

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-040-92-005

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 01/24/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 36 was superseded by N1-040-03-001, item 1

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
U.S. Department of Commerce

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Daniel J. Rooney

5. TELEPHONE
202-377-4115

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-40-92-5

DATE RECEIVED
9-10-92

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
2/2/93

ARCHIVIST OF THE UNITED STATES
[Signature]

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 13 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 8/8/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel J. Rooney</i>	TITLE Department of Commerce Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	This schedule covers records of the Immediate Office of the Secretary and selected offices that report to the Immediate Office of the Secretary. See the following pages for records descriptions and disposition instructions.		

Copies sent to agency, N1-W, NNS, NNT, NCF 2/9/93

U.S. Department of Commerce
Immediate Office of the Secretary of Commerce

Executive Secretariat

1. Secretariat Program Operations Files

The file consists of photocopies of all incoming correspondence directed to the Secretary or Deputy Secretary, or Congressional referrals addressed to the Office of Congressional Affairs, and copies of replies thereto. The files document the involvement of top officials in various Departmental programs and contain photocopies of all controlled correspondence referred by the ES to various Commerce operating units or Departmental offices. The original incoming letters and record copies of outgoing correspondence are maintained in the action office that prepared them.

The file includes correspondence from the private sector filed by subject; correspondence with other government agencies arranged alphabetically by name of agency; alphabetically arranged correspondence with the Congress and its committees and with the White House; alphabetically arranged correspondence relating to committees, boards, councils, and commissions of the Department of Commerce or independent agencies of the government; and alphabetically arranged periodic or special reports requested or initiated by the Secretary's Office.

Volume: approx. 50 cu. ft. per year

AUTHORIZED DISPOSITION: Permanent. Close files annually and transfer to WNRC. Transfer to the National Archives when 20 years old.

2. Security Classified Subject Files

Originals and photocopies of incoming correspondence and memorandums with copies of replies from the Secretary's Office. The records are received from other government agencies, the White House, Congress, or from inside the Department of Commerce. Arranged alphabetically by subject.

Volume: approx. 10-12 cu. ft. per year

AUTHORIZED DISPOSITION: Permanent. Close files annually and transfer to WNRC. Transfer to the National Archives when 20 years old.

3. Secretariat Program File and Mail Control Indexes

Record set of the manual mail control cards and cross-indexes, if created, and computer indexes maintained in place of a manual indexing system.

a. Textual records: Permanent. Close index annually when the related program files described in Items 1 and 2 are closed. Transfer the closed index to WNRC with the related program files. Transfer to the National Archives when 20 years old.

b. Electronic records:

(1) Printout of closed electronic index:

AUTHORIZED DISPOSITION: Permanent. Close index annually when the related program files in Items 1 and 2 are closed. Transfer printout of the closed index files to WNRC with the related closed program files. Transfer to the National Archives when 20 years old.

(2) Electronic media:

AUTHORIZED DISPOSITION: Delete individual index entries after printout of closed index is transferred to WNRC as specified above in Item 3b(1).

4. Briefing Books

Secretary's copy of briefing books on important issues prepared by various Departmental offices. Contains schedules, agendas, topics of discussions, issue and talking points, biographies, information and background on countries visited, and the like.

Volume: approx. 1 cu. ft. per year

AUTHORIZED DISPOSITION: Permanent. Close files annually and transfer to WNRC. Transfer to the National Archives when 20 years old.

5. Invitations

Routine invitations to attend, participate, and/or speak at meetings, conferences, seminars, social gatherings, and similar events.

a. Accepted invitations.

- 1) Invitations accepted by the Secretary, Deputy Secretary, Assistant Secretaries, or other Secretarial Officers: Destroy when 3 years old.
- 2) All others: Destroy when 1 year old.

b. Rejected invitations.

- 1) Invitations rejected by the Secretary, Deputy Secretary, Assistant Secretaries, or other Secretarial Officers. Destroy when 1 year old.
- 2) All other rejected invitations. Destroy when no longer needed for current agency business.

6. Chronological Files

Extra copies of correspondence and other records arranged by date, and which are maintained solely for reference purposes.

