



governmentattic.org

"Rummaging in the government's attic"

Description of document:	United States International Trade Commission (USITC) Records Management Handbook, 2015
Requested date:	03-January-2017
Released date:	02-February-2017
Posted date:	24- September-2018
Source of document:	Freedom of Information Act Request Chief FOIA Officer 500 E Street, SW Washington, DC 20436 Fax: 202-205-2104

The governmentattic.org web site ("the site") is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.



UNITED STATES INTERNATIONAL TRADE COMMISSION

Washington, D.C. 20436

February 2, 2017

Re: USITC's Freedom of Information Act Request 17-14

This is in response to your web portal request we received on January 3, 2017. In that document you requested, pursuant to the Freedom of Information Act (FOIA), (1) a digital/electronic copy of the USITC handbook on the use and safeguarding of controlled unclassified information and (2) a copy of the USITC records management handbook.

We have found one document responsive to your request. It is enclosed.

I have determined that the handbook you requested for the handbook on the use and safeguarding of controlled unclassified information is exempt from disclosure under Exemption 5 of FOIA. Exemption 5 (5 U.S.C. 552(b)(5)) concerns information that is subject to privilege. No reasonably segregable portion of any record being withheld in its entirety is disclosable.

If you consider this a denial of access to records in possession of this agency, you may appeal. If you decide to do so, your appeal must be received within 60 days of the date of this letter. It should be addressed to the Chairman, United States International Trade Commission, 500 E Street, S.W., Washington, D.C. 20436, and clearly indicate both on the envelope and in the letter that it is a "Freedom of Information Act Appeal." It should clearly state the grounds upon which you believe this denial of access to be in error. For further information on appeal procedures, see 19 CFR 201.18, attached.

The Office of Government Information Services (OGIS) offers mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. You may contact OGIS in any of the following ways:

Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, MD 20740; E-mail: ogis@nara.gov Telephone: 202-741-5770; Fax: 202-741-5769; Toll-free: 1-877-684-6448.

Please feel free to call Jacqueline Gross, FOIA Liaison, or me if you need further assistance or to discuss any aspect of your request on 202-205-2595.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lisa R. Barton", enclosed within a large, loopy oval shape.

Lisa R. Barton
Secretary to the Commission



United States International Trade Commission

Records Management Handbook

Version 1.0

Office of the Chief Information Officer
500 E Street, SW
Washington, DC 20436

July 1, 2015

DOCUMENT CONTROL

EFFECTIVE DATE:

This document expires when superseded or cancelled by the Chief Information Officer.

Table 1: Document Control

Version Number	Edited By	Effective Date	Description
1.0	G. Ables	07/01/2015	Initial Document

TABLE OF CONTENTS

INTRODUCTION	3
PURPOSE	3
POLICY	4
SCOPE	4
RESPONSIBILITIES	4
RECORDS	
DEFINITION	6
DEFINITION AND TYPES OF USITC RECORDS	6
ACTIVE RECORDS	7
INACTIVE RECORDS	7
WORKING FILES	8
NON-RECORD MATERIALS	
DEFINITION	9
EXAMPLES	9
GUIDELINES FOR MANAGING NON-RECORD MATERIALS	10
PERSONAL PAPERS	
DEFINITION	10
EXAMPLES	10
GUIDELINES FOR MANAGING PERSONAL PAPERS	10
FILE PLANS	11
EMAIL MANAGEMENT	12
PROGRAM REVIEW	12
CONTACTS	12
APPENDICES:	
APPENDIX A: LAWS AND REGULATIONS	14
APPENDIX B: GLOSSARY	15

A. INTRODUCTION:

The Federal Records Act of 1950, as amended, requires the heads of all federal agencies to make and preserve records containing adequate and proper documentation of their organization, functions, policies, decisions, procedures, and essential transactions. Records are created or received by federal agencies either to comply with a law or to conduct public business. As a result, these records belong to the Government rather than to the individuals. Records must be managed according to applicable laws and regulations.

