

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

LEAVE BLANK

NCL-377-85-1

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED
10-31-84

U.S. Department of Commerce

United States Travel and Tourism Administration

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be marked "disposition not approved" or "approval in comment." If no records are proposed for disposal, the signature of the Archivist is not required.

Dan Rooney

377-3630

DATE
2-5-86

ARCHIVIST OF THE UNITED STATES
WITHDRAWN

CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary.

DATE: 10/25/84
SIGNATURE OF AGENCY REPRESENTATIVE: Daniel Rooney
TITLE: Departmental Records Management Officer.

7 ITEM NO.	2 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GFS OF SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>The United States Travel and Tourism Administration (USTTA) was established by the National Tourism Policy Act of 1981. This Act amended the International Trade Act of 1961, which created USTTA's predecessor, the United States Travel Service.</p> <p>The USTTA's primary objectives are:</p> <ul style="list-style-type: none"> o advise the Secretary of Commerce on the formulation of national tourism policy. o promote the contribution of the tourism and recreation industries to the economic prosperity, full employment and the international balance of trade of the United States. o eliminate unnecessary trade barriers to the U.S. tourism industry. o collect, analyze and disseminate tourism data. <p>The USTTA's marketing program is designed to stimulate travel to the United States and expand U.S. tourism exports. The marketing programs aim to educate and motivate travel agents and operators abroad to select and market U.S. destinations. The marketing program assists international associations to select U.S. locations for their future meetings.</p> <p>The USTTA is headquartered in Washington, D. C. and maintains field offices in the United Kingdom, France, West Germany, Japan, Canada and Mexico.</p>		<p>Withdrawn</p> <p>43 items</p>

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GPO'S OF SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
<u>UNDER SECRETARY FOR TRAVEL AND TOURISM</u>			
1.	<p><u>Under Secretary Subject File.</u> The file consists of subject correspondence and other materials signed by, prepared for or sent to the Under Secretary. The file documents the executive direction provided for USTTA programs.</p> <p>Permanent. Cutoff the file every 2 years and start a new file. Move active folders forward; retire inactive file to FRC one year after cutoff. Offer to National Archives when 20 years old.</p>	NCI-377-77-1 #1	
2.	<p><u>Chronological File.</u> The file consists of a copy of each outgoing item prepared for or signed by the Under Secretary.</p> <p>Permanent. Start a new file every year. Retire file to FRC when 2 years old. Offer to National Archives when 15 years old.</p>		
3.	<p><u>Domestic and International Travel Organization and Association File.</u> File consists of correspondence with and informational papers concerning the programs of domestic and international travel organizations and associations.</p> <p>Cutoff file every 2 years and start a new file. Destroy when file is 4 years old.</p>		
<u>DEPUTY UNDER SECRETARY FOR TRAVEL AND TOURISM</u>			
4.	<p><u>Deputy Under Secretary's Subject File.</u> This file consists of documents that represent USTTA's participation in international international and domestic travel organizations. Included are copies of remarks, issuances from meetings, correspondence and the like.</p> <p>Permanent. Cutoff file every 3 years. Move active folders forward and retire to FRC. Offer to National Archives when 15 years old.</p>	NCI-377-77-1 #3	
<u>ASSISTANT SECRETARY FOR TOURISM AND MARKETING</u>			
5.	<p><u>Assistant Secretary for Tourism and Marketing Subject File.</u> File consists of subject field correspondence concerning USTTA activities to stimulate foreign travel in U.S. and assist international associations to use U.S. for future meetings. Includes correspondence to and from travel associations and States to market USTTA programs.</p>		