- a. Records prepared in the Office of the Secretary, Deputy Secretary, Assistant Secretaries, and other Secretarial Officers: Destroy when 4 years old.
- b. All others: Destroy when 2 years old.

7. Appointment Books and Daily Schedule of Meetings

- a. Secretary or Deputy Secretary: Destroy 5 years after close of the official's tenure in office.
- b. Assistant Secretary, and other Secretarial Officers: Destroy 3 years after close of the official's tenure in office.
- c. All others: Destroy when 1 year old or when no longer needed for current agency business.

8. Administrative Subject File

Records containing office copies of internal administrative and housekeeping matters such as time and attendance reports, requisitions for supplies, mail control status reports, management reports, and special studies relating to office procedures.

AUTHORIZED DISPOSITION: Destroy when 2 years old, or according to the General Records Schedule covering the specific records, whichever is later.

Office of the Chief of Staff

9. Subject Files

Memorandums, correspondence, news releases, copies of Secretarial correspondence, special reports, biographies, travel schedules, staff assignments, and the like arranged alphabetically.

AUTHORIZED DISPOSITION: Destroy when 3 years old.

10. Chronological Files

AUTHORIZED DISPOSITION: Destroy when 3 years old or when no longer needed for reference.

Deputy Secretary/Associate Deputy Secretary

11. Subject Files

Alphabetically arranged copies of correspondence, memorandums, newspaper clippings, briefing books, drafts of correspondence, and the like.

AUTHORIZED DISPOSITION: Destroy when 3 years old or when no longer needed for reference.

12. Speeches

Speeches, comments, and addresses of official staff that are not maintained in Office of Public Affairs.

AUTHORIZED DISPOSITION: Permanent. Break files annually, and transfer to WNRC when four years old.

Transfer to the National Archives when 20 years old.

Office of Public Affairs

13. Speeches

Official copies of speeches of the Secretary of Commerce.

AUTHORIZED DISPOSITION: Permanent. Break files annually and transfer to WNRC when three years old. Transfer to the National Archives when 20 years old.

14. Publications

Record set of all Office of Public Affairs publications.

AUTHORIZED DISPOSITION: Permanent. Break files annually and transfer to WNRC when three years old. Transfer to the National Archives when 20 years old.

15. Press Releases

Official copy of all news releases of the Department of Commerce, arranged alphabetically by bureau and thereunder by press release number.

AUTHORIZED DISPOSITION: Permanent. Break files annually and transfer to WNRC. Transfer to the National Archives when 20 years old.

Newsroom

16. News Excerpts and Video Cuts ("Archive tapes")

Videotapes of television programs, news media interviews, public affairs programs, and other televised appearances of the Secretary and other senior Departmental officials regarding significant trade issues, Department of Commerce policies, initiatives, and activities. Arranged chronologically.

Volume: approx. 40 3/4" U-matic video cassettes on hand, 1988-1990.

Accumulation: approx. 10-12 3/4" U-Matic video cassettes per year.

AUTHORIZED DISPOSITION: Permanent. Transfer directly to the National Archives at the end of the Secretary's tenure, or when five years old, whichever is later.

17. Audiotapes of Speeches and Press Conferences

The master recording and one copy of each speech, statement, press conference, interview, or similar meeting or public announcement conducted by the Secretary and recorded on audiotape.

AUTHORIZED DISPOSITION: Permanent. Transfer directly to the National Archives at the end of the Secretary's tenure, or when five years old, whichever is later.

Photo Services Branch

18. Routine assignment photographs of Departmental activities

Routine negatives and photographs of Departmental activities including routine award ceremonies not presided over by the Secretary or Deputy Secretary, portraits of officials below the agency head level, Department retirement ceremonies, routine ceremonial meetings or "photo opportunities," and other photographs that are not scheduled separately below in Items 18-21.

AUTHORIZED DISPOSITION: Break files annually and destroy when no longer needed for current agency business.

19. Architectural and Building Photographs

The original negative(s) and contact sheet(s), the original negative(s) and two prints, or the original and one duplicate color transparency of the main Department of Commerce building, other Department of Commerce agency and bureau buildings, interior offices and public spaces, and major building, construction, and renovation or remodelling projects.

