

Request for Records Disposition Authority

(See Instructions on reverse)

Job Blank (NARA Use Only)

To National Archives and Records Administration (NIR)
Washington, DC 20408

Job Number

N1-29-11-1

Date Received

9/6/11

1 From (Agency or establishment)

Department of Commerce

2 Major Subdivision

Bureau of the Census

3 Minor Subdivision

Foreign Trade Division

4 Name of Person with whom to confer

Clifford Jordan

5 Telephone (include area code)

301-763-2318

Date

5 August 13

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 14 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

has been requested

Signature of Agency Representative

[Signature]

Title

Records Officer

Date (mm/dd/yyyy)

9/2/2011

| 7 Item Number | 8 Description of Item and Proposed Disposition | 9 GRS or Superseded Job Citation | 10 Action taken (NARA Use Only) |
|---------------|---|----------------------------------|---------------------------------|
| 1 | <p>The attached records schedule covers records created by the Foreign Trade Division and supersedes record schedules N1-29-88-2, N1-29-94-1 and N1-29-99-6</p> <p>See attached pages</p> | | |

Census Bureau Foreign Trade Division
Revised 5/3/13

The Foreign Trade Division (FTD) formulates and develops overall plans and programs for the collection, processing, review, linkage with other economic data, and dissemination of statistical data regarding various aspects of the export and import trade of the United States, plans and develops computer programs for processing foreign trade data and directs non-mechanical processing for division programs, maintains international commodity classification systems and conducts methods research on assigned programs, including international comparability of trade statistics, establishes and monitors quality assurance programs, and, prepares reports, monographs, and special studies

Throughout this schedule the Economic Directorate Document Management System (EDMS) is referenced as an entity for storing documents. There will be a mechanism in place for those records with the disposition, "Transfer to EDMS", where FTD will ensure deletion of documents from the EDMS, and where appropriate, transfer of permanently valuable documents from EDMS to the National Archives and Records Administration (NARA)

1. CENSUS BUREAU PUBLICATIONS AND DATA PRODUCTS

Books, reports, studies, and tabulations published by the Census Bureau, Department of Commerce. Similar items published outside the Census Bureau/Department of Commerce and non-record material

A Record copies of all official FTD publications (in addition to any FTD publications transferred to U S Census Bureau Library)

Foreign Trade Data Reports and Products either on paper or electronic media including but not limited to the following

- 1) FT900 U S International Trade in Goods and Services – and other press releases
 - a) Annual Revision
- 2) Annual Data Bank Files
 - a) Exports - Annual History Data Bank (EA645)
 - b) Imports - Annual History Data Bank (IA245)
- 3) State Data
 - a) State Exports HS6 Database - STHS6EA (Annual)
 - b) State Exports North American Industry Classification System (NAICS) Database - EA918 (Annual)
 - c) State Imports HS6 Database - STHS6IA (Annual)
 - d) State Imports NAICS Database - IA918 (Annual)
- 4) Port Data
 - a) Port HS6 Database (Exports) - DPORTHS6EA (Annual)
 - b) Port HS6 Database (Imports) - DPORTHS6IA (Annual)
- 5) Special Products
 - a) Textile Summary - TEXSUMA (Annual)
 - b) Special Programs (SPI) Databank - SPIA (Annual)

c) Trade With U S Possessions Databank- EA 695 (Annual)

Disposition **Permanent** Cutoff annually Transfer a copy to the NARA 4 months after cutoff Destroy originals when no longer needed

B Duplicate copies of Foreign Trade Data Products in FTD offices

Disposition Destroy when no longer needed [N1-29-94-1, Item 1B]

C Publications produced outside the Census Bureau and used by FTD for reference purposes

Disposition Destroy when no longer needed [N1-29-94-1, Item 1C]

2. CONGRESSIONAL CORRESPONDENCE

Letters from members of Congress together with attached copies of constituents' letters and Census replies thereto

Note: This series does not include letters forwarding constituent request for information, publications, data tabulations, or constituent complaints at having to fill out forms or answer certain questions

Disposition Transfer to EDMS Destroy when 5 years old or, upon review, when no longer needed for administrative purposes, whichever is longer.