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	<p>Cutoff file every 3 years and start a new file. Move any active folders forward and retire inactive files to FRC. Destroy when 10 years old.</p>		
6.	<p><u>Speech and Meeting File.</u> File consists of copies of speeches given by Assistant Secretary for Tourism and Marketing and copies of agenda, minutes or issuances of meetings and conferences attended.</p> <p>Cutoff of file every 2 years. Start a new file. Destroy inactive files when 4 years old.</p> <p style="text-align: center;"><u>Field Office Operations</u></p>		
7.	<p><u>Field Office Subject File.</u> File documents the activities of the Headquarters office and the Regional Offices. File arranged by Regional office and HQ and thereunder by subject.</p> <p>Cutoff the file every 2 years. Retire to FRC and destroy when 6 years old.</p>		
8.	<p><u>Travel Service Communications File.</u> This file is divided into Incoming and Outgoing controlled (numbered) categories. File consists of Travel Service Memoranda (TSM), Travel Service Dispatches, State Department Telegrams, cables and Record of Telephone calls.</p> <p>This file is the official file station at Headquarters for these documents. All other collections of these documents located in USTTA are non-record, and may be disposed as such.</p> <p>Retire to FRC in annual consignments of 2 year blocks. Destroy when 8 years old.</p>	NCI-377-77-1 #90a	
9.	<p><u>Monthly Reports from Regional Offices.</u> File consists of reports filed by each Regional Office reporting on exposure of USTTA programs in foreign travel press, familiarization tour arrangements, trade exhibits, and other significant events. Monthly Reports are filed by Regional Office and thereunder by month. This is the official file for the monthly reports. All other copies are considered non-record.</p> <p>Start a new file at the beginning of each fiscal year. Retire old file one year later to FRC. Destroy when 6 years old.</p>		
10.	<p><u>Country Marketing Plans</u></p>		
A.	<p>The published master set of marketing plans developed jointly by the Regional Offices and Office of Tourism Marketing.</p>	NCI-377-77-1 #91/90b	

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Permanent. Retire marketing plans to FRC when no longer needed for business or obsoleted or when 3 years old, whichever is sooner. Offer to the National Archives when 15 years old.

B. Country marketing Plan Supporting Papers.

Retire to FRC when official country marketing plans are published. Destroy when 7 years old.

11. Speeches and Special Events File. File consists of speeches given by Office staff at various functions and papers on special events such as POW-WOW and Expos. These include brochures, promotional announcements and evaluation of the events. Files arranged alphabetically by speech and special event.

Cutoff the file every 2 years and start a new file. Destroy file when 3 years old.

REGIONAL OFFICES

12. Subject Files - These files are papers which relate to the planning and implementation of all aspects of Regional Office programs to promote foreign travel to the U.S. through familiarization tours, special events, advertising and media campaigns, promotional literature, retailers/wholesalers and other travel trade contacts, trip reports, marketing plans, etc.

NCI-377-77-1
#92

Start a new file at beginning of each year. Move active records forward and destroy the file when 4 years old.

13. Contracts and Agreements - Contracts and agreements made by Regional Offices for products, space, or services. These may be with advertising, research, survey, realty, transport, travel, and similar type firms. Records consist of proposals, copies of contracts or agreements, invoices, status reports, termination notices, comments on vendor performance.

NCI-377-77-1
#93

At the end of the year, separate closed contracts from the active ones. Destroy closed contracts when 6 years old.

14. Special Events Projects - Special or significant events like EXPO's that are used by Headquarters to promote additional travel to the U.S. Major conventions and sports events also fall into this category. Records consist of special promotion announcement by Headquarters, brochures and literature, promotional guides, reports of estimated and actual response to promotion, comments on and evaluations of promotion campaigns.

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Start a new file upon the completion of project. Destroy records 2 years after completion of project.

15. Country Background and Travel Data - Information relating to the size, composition, attitudes, behavior characteristics, food, sports, dress, income distribution, trip locations and frequencies, travel expenditures, and similar factors about the make-up and nature of foreign or subject countries. Records consist of photographs, newspaper and journal articles, market surveys, opinion polls, custom reports, statistical reports, and research studies.

NCI-377-77-1 #95

Cutoff the file every 2 years. Start a new file and move any active folders forward. Destroy file when 4 years old.

16. Chron/Board/Day File - Letters, memos and reports by staff members for intra-office circulation or external distribution. File maintained in date order.

NCI-377-77-1 #96

Start a new file at the beginning of each year. Destroy previous year's file when 1 year old.

17. Personnel Folders - Contains general type data pertaining to Regional Office staff members. Folders kept alphabetically by name of staff member. Records consist of copies of resume, SF-171s, performance evaluations, personnel actions, etc.