Records protect the legal and financial rights of the Government and its citizens. Records serve as the agency's memory; they are of critical importance in ensuring that the agency functions effectively and efficiently during normal times and in the event of an emergency or disaster. Because all employees of the U.S. International Trade Commission (USITC) are involved in creating, receiving, maintaining, or using records, it is important that everyone understands his or her records management responsibilities.

The Federal Records Act also requires agency heads to establish and maintain an active, continuing program for the economical and efficient management of the records of their agencies. Essential elements of records management programs include: issuing up-to-date records management directives; training agency personnel on their records management responsibilities, including the identification of federal records, in all formats and media; and conducting formal evaluations to measure the effectiveness of records management programs and practices and to ensure that they comply with applicable records management regulations. In addition, the programs must also provide for managing non-record materials.

B. PURPOSE:

This Records Management Handbook provides policies, procedures, and guidance for the USITC's Records Management program and supersedes USITC Directive 3150.1, Records Management Program, dated 04/23/02. It is intended for the use of all USITC personnel, including employees, contractors, sub-contractors, consultants, interns, and volunteers.

The Records Management Program is intended to ensure: the proper management of records; the prompt disposition of records no longer needed for the conduct of the regular current business of the USITC; implementation of the approved records disposition schedules; the transfer of permanent records to the National Archives and Records Administration (NARA) after the period specified in the records disposition schedules; and effective management of non-record materials.

C. POLICY:

It is the policy of the USITC to manage records (in paper, electronic, or any other media) effectively throughout their lifecycle and to ensure compliance with the provisions of federal laws and regulations applying to records management.

Each office is required to:

1. Create, receive, and maintain records providing adequate and proper documentation and evidence of USITC's activities.
2. Manage and preserve records in any format in accordance with applicable statutes, regulations, and USITC policy and guidance.
3. Organize and maintain records to facilitate their use and ensure integrity for the duration of the authorized retention periods.
4. Maintain records separately from non-record materials and personal papers and ensure records are readily available when needed, where needed, and in a usable format to conduct agency business.
5. Secure records to protect the legal, financial, and other rights of the Government and of persons directly affected by the Government's actions.
6. Ensure instructions are followed for disposition of records as specified in records disposition schedules approved by NARA. Records must not be alienated or destroyed except by the specific procedures prescribed under the Federal Records Act, 44 U.S.C. §§ 3301-3314, and as appropriate for National Security Information (NSI) and Controlled Unclassified Information (CUI). Employees must not remove records from the agency without proper authorization.
7. Ensure instructions for the disposition of non-record materials in file plans are followed.

D. SCOPE:

This Handbook addresses records in all forms and formats (including paper, electronic, or other media) and also addresses non-record materials created or received by USITC personnel.

E. RESPONSIBILITIES

1. The Commission is responsible for creating and preserving records that adequately and properly document the organization, functions, policies, decisions, and procedures of the USITC.
2. The Chief Information Officer (CIO) is responsible for planning overall policy and general oversight of the records management program. As the designated Senior Agency Official for records management, the CIO has direct responsibility for ensuring that the USITC efficiently and appropriately complies with all applicable records management statutes, regulations, and NARA policy, and the requirements of OMB/NARA Memorandum M-12-18. The CIO designates the Records Officer.

3. The Records Officer shall:
 - a. act as the liaison with NARA on all records management issues;
 - b. oversee all activities related to the creation, maintenance and use, and disposition of USITC records;
 - c. act as the liaison with the USITC's offsite records storage facility contractor;
 - d. conduct periodic reviews of the USITC's offsite records storage facility;
 - e. conduct the day-to-day management of the USITC records management program;
 - f. ensure that USITC senior officials are aware of their programmatic and individual records management responsibilities;
 - g. advise the Commission on records management issues;
 - h. develop appropriate record retention schedules for USITC records with assistance from the General Counsel and Office Directors;
 - i. develop and maintain the records management handbook, agency-wide records management policies, procedures, guidance, and training materials; and,
 - j. coordinate with the Continuity Program Manager, Office of Security and Support Services, to implement and maintain the USITC Vital Records Program.
4. The General Counsel, at the request of the Records Officer, will assist in determining what records are needed to provide adequate and proper documentation of USITC activities and in specifying appropriate retention periods for USITC records.
5. The Office of the Chief Information Officer is responsible for funding and administering the off-site records storage contract.
6. Office Directors are responsible for ensuring that their programs are properly documented and that records created and received by their programs are managed according to applicable regulations and policies. Each Office Director will identify a Records Liaison for the office.
7. Records Liaisons are responsible for the day-to-day management of the records of their specific office. They will work with the staff in their office as well as the Records Officer to ensure that records are properly used, maintained, and transferred to the USITC records storage facility, and that, after meeting the appropriate retention time based on approved records disposition schedules, temporary records are destroyed and permanent records are transferred to NARA. Records Liaisons will also assist the Records Officer in drafting the official file plan for their offices.
8. Commission personnel, including employees and interns, consultants, contractors and subcontractors performing USITC functions are responsible for creating, maintaining, and managing the records necessary to document their official activities in accordance with applicable law, regulations, and policy, including the