3. INFORMATION/PUBLICATION/DATA TABULATION REQUEST FILES

Incoming requests via letters or e-mail for information, specific data tabulation, existing AES Compliance Reports, AES Fatal Error Reports or copies of publications (including Congressional or other letters forwarding such requests) together with copies of replies thereto

Disposition Destroy when no longer needed

4. RESPONDENT CORRESPONDENCE

Incoming letters from importers and exporters either requesting information, seeking clarification on certain questions, discussing reporting problems, or expressing complaints (including Congressional letter forwarding such correspondence) together with copies of Census Bureau replies thereto.

Disposition Transfer to EDMS Destroy when 5 years old or, upon review, when no longer needed for administrative purposes, whichever is longer

5. CORRESPONDENCE FILE RELATING TO TRADE REGULATIONS

Incoming letters, Office of Management and Budget (OMB) packages and other correspondence relating to requests for either information about current Census Bureau/Customs and Border Protection regulations concerning the reporting and collection of statistical data or interpretations of replies thereto and related documents

Disposition Transfer to EDMS Destroy when 5 years old or, upon review, when no longer needed for administrative purposes, whichever is longer

6. FREEDOM OF INFORMATION ACT (FOIA) REQUESTS FOR FOREIGN TRADE INFORMATION

Files created in response to FOIA requests from individuals to gain access to records or other information pertaining to the Census Bureau's foreign trade program Official FOIA records are maintained in the Program Policy and Development Office (PPDO)

Disposition Transfer to EDMS Destroy when 5 years old or, upon review, when no longer needed for administrative purposes, whichever is longer

7. FOREIGN TRADE STATISTICS REGULATION (FTSR) FILE & FOREIGN TRADE REGULATION (FTR)

Letters and notices directed to the U S Customs and Border Protection, its ports, USPPIs, freight forwarders, authorized agents, exporting carriers, etc , clarifying specific sections in the FTR Arranged chronologically

FTR Letters, historical letters, memoranda, and electronic versions of FTSR and FTR

Disposition Transfer to EDMS Destroy when 5 years old or, upon review, when no longer needed for administrative purposes, whichever is longer

8. LEGISLATION FILES

Memoranda, correspondence, papers, briefs concerning legislation or proposed legislation affecting the Census Bureau and its Foreign Trade Statistics Program

Disposition Transfer to EDMS Destroy when 5 years old or, upon review, when no longer needed for administrative purposes, whichever is longer

9. FOREIGN TRADE PROCEDURES MEMORANDA

Numbered series of memoranda describing the activities and procedures to be followed in collecting, processing, and distributing foreign trade data These memoranda are distributed by the Data Collection Coordination Branch to all units involved in the generation of foreign trade data.

A Record Copy

Disposition Transfer to EDMS Destroy when 5 years old or, upon review, when no longer needed for administrative purposes, whichever is longer

B All Other Copies

Disposition Destroy when no longer needed [N1-29-94-1, Item 8B]

10. COMMODITIES CLASSIFICATION SCHEDULES

Publications containing or consisting of the various import/export product Classification Schedules such as the following Schedule B, Harmonized Tariff Schedule of the U S , Annotated (HTSUSA), NAICS, and, the revisions thereof

A Publications

- 1) Record copies of official commodity schedules (apart from those transferred to the U S Census Bureau Library)

Disposition **Permanent.** Break files in five-year blocks and transfer to the Federal Record Center Transfer to the NARA when 25 years old [N1-29-94-1, Item 13A(1)]

- 2) Copies maintained in the FTD for reference use

Disposition Destroy when no longer needed [N1-29-94-1, Item 13A(2)]

