

**Executive Office of the President
Office of the United States Trade Representative
Washington, D.C. 20508**

USTR Instruction 511.1

30 March 2010

Subj: USTR Vital Records Program

PURPOSE. This program identifies requirements, processes and supporting documents that USTR uses to manage its vital records program.

DISCUSSION. Every federal agency is required by regulation to establish and maintain a vital records program. The vital records program is one element of the Agency's emergency management and disaster preparedness and records management functions. USTR must identify and protect those mission essential records that specify how USTR will operate in case of an emergency, disaster, or threat of disruption, and those records essential to the continued operations of the Agency.

AUTHORITIES / SUPPORTING DOCUMENTS. The authority for this program is 36 CFR Part 1236 – Management of Vital Records. Supporting documents include USTR's Continuity of Operations Plan (COOP).

PROCEDURES. EOP's central file servers and email system are designed to remain available in case of an emergency, disaster, or threat of disruption. All USTR vital records shall be stored on these systems.

ACTION. Duties and responsibilities for USTR's vital records program are assigned as follows:

- USTR's Records Officer coordinates the vital records program.
- Each USTR Office is responsible to ensure that their vital records are stored and accessible on the central EOP file server and/or email system.
- USTR's IT program manager will ensure that electronic records are maintained and accessible from designated COOP sites, as well as our primary operating facilities located at 600 17th Street, NW, and 1724 F Street, NW.
- USTR staff in Geneva, Brussels, and Beijing will follow their host Agency procedures (i.e. State Department) with assistance from the USTR Washington, as necessary.



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