USITC records management handbook. They will work with their Records Liaisons to ensure the proper disposition of these records and will consult with their Records Liaisons on any records management issues that may arise.

F. RECORDS

1. What is a record?

The term ‘records’ “includes (A) all recorded information, regardless of form or characteristics, made or received by a federal agency under federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government or because of the informational value of data in them; and (B) does not include (i) library and museum material made or acquired and preserved solely for reference or exhibition purposes; or (ii) duplicate copies of records preserved only for convenience.” 44 U.S.C. § 3301 (a)(1). In this definition, “the term ‘recorded information’ includes all traditional forms of records, regardless of physical form or characteristics, including information created, manipulated, communicated, or stored in digital or electronic form.” 44 U.S.C. § 3301 (a)(2). This definition of records is distinct from and does not affect the definition of “record” established by statute for certain USITC investigations (see e.g., 19 U.S.C. 1516a(b)(2)).

2. What are USITC Records?

USITC Records:

- a. consist of a document that is significant to the agency’s decisions and commitments;
- b. add to a proper understanding of the formulation or execution of agency actions, operations, and responsibilities;
- c. convey information of value on important agency activities;
- d. facilitate action by agency staff;
- e. are working files, such as preliminary drafts and rough notes, and other similar materials that contain unique information (see “Are Working Files records?”);
- f. are required by the agency to be created or received; and/or
- g. protect the financial, legal, and other rights of the Government.

3. What are the two types of USITC Records?

- a. Program Records are records unique to USITC. Examples of Program records are Investigative Case Files (including working files that are records), Action Jackets, Minutes of the Commission, and Administrative Notices.

There are three types of Program Records:

- 1) Permanent Records are USITC records that have been determined by NARA to have sufficient value to warrant preservation in the National Archives of the United States, even while they remain in agency custody.

- 2) **Unscheduled Records** are USITC records whose final disposition has not been approved by NARA on a Standard Form (SF) 115, Request for Records Disposition Authority. Such records must be treated as permanent until a final disposition is approved.
 - 3) **Temporary Records** are USITC records that have been determined by the Archivist of the United States to have insufficient value (on the basis of current standards) to warrant preservation by NARA. This determination may take the form of:
 - a) a designation that records are disposable in accordance with an agency records disposition schedule approved by NARA (the USITC Records Disposition Schedules); or
 - b) a designation that records are disposable in accordance with the NARA General Records Schedules.
 - b. **Administrative Records** are records that are common in the federal government. Examples of Administrative records are Time and Attendance, Budget, Payroll, Travel documents, and Performance Plans and Appraisals.
4. **What are Active Records?**
- a. **Active Records** are records necessary to conduct the current business of an office and therefore, are generally maintained in office space and equipment.
 - b. **Commission offices** must store only active records in office space.
 - 1) **Active hard copy records** may be stored in the office's central filing cabinets or in an employee's office filing cabinet or desk drawer. **Active electronic records** must be stored in the office's shared folders in Z:\Records.
 - 2) **Office-specific file plans** shall include the locations of active records (paper or electronic) that are retained in the offices to facilitate the retrieval of needed documents.
 - 3) **Records containing classified information** (National Security Information or NSI) or **Controlled Unclassified Information** (CUI, including Confidential Business Information (CBI), Business Proprietary Information (BPI), and Personally Identifiable Information (PII)) will be retained by and securely stored in the owning office in the Commission until no longer needed for agency business. The penalties for the unlawful disclosure, loss, or destruction of national security information include a fine, imprisonment of not more than ten years, or both. Refer to the USITC Handbook for National Security Information for guidance on the proper storage of active NSI records. Refer to the USITC Handbook for Controlled Unclassified Information for guidance on the proper storage of active CUI records.
5. **What are Inactive Records?**
- a. **Inactive records** are records that are no longer required to conduct agency business and therefore ready for disposition.
 - b. **NARA-approved records disposition schedules** (NARA General Records Schedules or the USITC Records Disposition Schedules) provide the agency