B. Publications of Other Agencies or Organizations

Disposition Retain 1 copy, preferably in print/publication format Destroy when no longer needed [N1-29-94-1, Item 13B]

11. PROPOSED PROJECT FILES

Files relating to proposed projects These consist of correspondence, proposals, papers, cost estimates, feasibility studies, decision documents, and related memoranda

Disposition Transfer to EDMS Destroy when 5 years old or, upon review, when no longer needed for administrative purposes, whichever is longer

12. APPROVED RESEARCH PROJECT PLANNING FILES

Memoranda, reports, proposals, methodological studies, partner country studies, and other records which document the origin, purpose, scope, costs, significant issues, and results of FTD research projects such as devising seasonality and inflation adjustment factors, and creating concordance of commodity codes found in different Schedules, approvals of

research information products, such as reports used to guide decisions about Foreign Trade Division programs

A Branch and Unit files

Disposition Transfer to EDMS Destroy when 5 years old or, upon review, when no longer needed for administrative purposes, whichever is longer

B Division Chief's and Assistant Division Chief's files

Disposition **Permanent.** Apply Job No N1-029-12-4/1A, which governs disposition and transfer of content and metadata managed by the EDMS [N1-29-94-1, Item 16B]

13. PERIODIC DIVISION REPORTS

Monthly reports summarizing in narrative and statistical form the accomplishments and activities of the Division to include Business Plans, Activity Reports and Strategic Plans

A Prepared and retained at Division Level

Disposition Transfer to EDMS Destroy when 5 years old or, upon review, when no longer needed for administrative purposes, whichever is longer

B Other copies

Disposition Destroy when 2 years old if no longer needed for current business [N1-29-94-1, Item 12B]

14. ROUTINE HOUSEKEEPING FILES

Routine non-permanent records created or maintained by all or most organizational units in the course of conducting business These files include the following travel orders, vouchers, and resulting reports, budget records and cost estimates for proposed and approved projects together with related correspondence, work sheets, and project authorization requests, performance ratings, leave analyses, copies of issuances and announcements on routing administrative and personnel matters from Division Chiefs and above, inventories and lists of machines and equipment with related material on the use and repair of same, correspondence, copies of records disposition and transmittal requests

Disposition See the Census Administrative Manual Chapter K 3, "Records Management (Appendix A)" for disposition instruction for each of the above series of records [N1-29-94-1, Item 18]

15. WORKING PAPERS

Background and source materials used in preparing reports and conducting data analyses

such as printout tabulations, reference material, library materials, handwritten notes, and rough drafts

Disposition Destroy 6 months after either publication or completion of official action, or 5 years after completion of the report if there was no publication or official action [N1-29-94-1, Item 20]

16. SUBJECT FILES

Subject files relating to FTD programs, projects, policies, and other matters that contain correspondence, memorandums, reports, studies, research projects, data reconciliation issues, research and planning projects, directives, issuances, agendas and minutes of external meetings, and the like

A. Branch and Unit files

Disposition Transfer to EDMS Destroy when 1 year old or, upon review, when no longer needed for administrative purposes, whichever is longer.

B. Division Chief's and Assistant Division Chief's files

Disposition Permanent Apply Job No N1-029-12-4/1A, which governs disposition and transfer of content and metadata managed by the EDMS [N1-29-94-1, Item 21A]

17. EXPORT/IMPORT FORMS

A SHIPPER'S EXPORT DECLARATIONS

Electronic images of hard copy export forms (including but not limited to Census Bureau form 7525-V) that shippers fill out to document each shipment of exported goods

Note: Records subject to court order, such as tobacco litigations, may be retained longer

Disposition Destroy when 5 years old

B MILITARY EXPORT DOCUMENTS

Documents received from the Navy and Air Force containing information on foreign military export grant and sales shipments Also, included are DVDs containing Foreign Military Sales information from the Department of Defense

