

**U.S. Department of Commerce  
International Trade Administration  
Administration  
Office of Information Resources Management**

Disposal Authority: NI-151-88-11  
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Information Resources Policy and Planning Division

The Division coordinates and directs the planning for and evaluation of ITA information resource systems; develops strategic information technology plans for ITA; ensures that ITA information resources are managed efficiently, effectively, economically; oversees implementation of DOC policy and formulates and implements policy and procedures unique to the needs of ITA; coordinates administrative/procurement actions necessary to acquire information technology hardware, software and services; provides advice to all ITA units on information technology policy, planning and technical issues.

The Division also conducts necessary IRM administrative activities, such as: administering ITA accounts at the various data centers serving ITA; preparing and submitting mandated reports on IEM-related resources as required by the Department, OMB, GSA, and GAO; and, administering the Department's information technology security program in ITA

1. ITA Information Technology Plans – consist of the final copy of the information Technology Plan, prepared annually, and all related supporting documentation. Arrangement chronologically by fiscal year and thereunder by subject.

**Start a new file every year, and close file at the end of fiscal year. Retire to RSHF after 3 years and transfer to WNRC 1 year later. Destroy when 10 year old.**

2. ADP Timesharing Services Cost and Utilization File – correspondence, reports, computer printouts, etc., related to cost and usage of ADP timesharing services obtain from various Federal and non-federal sources. Arranged by; vendor name and thereunder chronologically by fiscal year and month.

**Start a new file every year. Close file 1 year after the end of the fiscal year and retire immediately to RSHF. Transfer to WNRC 1 year later. Destroy when 5 year old.**

3. Division Subject File – documentation of an administrative nature related to the general operation of the Division. Subjects include budgets staffing requirements and plans, training plans, expenditures, property inventories, etc. Arranged alphabetically by subject.

**Start a new file every year and destroy in office space when 3 years old.**

4. Information Systems File – correspondence, reports and documents related to the historical development and complete life cycle of individual ITA information systems. Arranged alphabetically by system name and subject; thereunder chronologically by fiscal year.

**Start a new file every year, and close file at the end of the fiscal year. Retire to RHSF after 3 years and transfer to WNRC 1 year later. Destroy when 10 years old.**

5. Information Resources Policy and Planning File – correspondence reports, documents, related to the general work of the Division in interacting with ITA operational units in providing advice and assistance on information resources management issues and projects such as planning, acquisition, budgeting, etc. Arranged alphabetically by subject and thereunder chronologically by fiscal year.

**Start a new file every year, and close file at the end of the fiscal year. Retire to RHSF after 3 years and transfer to WNRC 1 year later. Destroy when 10 years old.**