

**U.S. Department of Commerce
International Trade Administration
Administration
Office of Organization and Management Support**

Disposal Authority: NI-151-91-3
Issued: February 10, 1992

The attached revised schedule is being submitted to replace portions of NC1-151-82-7, as indicated on the following five (5) pages. Director of Administration
All changes to this proposed schedule have been approved by the NARA Appraiser (Larry Baume) and ITA Agency Representative (Tami Ambrose) on 1/8/92.

OFFICE OF ORGANIZATION AND MANAGEMENT SUPPORT

The office of organization and Management Support (OOMS) plans, coordinates, and directs management analysis and support programs for ITA. The Office develops systematic approaches for resolving administrative service cost and delivery problems and maintains liaison with the General Accounting office (GAO), the Inspector General (IG), and Department counterpart offices. The activities of the office fall into two functional divisions:

- Management Analysis Division--Develops and maintains the ITA administrative issuance system, carries out organization studies and program analysis, administers the Federal Managers Financial Integrity Act, serves as liaison with the Inspector General Accounting Office, administers the Freedom of Information and Privacy Acts, and administers administrative management programs including records and forms management and a correspondence control system.
- Management Services Division--Maintains ITA resource expenditures and service levels for administrative services provided centrally; identifies service problems and performs analysis to develop systematic solutions to service delivery problems and to achieve cost reductions; and develops service agreements, tracking systems, and other management controls to ensure these administrative services are provided in a timely, effective, and efficient manner.

Management Analysis Division

1. ITA organizations story--Documents the organization and functions of the International Trade Administration and its predecessor agencies. These consist of Departmental Organization Orders, ITA Organization and Function Orders, organization charts, memoranda, reports, and the like. Some of the papers are stored in binders.

- a. One copy of Department and ITA Organization and Function Orders-- PERMANENT. Retire to RSHF when no longer needed for current business use and transfer to WNRC 1 year later. Offer to the National Archives in 5-year blocks when 20 years old.
 - b. All other papers--Transfer to WNRC when 10 years old, or when no longer needed for current business. Destroy when 15 years old.
2. ITA Issuance System File--Printed copy of the ITA Manual of Administrative Instructions with copies of significant drafts of comments, clearances, and related papers covering the development of the manual and the authorization on which it is based. Also included is a printed copy of each page of the manual as revised, with similar supporting documentation.

Destroy when superseded or obsolete.

3. Reports and Studies Subject File--Copies of recurring or one-time reports required by higher authority and submitted to OOMS by other ITA units for editing and computation. Also included are copies of commerce internal control review (ICR) studies, GAO and Inspector General audit/reports, ~~incoming and outgoing~~ correspondence concerning the studies and reports, and documents tracking and implementation of study recommendations.

a. ~~GAO and Inspector General~~ Audit Tracking Reports and Related Memoranda - Move reports to reference library when 3 years old, or when action is completed, whichever is later. Transfer agency memos to WNRC when 5 years old. Destroy when 10 years old.

b. ~~Internal Control Reports~~ Move reports to reference library when 3 years old. Transfer back-up files to WNRC when 5 years old. Destroy when 10 years old.
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c. Reports prepared by OOMS--Move reports to reference library when 3 years old. Transfer back-up files to WNRC when 5 years old. Destroy when 10 years old.

d. Reports and studies prepared by entities OTHER than OOMS-- Destroy when no longer needed for current business.

4. "Administrivial Pursuits" Newsletters--Biweekly publication developed in OOMS with article submissions from throughout ITA.

Destroy when 2 years old.

Management Services Division

5. Procurement Integrity Certification--The Procurement Integrity Act requires certification of procurement officials in the Department of Commerce. This Division prescribes ITA's procedures for identifying procurement officials, methods of securing, updating, and recording the certification, inclusion of the subject in ITA training sessions, and monitoring the program to ensure compliance. This Division services as liaison with the Department on all issues related to the Law and its provisions. This Division provides guidance, obtain certification of designated procurement officials, and disseminates information.

a. Certification forms and subject files—~~Retain for the tenure in ITA of each procurement official.~~ Destroy when certification is withdrawn or no longer needed for administrative purposes.

b. General guidance--Destroy when superseded.