with the authority to destroy or delete inactive temporary records, transfer inactive temporary records to the agency records storage facility, or transfer inactive permanent records to NARA.

- c. Only records that have met retention periods specified in the applicable records disposition schedule may be deleted or destroyed. The penalties for the unlawful or accidental removal, defacing, alteration, or destruction of Federal records or the attempt to do so, include a fine, imprisonment, or both.
- d. Inactive hard copy records that haven't met the retention period specified in the applicable records schedule may be transferred to the agency's off-site records storage facility.
 - 1) Inactive NSI records that haven't met the retention period specified in the applicable records schedule may be transferred to and stored only in the NARA Washington National Records Center in Suitland, MD until destruction.
 - 2) Inactive CUI (including CBI, BPI, and PII) records that haven't met the retention period specified in the applicable records schedule may be transferred to and stored in the agency's off-site records storage facility until destruction.
- e. Inactive records that do not contain NSI or CUI and have met the retention period specified in the applicable records schedule shall be destroyed or deleted as applicable.
 - 1) Inactive NSI and CUI records that have met the retention period specified in the applicable records schedule shall be destroyed immediately. Refer to the USITC Handbook for National Security Information for guidance on how to destroy NSI records. Refer to the USITC Handbook for Controlled Unclassified Information for guidance on how to destroy CUI records.
 - 2) The Records Officer, in cooperation with the office Records Liaison, will initiate and complete the destruction process of inactive records stored in the agency records storage facility.
- f. Permanent inactive records that have met retention periods based on applicable records disposition schedules may be directly offered and transferred or accessioned to NARA. USITC uses NARA's Electronic Records Archives (ERA) application for this purpose.

6. Are Working Files records?

- a. Working files, such as preliminary drafts and rough notes, and other similar materials, are records that must be maintained to ensure adequate and proper documentation if:
 - 1) they were circulated or made available to employees, other than the creator, for official purposes such as approval, comment, action, recommendation, follow-up, or to communicate with agency staff about agency business; and
 - 2) they contain unique information such as substantive annotations or comments that adds to a proper understanding of the agency's formulation and execution of basic policies, decisions, actions, or responsibilities.

- b. The determination as to whether a particular document is a record does not depend upon whether it contains unique information. Multiple copies of the same document and documents containing duplicative information may each have record status depending on how they are used in conducting agency business.
- c. Specific guidance on the retention and disposition of office-specific working files will be provided in the file plans.

G. NON-RECORD MATERIALS

1. What are Non-Record Materials?

Non-record materials are Government-owned informational materials that do not meet the statutory definition of records (44 U.S.C. 3301) or that have been excluded from coverage by the definition. Materials excluded by definition are extra copies of documents kept only for reference, stocks of publications and processed documents, and library or museum materials intended solely for reference or exhibit. Note: Copies of documents may be record materials particularly if they contain unique information.

