

**U.S. Department of Commerce
International Trade Administration
Trade Development**

Disposal Authority: N1-489-94-1
Issued July 31, 1995

**OFFICE OF TRADE AND ECONOMIC ANALYSIS
INDUSTRIAL TRADE STAFF (ITS)**

The Industrial Trade Staff (ITS) is located under the Assistant Secretary for Trade Development. ITS conducts multi-sectoral analyses, undertakes policy development and represents TD in interagency forums on issues affecting the international competitiveness of U.S. industries, identifies present and anticipated international trade issues and problems affecting the trade position of U.S. industry; analyzes actions of foreign governments that may affect the trade performance of U.S. industry; analyzes the impact of the elimination or reduction of U.S. and foreign trade barriers on U.S. industry; assists in developing policy positions on multi-sectoral issues including negotiating strategies for market access issues (e.g. tariffs, non-tariff measures, standards, government procurement and rules of origin); develops, with the assistance of TD industry sectors, policy positions on legislation affecting U.S. industry; develops in coordination with the industry sectors, recommendations for negotiating goals and objectives; develops recommendations for action against injurious and/or unfair import competition (e.g. sections 201 and 301 of the Trade Act of 1974); develops recommendations for actions to implement the U.S. Generalized System of Preferences (GSP); develops recommendations for action against foreign government policies which inadequately protect intellectual property rights or unfairly preclude U.S. companies' participation in government procurement; and coordinates with those organizations responsible for domestic policy analysis of multi-sectoral matters affecting the international position of U.S. industry.

These program files support the analytical and policy development functions of the ITS. The files contain: (1) the views of the U.S. private sector; (2) economic impact analyses and recommendations of the U.S. International Trade Commission; (3) economic impact analyses and recommendations from industry experts within Trade Development/ITA/U.S. Department of Commerce; and (4) notes, memoranda, position papers, and briefing papers related to development of Commerce and USG policy options. The primary headings are appropriately broken down to secondary and tertiary subject headings to achieve a satisfactory degree of definition and aggregation of information on a single subject matter in an individual file folder(s). The files are arranged according to the following principal series:

1. Legislation files.

These files contain information on product-specific legislation and other legislation affecting the international trade or domestic competitiveness of U.S. industry. The files include private sector testimony, speeches in the Congressional Record by the legislation's sponsors, analysis and comments from industry experts within Trade Development and the recommended Departmental position to be taken. The bills introduced during each Congress are filed in

numerical order by House bill number and Senate bill number respectively. Draft legislative proposals and testimony ("M- DOCS") are filed separately in numerical order, The papers are arranged according to the following primary subject headings: A. Current bills; B. Public Laws; and C. Unresolved Issues.

At the end of each Congress, public laws which are product-specific are filed under the U.S. Harmonized Tariff System (HTS) number appropriate for the product. Other enacted legislation is filed by issue in the appropriate portion of the ITS Program Files. Each Congress lasts for two years (e.g., 1991-92, 1993-94, 1995-96, etc.). Legislation not enacted in one Congress and which may be reintroduced or which raises important policy issues is filed either according to the applicable HTS number or in the applicable portion of the ITS program files.

AUTHORIZED DISPOSITION: Transfer closed issues files to WNRC after the end of two Congresses (i.e., when they are 4 years old). Destroy when the records are 10 years old.

2. **Negotiations files.**

These files include papers related to practices of and negotiations with other countries for General Agreement on Tariffs and Trade (GATT) and World Trade Organization (WTO) Market Access, Government Procurement, Tropical Products requests and offers, GATT Code Agreements. They also will include free trade agreement negotiations and implementation such as the North American Free Trade Agreement and other future free trade agreements as well as future multilateral negotiations.

AUTHORIZED DISPOSITION:

- a. Government Procurement and Subsidies Code files: Close files 2 years after implementing legislation is passed and transfer to WNRC. Destroy 5 years after closure.
- b. ~~All other files: Close files after implementing legislation is enacted and transfer to WNRC. Destroy 5 years after closure.~~
All other files: Close files after legislation is enacted or when negotiations have been suspended and/or superseded by other events. Transfer to WNRC and destroy 5 years after closure. **(revision approved by NARA 8/8/2005)**

3. **Preferential Trade files.**

These files include papers related to the U.S. Generalized System of Preferences (GSP) Annual Review, GSP Special Central and Eastern Europe Review, Andean Trade Preferences Act, Caribbean Basin Initiative Expansion, Interim Trade Program, and GSP Renewal. Each of these subjects usually encompass a "Review" period established by regulation that does not correspond to the calendar year. Review periods are approximately one year long and the dates of the review period vary by subject.

AUTHORIZED DISPOSITION:

- a. Generalized System of Preferences (GSP) Annual and Special Reviews.
 - (1) ITC Annual Report: Destroy when 2 years old.
 - (2) Trade Policy Staff Committee and Trade Policy Review Group "Action" records, position papers, industry advice to the Department, and case files.

Transfer to WNRC 1 year after completion of each annual review. Destroy 4 years after closure.
 - b. Andean Trade Preferences Act of 1992

Close files 3 years after enactment of implementing legislation and transfer to WNRC. Destroy when 4 years old.
 - c. Caribbean Basin Initiative (CBI) Expansion.

Close files 3 years after date of enactment of implementing legislation and transfer to WNRC. Destroy 6 years after closure.
 - d. Interim Trade Program.

Close files 3 years after date of enactment of implementing legislation and transfer to WNRC. Destroy 6 years after closure.
 - e. GSP Renewal records.

Close files for TPSC and TPRG position papers and industry advice to the Department when program expires, when program is made permanent, or when new renewal legislation is enacted and transfer to WNRC. Destroy 5 years after closure.
4. **Unfair Trade Practices Case files.**

These files include papers related to Section 301, Special 301, Super 301, Title VII, Section 337, Pelly Amendment, and the National Trade Estimates Report.

AUTHORIZED DISPOSITION:

- a. National Trade Estimates Report files: Destroy at the beginning of the next review year.
- b. All other case files: Transfer to WNRC 1 year after conclusion of case. Destroy when 6 years old.

5. **Import Relief files.**

These files include Section 201 and Section 406 petitions for relief.

AUTHORIZED DISPOSITION: Transfer to WNRC after the conclusion of case. Destroy when 6 years old.

6. **Technology and Trade Issues files.**

These files include correspondence, memorandums, reports, issue papers, and other records relating to the integration of trade and technology policy issues, including treatment of foreign firms in Government Research and Development programs.

AUTHORIZED DISPOSITION: Close files when 4 years old and transfer to WNRC. Destroy when 8 years old.

7. **Environment and Trade Issues files.**

These files include correspondence, reports, memorandums, and other records relating to relationship of trade policy and environmental policy.

AUTHORIZED DISPOSITION: Close files when 4 years old and transfer to WNRC. Destroy when 8 years old.

Revised: July 21, 1995