

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

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Congressional Relations Staff

The Congressional Relations Staff is responsible for coordinating congressional matters within the International Trade Administration and serves as liaison with the Department's Office of Congressional Affairs.

The Staff provides timely and effective reporting on Congressional activities (committee hearings, markup sessions, conferences, etc.) and serves as a focal point for coordinating requests for testimony, Congressional related support. It provides this support to the individual ITA elements.

1. Program File consists of incoming and outgoing correspondence, printed copies of Congressional Hearings, background and procedural documents, press releases, and newspaper clippings, organized alphabetically by subject.

Transfer to Records Staging and Holding Facility (RSHF) at the end of each Congress and destroy 2 years later.

2. Congressional Correspondence contains copies of incoming and outgoing correspondence with members of Congress arranged by Congressional body and thereunder alphabetically by name. The file consists of information copies of correspondence between other units of ITA and individual Congressman, Form CD 182: Report of Telephone conversation with a Congressional office and equivalent, and the like.

Start new file after each Congressional election. Hold files accumulated during previous Congress for 1 year after election, then destroy.

3. Legislative Files consist of information copies of proposed legislation referred to ITA and its predecessor organizations by the Office of Management and Budget for comment. They are useful for reference purposes only.

Prior to January 1978, these were arranged numerically by House and Senate number. Now, they are filed by subject in the Program File.

Transfer to RSHF at the end of each Congress and destroy 2 years later.