2. What are examples of Non-Record Materials?

- a. Non-record materials includes publications and processed documents received from other agencies or commercial firms that require no action and are not part of a case on which action is taken.
 - 1) Office supply catalogs
 - 2) Vendor marketing materials
 - 3) Non USITC publications (dictionaries, copies of the *Federal Register*)
 - 4) Junk mail or documentation that is not work-related
- b. Non-record materials includes extra copies of documents and of published or processed information but only if the sole reason such copies are preserved is for convenience of reference.
 - 1) Attendee's copy of handouts received in meetings, training classes, etc.
 - 2) Employee's copy of the USITC organizational chart and phone directory
 - 3) Employee's copy of USITC publications or manuals
 - 4) Excess stocks or extra copies of USITC materials used solely for convenience of reference
 - 5) Copies posted to the Internet and Intranet sites (record copy or official copy resides with the business owner/program area and/or in the Electronic Document Information System or EDIS)
 - 6) Copies of materials containing CBI or BPI that are retained and used solely for convenience of reference
 - 7) Employee's copy of USITC records used only for reference purposes
- c. Other examples of common non-record materials:
 - 1) Printer banner pages
 - 2) Printer failure reports (except for fax machine transmission reports which could be part of the official record)

- 3) Interim drafts that were never circulated or made available by their creator to anyone else for any official purpose or communication about agency business
3. What are the guidelines for managing non-record materials?
The following guidelines should be used when managing USITC non-record materials:
 - a. If a clear determination cannot be made, the materials should be treated as records.
 - b. Non-record materials must be physically segregated from records or, for electronic non-record materials, readily identifiable and segregable from records.
 - c. Non-record materials should be destroyed or deleted when no longer needed for reference.
 - d. Non-record materials, including extra copies of unclassified or formally declassified agency records kept only for convenience of reference, may be removed by departing employees from the custody of the Commission only with the approval of the agency head or an individual(s) authorized to act for the agency on records issues.
 - e. Non-record materials containing CBI or BPI should be destroyed when no longer needed for reference. Departing employees may not remove non-record materials containing CBI or BPI from the Commission.
 - f. Refer to the USITC Handbook for Controlled Unclassified Information for guidance on how to destroy non-record materials containing CBI or BPI.

H. PERSONAL PAPERS

1. What are Personal Papers?
Personal papers are documentary materials belonging to an individual that are not used to conduct agency business. Personal papers are excluded from the definition of “records” and are not owned by the Government.
2. What are examples of Personal Papers?
 - a. Employee’s copy of time & attendance, payroll, benefits, or personnel records
 - b. Printouts from the Internet that were not used for USITC business
 - c. Non USITC related calendars or reminders
 - d. Recipes, poems, cartoons received from external and internal sources
3. What are the guidelines for managing Personal Papers?
 - a. It is the responsibility of the employee to manage, secure, and destroy their own personal papers.
 - b. Personal papers, in paper, electronic, or any other format, must be physically separated from USITC records or non-record materials. If in electronic format, personal papers must be identifiable and segregable from USITC records and non-record materials.

- c. Employees may remove documentary materials that are of a purely personal nature when they leave the agency. Personal materials include family and personal correspondence and materials documenting professional activities and outside business or political pursuits (36 CFR 1220.18 and 36 CFR 1222.20). However, in many cases, employees intermingle their personal and official files. In those cases, the agency may need to review and approve the removal of personal materials to ensure that all agency policies are followed properly.
- d. USITC employees may save reasonable amounts of electronic copies of their personal papers on their C: drive or on their personal folder in the P: drive.
- e. USITC employees may create folders labeled as “Personal”, place their hard copies of personal papers in the folder, and store it in their office space.
- f. It is advisable for employees to shred hard copies of personal papers that may contain their own Personally Identifiable Information, such as their Social Security Number, their date of birth, their spouse’s Social Security Number, etc.
- g. Electronic versions of personal papers retained by the employee in the C: drive or on their personal folder in the P: drive should be deleted when no longer needed or when saved to other media for the employee’s use.

I. FILE PLANS

1. What is a file plan?

A file plan designates the physical and electronic locations where an office’s files are to be maintained, the specific type of files to be maintained there, and the organizational elements having custodial responsibility. It is also a document that contains the identifying number, title or description, and disposition authority of files held in an office.

2. What elements do file plans have?

File plans will list:

- a. what documentary materials (records, non-record materials, and personal papers) the office has (specific description and title);
- b. who the documentary materials belong to;
- c. where are the documentary materials located;
- d. how are the documentary materials organized; and
- e. how are the documentary materials maintained, retained, and disposed of (based on the USITC Records Disposition Schedule, the NARA General Records Schedules, and appropriate Federal regulations).