Disposition Destroy when 3 years old or sooner if no longer needed

C IMPORT ENTRY DOCUMENTS

U S Customs and Border Protection import documents that are filled out for each shipment of imported goods and are supplied to the Census Bureau for statistical aggregation

Disposition Destroy 3 months following the close of the month in which the document(s) were created or sooner if no longer needed [N1-29-94-1, Item 6C]

D LOW VALUE IMPORT/EXPORT FORMS

Copies of shipper's export declarations and import entry documents that describe commodity shipments valued at \$2,000 or less for imports and \$2500 or less for exports

Disposition Destroy 1 month following the close of the month in which the documents were created, or sooner if no longer needed [N1-29-94-1, Item 6D]

18. DATA PROCESSING RECORDS

Electronic files containing data processing code needed to extract/retrieve input data, process, edit, or aggregate data to create final monthly data products Also electronic files describing routine edit and tabulation specifications, record layouts; routine systems and applications software (as distinct from data file documentation and data file output)

Disposition Transfer to EDMS Destroy when 5 years old or, upon review, when no longer needed for administrative purposes, whichever is longer

19. FILE DOCUMENTATION FOR ELECTRONIC DATA FILES

Record layouts, program specifications, technical description of the file (BC-248 or NARA Form 14097 or informational equivalent), and any background information that would be useful or necessary to a researcher using the file Automated Export System Trade Interface Requirements (AESTIR) and Customs And Trade Automated Interface Requirements (CATAIR) Appendix H

A Documentation supporting all electronic Master Files designated as permanent:

Disposition **Permanent** Transfer to the NARA along with the related tape file in accordance with 36 CFR 1235

B Documentation for all other electronic data files

Disposition Transfer to EDMS. Destroy when 5 years old or, upon review, when no longer needed for administrative purposes, whichever is longer

20. IMPORT/EXPORT EDIT MASTERS

Electronic files containing reference data on 18,000 import and 9,000 export commodities such as current unit price, unit weight, unit quantity, countries to which an item is shipped, countries which supply a given commodity, unit price of commodity in current dollars. These records are used for imputing data and devising editing and tabulation specifications or procedures.

Disposition: Retain for a minimum of 5 years and then transfer to the Center for Economic Studies (CES). Destroy when no longer needed.

21. OPERATIONS FILES

Electronic data records used for FTD Import/Export trade statistical operations production processing to include the following: reference master files (HS descriptions/parameter files, District label files, Port descriptions, ENDUSE descriptions, edit master descriptions, NAICS descriptions, Textile parameter files, low value factor files, software lumber parameter files, steel parameter files, etc.), duty master files, constant dollar deflator files, seasonal adjustment files, Canadian adjustment factors, BEA adjustment factors ZIP Code data files. These electronic records are commingled/merged with the trade data to produce the final monthly, quarterly and annual FTD trade statistics

Disposition: Destroy after 5 years

22. INTERNAL TABULATIONS

A. SPECIAL TABULATIONS

Electronic file created for special reports.

Disposition: Destroy when no longer needed. [N1-29-94-1, Item 19F(2)]

B. Commodity Classification Specific Tabulations

Multi-dimensional databases converted to ASCII, containing summarized monthly trade data organized by Specific commodity classifications used for data requests.

- 1) Standard International Trade Classification (SITC)
- 2) NAICS
- 3) Flying
- 4) GoodsHound
- 5) End-Use

Disposition: Retain until no longer needed and then destroy

23. FINAL NET LEVEL DATA FILES (Transaction)

All final electronic monthly files stored as permanent starting 1994 to current used to produce the FT-900 and create data files provided to other agencies. Electronic import/export data are stored in files defined by data definition and field reference currently on the FTD Bulletin Boards (specified above in 19B) under the designated record layout folder. Also covered are Importer and Exporter Database net level data files, which include Identifiable Business Information.

Disposition: Retain for a minimum of 5 years and then transfer to the CES. Destroy when no longer needed.