AUTHORIZED DISPOSITION: Permanent. Break files in 5-

year blocks. Transfer to the National Archives when the most recent records are 10 years old.

20. Portraits of the Secretary, the Secretary's Cabinet, senior agency officials, and agency heads

The original negative(s) and contact sheet(s), the original negative(s) and two prints, or the original and one duplicate color transparency of the Secretary, senior officials, and Department of Commerce agency heads.

AUTHORIZED DISPOSITION: Permanent. Break files in 5-year blocks. Transfer directly to the National Archives when the most recent records are 10 years old.

21. Photographs of Dignitaries and VIPs

The original negative(s) and contact sheet(s), the original negative(s) and two prints, or the original and one duplicate color transparency of foreign dignitaries, VIPs, special guests of the Secretary, and other notable visitors.

AUTHORIZED DISPOSITION: Permanent. Break files in 5-year blocks. Transfer directly to the National Archives when the most recent records are 10 years old.

22. Photographs of high-level ceremonies and awards presentations

The original negative(s) and contact sheet(s), the original negative(s) and two prints, or the original and one duplicate color transparency of high-level award or other ceremonies conducted by the Secretary or Deputy Secretary, or Departmental ceremonies hosted by the President.

AUTHORIZED DISPOSITION: Permanent. Break files in 5-year blocks. Transfer directly to the National Archives when the most recent records are 10 years old.

Office of Scheduling

23. Appointment Books and Daily Schedule of Meetings

Duplicate copies of the official schedule of the

Secretary of Commerce. Original copies are filed with the Executive Secretariat (Item 7).

AUTHORIZED DISPOSITION: Destroy when no longer needed for current agency business.

24. Secretary's Invitations

Reference copies of routine invitations to the Secretary of Commerce to attend, participate, and/or speak at meetings, conferences, seminars, social gatherings, and similar events. Official file copies of the Secretary's invitations and meeting schedule are maintained in the Executive Secretariat (Items 5 and 7).

AUTHORIZED DISPOSITION:

a. Accepted invitations.

- 1) Invitations accepted by the Secretary, Deputy Secretary, Assistant Secretaries, or other Secretarial Officers. Destroy when no longer needed for current agency business.
- 2) All other accepted invitations. Destroy when no longer needed for current agency business.

b. Rejected invitations.

- 1) Invitations rejected by the Secretary, Deputy Secretary, Assistant Secretaries, or other Secretarial Officers. Destroy when no longer needed for current agency business.
- 2) All other rejected invitations. Destroy when no longer needed for current agency business.

25. Trip Files

Copies of travel vouchers and orders, itineraries, and other documentation relating to trips by key Secretarial officials.

AUTHORIZED DISPOSITION: Destroy when 2 years old or when no longer needed for current agency business.

Office of Space Commerce

26. Subject Files (Issues Files)

Reports, newsclippings, memorandums, correspondence, copies of meeting agendas and minutes of the Space Council, working papers, drafts, notes filed alphabetically by subject.

AUTHORIZED DISPOSITION: Break closed files annually, and transfer to WNRC when three years old. Destroy when 20 years old.

27. General Administration Files

Chronological files, mailing lists, printing requisition files, supplies requests, time and attendance files, budget files, and the like filed alphabetically by subject.

AUTHORIZED DISPOSITION: Break files annually and destroy when 3 years old, or when no longer needed for current agency business.

Office of Consumer Affairs

28. Complaint Files

Correspondence, records of telephone calls, and other routine inquiries and complaints, or referrals for action to other agencies.

AUTHORIZED DISPOSITION: Close files annually, and destroy when 2 years old.

29. Office Subject Files

Routine office correspondence, memorandums, and administrative or facilitative materials filed alphabetically by subject.

AUTHORIZED DISPOSITION: Destroy when 2 years old.

Office of Business Liaison

30. Association and Company Files

Correspondence, memorandums, reports, reference materials, brochures, and other records regarding DOC activities with private business firms, associations, and trade missions, or requests for assistance from such organizations or businesses.