3. What are the guidelines for managing file plans?

File plans are considered as living documents. Each office Records Liaison is responsible for maintaining and updating the file plan as needed. It is advisable for offices to review their file plans on an annual basis and update or revise as applicable.

J. EMAIL MANAGEMENT

1. Are email messages records?
Email messages are records when their content (including attachments) meets the definition of a record under the Federal Records Act, as amended.
2. What are the requirements for managing email messages?
 - a. Employees must ensure that all email records are retrievable and usable for as long as needed to conduct agency business and to meet NARA-approved dispositions.
 - b. At a minimum, the names of sender and all addressee(s) and date the message was sent must be preserved for each email record in order for the context of the message to be understood. The Commission may determine that other metadata is needed to meet business needs.
 - c. Attachments to email messages that are an integral part of the record must be preserved as part of the email record.
3. What are the guidelines for managing email messages?
 - a. Employees shall not use personal email accounts while conducting business or performing work for the Commission.
 - b. Employees must determine if the message they create or receive is a record according to the definition provided in Section F above. An e-mail record must be preserved with the file it pertains to including transmission data and receipt data if a receipt was requested. At the present time, the easiest method for preserving such records is to print the email record (and any attachment(s)) and file with the appropriate case or other file. Email records may also be preserved electronically with a case file, if feasible.
 - c. Employees shall delete email messages that are non-record materials when no longer needed for reference.
 - d. Employees shall manage and delete their personal email messages. Employees can create a Personal folder in in the email system and move personal email messages into this folder. Once the personal email is no longer needed by the employee, it should be deleted from the email system.

K. PROGRAM REVIEW

Annually, the Agency Records Officer will initiate a review with the office Records Liaisons of their records management activities and initiate any corrective actions necessary. Liaisons will be asked to review their existing records inventory, review their existing office-specific file plan, and make a request to the records storage facility to destroy records that have reached their destruction date.

L. CONTACTS

Questions, comments, suggestions, or requests for further information should be directed to the Office of the Chief Information Officer, Data Management Division, Agency Records Officer at (202) 205-3388 or send an email to CIORRecordsManagement@usitc.gov.

APPENDIX A: LAWS AND REGULATIONS

1. 44 U.S. Code Chapter 29, Records Management by the Archivist of the United States (44 U.S.C. §§ 2901-2911)
2. 44 U.S. Code Chapter 31, Records Management by Federal Agencies (44 U.S.C. §§ 3101-3107) (the Federal Records Act)
3. 44 U.S. Code Chapter 33, Disposal of Records (44 U.S.C. §§ 3301-3314)
4. 44 U.S. Code Chapter 35, Subchapter 1, Federal Information Policy (44 U.S.C. §§ 3501-3521)
5. 36 C.F.R. Chapter XII, Subchapter B – Records Management
6. Office of Management and Budget (OMB) Circular A-123 – Management’s Responsibility for Internal Control
7. OMB Circular A-130 – Management of Federal Information Resources
8. OMB/NARA M-12-18, Managing Government Records Directive
9. OMB/NARA M-14-16, Guidance on Managing Email

APPENDIX B: GLOSSARY

The following terms are defined for the purposes of the USITC Records Management Program:

