts showing purchases, payments and/or credits for a specific billing period. The statement of account along with original sales slips, shipping receipts, transaction documentation, the purchase card ordering log and other forms of supporting documentation used to acquire services or supplies for official

Government use only must be reconciled, approved and forwarded to the appropriate finance office.

Disposition: Destroy 3 years and 3 months after the end of the Fiscal Year in which the transaction occurred.

4. Acceptance of Payment From a Non-Federal Source for Travel Expenses –Documents relating to travel gifts from a non-Federal source.

Disposition: Destroy when 2 years old.

5) Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems to generate a recordkeeping copy of records.

Disposition: Temporary. Delete after recordkeeping copy has been produced.