AUTHORIZED DISPOSITION: Destroy at the end of Presidential administration, or when no longer needed for current agency business, whichever is earlier.

31. Chronological Files

Copies of correspondence maintained chronologically.

AUTHORIZED DISPOSITION: Destroy when 2 years old or when no longer needed for current agency business, whichever is earlier.

32. Priorities and Issues Subject Files

Correspondence received from businesses, organizations, and individuals containing private sector responses to government-wide or Department of Commerce issues, priorities, and initiatives.

AUTHORIZED DISPOSITION: Destroy at the end of a Presidential administration, or when no longer needed for current agency business, whichever is earlier.

33. Trade Missions Subject Files

Files containing correspondence, arrangements, contacts, meetings, scheduling, and trip arrangements for trips overseas and representation at trade missions abroad.

AUTHORIZED DISPOSITION: Destroy at the end of a Presidential administration, or when no longer needed for current agency business, whichever is earlier.

34. Private Sector Initiatives Subject Files

Files arranged alphabetically by subject regarding DOC

initiatives in the private sector for volunteer projects, special programs, clothes collections projects, the Points of Light program, the annual Christmas in April program, and others.

AUTHORIZED DISPOSITION: Break files annually and destroy when 5 years old, or when no longer needed for current agency business, whichever is earlier.

Legislative and Intergovernmental Affairs

Office of Intergovernmental Affairs

35. Program Subject Files

Correspondence, memorandums, reports, drafts, issue papers, mailing lists, and the like broken down into four subseries:

- a. **State Files.** Arranged alphabetically by state. Records relating to liaison, coordination, and assistance of programs for state governments.

AUTHORIZED DISPOSITION: Destroy when 8 years old or when no longer needed, whichever is earlier.

- b. **Interest Group Files.** Arranged alphabetically by organization or group. Records relating to liaison, coordination, and assistance to programs operated by private sector trade, business, and professional organizations or associations.

AUTHORIZED DISPOSITION: Destroy when 8 years old or when no longer needed, whichever is earlier.

- c. **Office Issues Files.** Arranged alphabetically by DOC agency, division, bureau, or other organizational unit. Records relating to key issues, liaison, coordination, and assistance to programs of the Department of Commerce, or identified by the Secretary.

AUTHORIZED DISPOSITION: Destroy when 8 years old or when no longer needed, whichever is earlier.

- d. **General Subject Files.** Arranged alphabetically by subject. Records relating to conferences, seminars, meetings, and other matters which with various state and local officials, or two or more DOC units, relating to coordination and liaison

activities.

AUTHORIZED DISPOSITION: Destroy when 8 years old or when no longer needed, whichever is earlier.

Office of Legislative Affairs

36. Congressional Correspondence Files

Copies of incoming and outgoing correspondence with congressmen. The papers are almost entirely duplicated in files maintained in the Executive Secretariat and in the primary operating units that prepared the replies. The few original documents found the files have only an ephemeral character.

AUTHORIZED DISPOSITION: Start a new file after each congressional election. Destroy when 10 years old.

White House Liaison

37. Federal Advisory Committee Appointment Folders

Nominations to federal advisory committees, acceptance letters, security clearances, nondisclosure agreements, and other correspondence relating to the appointment of members of federal advisory committees.

The series is broken down into three subseries: pending nominations, current committee member (arranged by committee), and terminated/nonselected nominees.

AUTHORIZED DISPOSITION: Destroy at the end of a Presidential administration, or when no longer needed, whichever is earlier.

38. Appointee Clearance Files

Applications for Federal Employment (SF 171s), resumes, security clearances, Notifications of Personnel Actions (SF 50B), White House clearance checklists, and other correspondence relating to the selection and appointment of political appointees.

This series duplicates the Official Personnel Folder (OPF) for those individuals who receive appointments, and is maintained to coordinate appointments and other

actions with the White House Personnel Office. The series is divided into two subseries: current appointee folders, and all other folders (previous appointees, requests for appointment, and pending appointments).

AUTHORIZED DISPOSITION: Destroy at the end of a Presidential administration or when no longer needed, whichever is sooner.

Department of Commerce
Office of the Secretary

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