1. **ACCESSION.** The transfer of the legal and physical custody of permanent records from an agency to NARA.
2. **ADEQUATE AND PROPER DOCUMENTATION.** A record of the conduct of U.S. Government business that is complete and accurate to the extent required to document the organization, functions, policies, decisions, procedures, and essential transactions of the agency and that is designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.
3. **AGENCY RECORDS SCHEDULE.** A document submitted on an SF-115 (Request for Records Disposition Authority) and approved by NARA, which lists series of agency program records and disposition measures. This schedule is available on the Intranet under Procedures, Records Management Program.
4. **CASE FILES.** Records, regardless of media, documenting a specific action, event, investigation, person, place, project, or other matter.
5. **CLASSIFIED INFORMATION.** Information that has been determined pursuant to Executive Order 13526, Classified National Security Information, or any predecessor order to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.
6. **CONVENIENCE OR REFERENCE FILES.** Non-record copies of correspondence, completed forms, and other documents kept solely for ease of access and reference.
7. **COPY.** A reproduction of the contents of an original document prepared simultaneously or separately and usually identified by function or by method of creation. In electronic records, the action or result of reading data from a source, leaving the source data unchanged, and writing the same data elsewhere on a medium that may differ from the source.
8. **CORRESPONDENCE.** Letters, memoranda, notes, telecommunications, and any other form of addressed, written communications that are sent and received.
9. **DESTRUCTION.** In records management, the major type of disposal action, including shredding, burning, pulping, macerating, or discarding with other waste materials.
10. **DISPOSITION.** Actions taken regarding records no longer needed in current office space for the conduct of the regular current business of the USITC. These actions include transfer to the agency records storage facility, destruction of temporary records, and transfer of permanent records to NARA.
11. **DISPOSITION AUTHORITY.** Legal approval empowering a federal agency to transfer permanent records to the National Archives or carry out the disposal (usually, destruction) of temporary records.
12. **DOCUMENTARY MATERIALS.** A collective term that refers to recorded information (including records, non-record materials, and personal papers) regardless of the medium on which information is recorded or the method or circumstances of recording.

13. **ELECTRONIC RECORDS.** Any information that is recorded in a form that only a computer can process and that satisfies the definition of a federal record under the Federal Records Act. The term includes both record content and associated metadata that the agency determines is required to meet agency business needs.
14. **ELECTRONIC RECORDS ARCHIVES (ERA).** ERA is NARA's system that allows federal agencies to perform critical records transactions with NARA online. Federal agencies use ERA to submit records schedules for NARA appraisal and approval and to transfer or accession permanent records to the National Archives.
15. **FEDERAL RECORDS CENTER.** An establishment maintained and operated by NARA primarily for the storage, servicing, security, and processing of records which need to be preserved for varying periods of time and need not be retained in office equipment or space.
16. **FILE.** An arrangement of records. The term denotes papers, photographs, maps, electronic information, or other recorded information regardless of physical form or characteristics, accumulated or maintained in filing equipment, boxes, on electronic media, or on shelves, and occupying office or storage space.
17. **GENERAL RECORDS SCHEDULES (GRS).** NARA-developed and issued records disposition schedules governing the disposition of specified administrative or housekeeping records common to several or all federal agencies. These schedules are available on the Intranet under Procedures, Records Management Program.
18. **HARD COPY.** Recorded information copied from a computer, microfilm, or microfiche, onto paper and made readable without a special device. Also, a paper record that may later be digitized.
19. **NARA.** The National Archives and Records Administration has overall responsibility for the records disposition program throughout the federal government and is the primary repository for federal permanent retention records.
20. **RECORDS LIAISON.** Person responsible for overseeing the records management program in an office in cooperation with the Records Officer.
21. **RECORDS MANAGEMENT.** The planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with respect to records creation, records maintenance and use, and records disposition in order to achieve adequate and proper documentation of the policies and transaction of the federal government and effective and economical management of agency operations.
22. **RECORDS OFFICER.** Person assigned the responsibility for overseeing the agency-wide records management program.
23. **RECORDS STORAGE FACILITY.** A facility used for the economical storage of records that are infrequently accessed or no longer needed for the regular current business of the USITC, pending the destruction of temporary records or transfer of permanent records to NARA when the retention periods applicable to the records have been met.
24. **RETENTION PERIOD.** The length of time that records must be kept.
25. **SCHEDULED RECORDS.** Records whose final disposition has been approved by NARA.

26. SF 115, REQUEST FOR RECORDS DISPOSITION AUTHORITY. The form used by Federal agencies to obtain disposition authority from NARA for records to which the General Records Schedules are inapplicable.
27. TRANSFER. The act or process of moving records from one location to another, especially from office space to the agency records storage facility or a Federal Records Center, from one federal agency to another, or from the office or storage space to NARA for permanent preservation.
28. VITAL RECORDS. Essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal or financial rights of the Government and those affected by the Government's actions (legal and financial rights records).