NCI-377-77-1 #97

Destroy after termination or transfer of employee.

OFFICE OF POLICY AND PLANNING

18. Policy and Planning Subject File. This file contains background data with copies incoming and outgoing correspondence on policy and copies of issued studies on travel and tourism. Includes USTTA input to domestic and international reports on travel and tourism. File arranged alphabetically by subject.

Cutoff the file every 3 years and start a new file. Move any active folders forward and retire others to FRC. Destroy when 15 years old.

19. Legislation File. File consists of copies of bills, hearings, proposed legislation, testimony of USTTA officials and travel industry experts on the proposed and pending legislation of interest to USTTA. File arranged by bill/legislation "title." Record copies maintained by O/S Office of Congressional Affairs.

Every 2 years cutoff the file and start a new file. Move any active subjects forward to the new file and retire the inactive file to FRC. Destroy when 5 years old.

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20. International Organization File. File consists of copies of reports, minutes of meetings, classified and public information released by international travel organizations. The principal organizations being: Organization for Economic Cooperation and Development (OECD) and the World Travel Organization (WTO).

Destroy when no longer needed for current business or when 3 years old whichever is earlier.

21. Country Files. This file contains copy of tourism agreements between USTTA and participating foreign countries. Includes informational material on tourism and travel in selected foreign countries. Arranged by Country. Record copy maintained by Department of State.

Destroy when updated, obsoleted or no longer needed for current business or when 5 years old, whichever is earlier.

OFFICE OF MANAGEMENT AND ADMINISTRATION

22. Budget Papers - Documentation for preparation of budget submission Office of the Secretary, OMB and to Congress. Includes notes on and transcripts of hearings and responses to Congressional budget inquiries. File also contains internal budget submissions from the constituent units of USTTA used to formulate USTTA budget.

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#9a

Destroy when 3 years old.

23. Policies and Directives - File consists of directives issued by USTTA.

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Destroy when Policies are obsoleted and Directives superseded.

24. Personnel Name File - A file folder is maintained for each member currently on the staff. It contains a copy of personnel actions with supporting papers relating to subject employee. Arranged alphabetically.

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#9c

Destroy 1 year after separation of subject employee.

25. Post Communication Files - Consists of a copy of every communication received from or sent to a field office.

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#9b

Destroy when 2 years old.

26. Administrative (Office) Services Subject File - This file contains correspondence generated or collected by the USTTA administrative staff in the process of providing the full array of office and housekeeping services for USTTA headquarters. This includes but is not limited to subjects such as arrangements for meetings,

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space allocations, supplies and equipment, procurement, printing requisitions, travel and copies of Departmental directives and other authoritative issuances.

Destroy when 3 years old.

27. Director's Correspondence Subject File - This file consists of incoming and outgoing correspondence filed by subject. File includes informational copies of Director's and other units' correspondence.

Cutoff file every 2 years and start a new file. Retire old file to FRC when 3 years old and destroy when 6 years old.

28. Contract/Grant Case File - These are office copies of contracts maintained by Contract Administration, Office of Procurement, DOC. The case file contains copy of contract and any amendments and modifications with related papers pertaining to the contract. Contracts/Grants can be for research, advertising grants, tour development grants and the like.

Retire closed cases in annual consignments to FRC 1 year after case closed. Destroy when 6 years, 3 months old.

OFFICE OF RESEARCH

29. Research Reports - Consists of a record set of one copy of each research report produced by the Office on international travel. Included is one copy of each report prepared by a contractor on a specified subject area in a foreign country.

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a. Record set- Permanent. Retire to FRC when no longer needed for current business or when 5 years old, whichever is sooner. Offer to National Archives when 15 years old.

b. Extra copies - Destroy when no longer needed for current business.

30. Basic Data Subject File - Contains incoming and outgoing correspondence and other source materials generated or collected by the office from foreign and domestic industry sources such as airlines, government agencies, travel organizations and the accommodation complex.

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Destroy when no longer needed for current business or when 5 years old whichever is sooner.

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31. State and Country Market Research File - Market research data on foreign and domestic economies, travel potential, characteristics and motivation of travel and the traveling population. File arranged alphabetically by names of countries and states.