24. DATA FOR PROCESSING (Transaction and Summary)

Import and export data files are generated for monthly and correction processing, and are managed to promote transparency and reproducibility of the merchandise trade statistics.

- A. Unedited data - Data received by Foreign Trade Division (e.g. extracted from electronic reporting systems, keyed from paper documents, etc.)

Disposition. Retain for a minimum of 5 years and then transfer to the CES. Destroy when no longer needed.

- B. Reformatted data - After data are received, they are reformatted so that all sources may be read into monthly and correction processing programs

Disposition. Destroy when no longer needed.

- C. Edited data - All internal input files generated during monthly and correction processing (e.g. bloopers, rejects, recycles, etc.), excluding the final net files.

Disposition: Retain for 5 years and then destroy.

OFFICES OF THE DIVISION CHIEF AND ASSISTANT DIVISION CHIEFS RECORD USAGE

Records that may be located in the Division Chief and Assistant Division Chiefs offices include the following Items: 1) Census Bureau Publications and Data Products, 2) Congressional Correspondence, 3) Information/Publication/Data Tabulation Request Files, 4) Respondent Correspondence, 9) Foreign Trade Procedures Memoranda, 11) Proposed Project Files, 12) Approved Research Project Planning Files, 13) Periodic Division Reports, 14) Routine Housekeeping Files, 15) Working Papers, and 16) Subject Files, 18) Data Processing Records, and 21) Operations Files.

BRANCH RECORD USAGE

COMMODITY ANALYSIS BRANCH

Develops programs concerned with the analysis, review, correction publication dissemination, and training on foreign trade data and related international commodity classification systems. Plans and carries out revisions of commodity classification systems and develops linkages between the import and export systems and other interrelated product classifications (e.g., SITC, NAICS, End Use). Prepare analytical reports relative to requests for proposed import and export detailed commodity classification breakouts. Investigates questions concerning the accuracy and coverage, of import and export data and prepares necessary revisions to the published data. Develops analytical reports and studies used in the formulation and administration of economic policy position by the Department of Commerce regarding United States economic policy and international trade relationships. Provides classification of export commodities for both private industry and Government agencies. Develops and implements continuing educational programs with exporters, importers and data users concerning statistical reporting on the foreign trade source documents.

Records of this branch include the following Items: 1) Census Bureau Publications and Data Products, 2) Congressional Correspondence, 3) Information/Publication/Data Tabulation Request Files, 4) Respondent Correspondence, 9) Foreign Trade Procedures Memoranda, 11) Proposed Project Files, 12) Approved Research Project Planning Files, 13) Periodic Division Reports, 14) Routine Housekeeping Files, 15) Working Papers, 17) Export/Import Forms, 18) Data Processing Records, 19) File Documentation for Electronic Files, 20) Import/Export Edit Masters, 21) Operations Files, 22) Internal Tabulations, and 23) Final Net Level Data Files (Transaction).

DATA DISSEMINATION BRANCH

This branch is responsible for implementing plans concerned with publication of the United States foreign trade statistical program and products. Specifically, is responsible for the development, analysis, and issuing of the United States merchandise trade figures in monthly press releases, the development of computer specifications and design for all foreign trade reports in both published and unpublished forms, issuing revisions to the statistics according to established policy, and for balancing and correcting computer generated export and import

reports. Serves as division contact point and primary information source for users of foreign trade statistics. Maintains correspondence and forms controls for the division.

Records of this branch include the following Items: 1) Census Bureau Publications and Data Products, 3) Information/Publication/Data Tabulation Request Files, 6) Freedom of Information Act (FOIA) Requests for Foreign Trade Information, 9) Foreign Trade Procedures Memoranda, 10) Commodities Classification Schedules, 11) Proposed Project Files, 12) Approved Research Project Planning Files, 13) Periodic Division Reports, 14) Routine Housekeeping Files, 16) Subject Files, 21) Operations Files, and 22) Internal Tabulations.

