



**OFFICE OF THE UNITED STATES  
TRADE REPRESENTATIVE**

**DATA GENERAL (DG) COMPUTER  
SYSTEM RECORDS SCHEDULE  
(WORDPERFECT APPLICATIONS  
ONLY)**

**PREPARED BY**

**OFFICE OF ADMINISTRATION  
INFORMATION SYSTEMS AND TECHNOLOGY DIVISION  
RECORDS MANAGEMENT OFFICE**

**APRIL 23, 1997**

**OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE****DATA GENERAL COMPUTER SYSTEM  
WORDPERFECT APPLICATIONS  
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**OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE**

This schedule applies to the Data General (DG) Computer System, at the Office of the United States Trade Representative (USTR). The following applies to the Federal records of the USTR that were created using the WordPerfect applications on the DG Computer System.

**WORDPERFECT APPLICATIONS**

1. **Electronic Spreadsheet Documents.** Electronic spreadsheet documents created on WordPerfect MathPlan for internal use to support administrative functions of USTR. USTR has determined that it no longer needs these electronic records for administrative, legal, audit, or other operational purposes. Federal records were printed and inter-filed in the designated official recordkeeping system and will be transferred to NARA in accordance with the approved schedule controlling the records (N1-364-88-1).

**DISPOSITION: TEMPORARY**

**Destroy upon approval of this schedule.**

2. **Federal Record Calendars.** This application was used by the USTR Designated High-Level Officials and staff other than USTR designated high-level officials to create daily calendars.

**A. Electronic Versions.**

**DISPOSITION: TEMPORARY**

**Destroy upon approval of this schedule.**

- ~~B. **Paper Version.** The paper version of USTR Designated High-Level Officials.~~

~~**DISPOSITION: PERMANENT**~~

~~All monthly calendars of USTR Designated High-Level Officials were printed and inter-filed in the designated official recordkeeping system and will be transferred to NARA in accordance with the approved schedule controlling those records (N1-364-88-1, approved March 2, 1990).~~

3. **Word Processing Documents.** Word processing documents such as letters, messages, memoranda, reports, directives, and related drafts recorded on Data General Computer System or floppy diskettes. USTR has determined that it no longer needs these electronic records for administrative, legal, audit, or other operational purposes. Federal records were printed and inter-filed in the designated official recordkeeping system and will be transferred to NARA in accordance with the approved schedule controlling the records (N1-364-88-1, approved March 2, 1990).

**DISPOSITION: TEMPORARY**

**Destroy upon approval of this schedule.**

4. **Backup Tapes - WordPerfect Applications.** System backup tapes created during 1986 through 1992 on the USTR Data General(DG) computer systems that include INFOS, COBOL, and AOS/VS Operating System related software, Electronic Spreadsheet Documents (Item 2 above), Federal Record Calendars (designated high-level officials and other than designated high-level officials) (Item 3, 3.A., and 3.B. above), WordPerfect Word Processing Documents (Item 4 above), nonrecord materials, and records that are duplicated elsewhere for preservation and disposition.

**DISPOSITION: TEMPORARY**

**Destroy upon approval of this schedule.**