6. Non-Federal Funds for Travel--The Ethics Reform Act of 1989 contains provisions concerning the acceptance of non-Federal funds for travel expenses for meetings, conferences, seminars, speaking engagements, and training courses. This Division provides guidance and training for staff and travel contacts to prepare the CD210 documenting the acceptance of funds. This Division reviews and clears the CD210 (the Office Director is ITA's designated Bureau contact to ensure compliance), coordinates payment through ITA Accounting, and enters the pertinent information in a database. This Division prepares ITA's semi-annual report to the Department.

a. CD210s--Destroy when 2 years old.

b. General guidance--Destroy when superseded or when no longer needed for current business.

c. Semi-annual reports and report database-- Destroy when 2 years old.

7. ITA Correspondence Manual--Prescribes procedures for the preparation of correspondence signed by ITA officials. Included within the Manual is DAO 214-9 Executive Secretariat Correspondence Management Manual which prescribes procedures for the preparation of correspondence for the signature of the Secretary of Commerce and the Deputy Secretary of Commerce. This file also includes announcements involving changes to Departmental procedures and amendments to ITA's Correspondence Manual.

Destroy when superseded or obsolete or when no longer needed for current business, whichever is applicable.

ITA Secretariat

8. Correspondence Management File--Memoranda and documents pertaining to the establishment and maintenance of the priority correspondence system in ITA, studies and analyses conducted to improve correspondence flow and procedures, and material on

periodic training sessions conducted for clerical employees and briefings for professional staff.

a. Training and Briefing Material--Destroy when superseded or obsolete.

b. All others--Start a new file every year. Transfer to WNRC when 3 years old.
Destroy when 6 years old.

9. Weekly Overdue Correspondence Report--Reports on all overdue correspondence and reflects an 18-week trend of overdue controlled correspondence, including ExSec, ITA Secretariat, Office of Congressional Affairs (OCA), and White House.

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

10. Correspondence Instructions--Correspondence and related records pertaining to internal operation and administration of the control function. These are arranged by subject, viz., Correspondence Changes, Monthly Reports (Workload Reports), and the like.

a. Reports--Destroy when 2 years old.

b. Instructions--Destroy when superseded or no longer needed for current business.

ITEM TITLE	CURRENT NUMBER	NEW NUMBER	CHANGE
ITA Organizational History	68	1	No change
ITA Issuance System File	69	2	No change
Program Evaluation Subject File	70	----	Deleted
Correspondence Management File	71	----	Deleted
ITA Correspondence Manual	72	7	No change
Weekly Overdue Historical Trend Report	73	----	Deleted
Committee Management File	74	----	Deleted
Reports and Studies File	75	3	Description and disposition revised
Records Management Subject File	76	----	Covered in GRS
Records Disposition File	77	----	Covered in GRS
Annual Summary of Records Holdings	78	----	Covered in GRS
Forms Management Administrative File	79	----	Covered in GRS
Forms Control File	80	----	Covered in GRS
Numerical Form Record	81	----	Covered in GRS
ITA Forms Catalog	82	----	Forms Catalogs are covered in GRS
Log of Printing Requisitions	83	----	Deleted
FOIA Control File	84	----	Covered in GRS
FOIA Reports File	85	----	Covered in GRS
FOIA Administrative File	86	----	Covered in GRS

PA Administrative File	87	----	Covered in GRS
PA Control File	88	----	Covered in GRS
PA Reports File	89	----	Covered in GRS
Public Comment and Information Reference File	90	----	Deleted
Reports of Restrictive Trade Practice or Boycott Requests	91	----	Deleted
Mail Control Records	92	----	Deleted
Correspondence Instructions	93	10	Disposition revised
“Administrativial Pursuits” Newsletters	----	4	Added
Procurement Integrity	----	5	Added
CertificationNon-Federal Funds for Travel	----	6	Added
Correspondence Management File	----	8	Added
Weekly Overdue Correspondence Report	----	9	Added