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Move active file folders forward, retire inactive folders 'en-bloc' to FRC every 2 years. Destroy when 5 years old.

32. Technical Reference Materials - These include trade journals, other government agency reports, publications and other printed and processed materials.

Destroy when 3 years old or when no longer needed for current business whichever is sooner.

33. Administrative Subject Files - These files contain copies of housekeeping papers such as activity reports, budget, personnel actions, time and attendance, requisitions for services, travel orders and vouchers, arrangements for conference rooms, extra copies of Travel Service Memorandum (TSM), Travel Service Despatches (TSD) production reports and similar papers. This file may contain original non program correspondence of short term value.

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Destroy when 2 years old.

34. Chronological File - These are extra copies of correspondence maintained for convenient reference.

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Destroy when 1 year old.

35. Flight Survey of International Air Travelers - This file consists of a survey of International Air Travelers arriving and departing the United States. The survey is designed to provide USTTA with the international travel market's characteristics and travel patterns. Survey information is collected from traveller in printed questionnaires. This information is then put into machine-readable form by the U.S. Department of Transportation's, Transportation Systems Center and a private contractor, Response Analysis.

Supplementary data for certain geographical locations is provided by the Immigration and Naturalization Service (INS). The survey results are issued in bound paperback volumes quarterly with an annual update at the end of the year. Annual updates are identified as permanent under the item for Research Reports.

- A. Questionnaires-destroy when data has been transferred into machine readable form.
- B. Magnetic Tapes-destroy three years after the annual update for that year is run.

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C. INS Data- destroy three years after annual update for that year is run.

FAMILIARIZATION PROGRAM

36. Familiarization Program Tour File - File consists of incoming and outgoing correspondence documenting the details of the arrangements and conduct of familiarization tours in the United States. File also includes correspondence with foreign posts about the effectiveness of the program.

Start a new file every 2 years. Move active folders forward into this file. Retire the inactive file to FRC and destroy when 7 years old.

ALL OFFICES

Listed below are files that were found in many of the Offices comprising the United States Travel and Tourism Administration. To avoid repetition these items are listed here, and the retention periods supplied have been included to insure adequate disposition coverage of the records concerned. If any of these records are also described under a particular organizational unit of this Schedule, the retention period shown for that unit shall prevail, if different.

37. Administrative Subject Files - These files contain copies of housekeeping papers such as activity reports, budget, personnel actions, time and attendance, requisitions for services, travel orders and vouchers, arrangements for conference rooms, extra copies of Travel Service Memorandum (TSM), Travel Service Despatches (TSD) production reports and similar papers. This file may contain original non program correspondence of short term value.

Destroy when 2 years old.

38. "Chronological," "Reading," "Tickler," or "Suspense" File - These are extra copies of correspondence maintained for convenient reference or to flag a due date for an action. In some instances, the extra copies are removed from such files and used for cross-references and other purposes in subject files. This, of course, liquidates the extra copy file.

Destroy when 1 year old.

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#122

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39. Reproducibles File - This includes manuscripts (camera copy), paper, photographic, and other types of plates or media used to reproduce multiple copies of documents for distribution.

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Destroy when no longer needed for printing.

40. Directives - These are work copies of printed and processed Departmental Orders, USTTA issuances, OMB bulletins, GAO regulations and similar authoritative issuances governing current operations.

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#129

Destroy when individual documents are revoked, superseded, or no longer applicable to the office or unit concerned.

41. Convenience Working Paper Files - These are extra copies, drafts, reference materials, developmental materials and other working papers maintained for the convenience of USTTA operating officials to facilitate the carrying out of assigned responsibilities.

Destroy when no longer needed for current business or when 2 years old whichever is sooner.

42. Technical Reference Materials - These files consist of publications and other accumulated materials received in an office and maintained because of their pertinence to the assigned tasks of an office.

Destroy when obsolete or revised.

43. Time and Attendance Reporting Records - Records maintained by designated timekeepers pertaining to the biweekly reporting of time and attendance or leave of individual employees. Record copies are maintained by the Payroll Section of the Management Service Center, Office of the Secretary.

Destroy when 2 year old.