CURRENT SYSTEMS PROGRAMMING BRANCH

Plans and develops computer systems to process the import and export statistics of the foreign trade program. Responsible for the computer editing, correction, tabulation, adjustment, and publication systems to process and release monthly and annual foreign trade data. Prepares overall and detailed systems designs and provide assistance in the development of specification. Programs, tests, and documents computer systems. Prepares for, initiates, monitors, and controls the computer production processing of import and export statistics. Assists in the development of long-range data processing plans for the division and in the research and evaluation of new computer methods and technologies.

Records of this branch include the following Items: 1) Census Bureau Publications and Data Products, 2) Congressional Correspondence), 3) Information/Publication/Data Tabulation Request Files, 4) Respondent Correspondence, 6) Freedom of Information Act (FOIA) Requests for Foreign Trade Information, 9) Foreign Trade Procedures Memoranda, 10) Commodities Classification Schedules, 11) Proposed Project Files, 13) Periodic Division Reports, 14) Routine Housekeeping Files, 15) Working Papers, 17) Export/Import Forms, 18) Data Processing Records, 19) File Documentation for Electronic Files, 20) Import/Export Edit Masters, 21) Operations Files, 22) Internal Tabulations, 23) Final Net Level Data Files (Transaction), and 24) Data for Processing (Transaction and Summary).

AUTOMATED EXPORT SYSTEM BRANCH

This branch is responsible for monitoring the reporting of AES filers, which includes regular monitoring of the AES Compliance rate, Option 4 (post-departure) reporting and outstanding fatal errors. Serve as the primary liaison with the trade community by providing and coordinating customer support/service activities, which include the management of the FTD Call Center and monitoring of several e-mail mailboxes used for support. Implement AES marketing strategies and conduct AESPCLink training workshop schedules. Participate in industry conferences by providing AES information and demonstrations of our programs. Managing the AES*Direct* program by meeting regularly with contractor (Flagship Customs Services), propose and develop requirements for enhancements and participating in the Change Control Board process. AES*Direct* is a free online filing system that allows the trade community to report their SED data electronically via interactive filing, AESPCLink, WebLink or EDI upload. Work with managers of the FTD and CBP to determine the time line for implementing changes to AES.

Records of this branch include the following Items: 3) Information/Publication/Data Tabulation Request Files, 5) Correspondence File Relating to Trade Regulations, 13) Periodic Division Reports, 15) Working Papers, 16) Subject Files, and 23) Final Net Level Data Files (Transaction).

SYSTEMS DESIGN AND SUPPORT BRANCH

Plans and develops computer systems to process foreign trade data in support of special projects such as trade databases and support systems for the monthly processing of imports and exports. Prepares overall and detailed systems designs. Provides assistance in the development of specifications, programs, tests, and documents systems. Performs research into data processing requirements and coordinates the development of data processing and office automation plans for the division.

Records of the branch include the following Items: 1) Census Bureau Publications and Data Products, 3) Information/Publication/Data Tabulation Request Files, 4) Respondent Correspondence, 9) Foreign Trade Procedures Memoranda, 10) Commodities Classification Schedules, 11) Proposed Project Files, 12) Approved Research Project Planning Files, 13) Periodic Division Reports, 14) Routine Housekeeping Files, 15) Working Papers, 17) Export/Import Forms, 18) Data Processing Records, 19) File Documentation for Electronic Files, 20) Import/Export Edit Masters, 21) Operations Files, 22) Internal Tabulations, and 23) Final Net Level Data Files (Transaction).

DATA COLLECTION COORDINATION BRANCH

Develops, monitors, and maintains all procedural plans and specifications for pre-computer processing offices in Jeffersonville, Indiana and San Juan, Puerto Rico. Prepares detailed operational specifications for clerical processing, data keying, data transmission, and microfilm applications for imports, exports, and shipping for imports, exports, and shipping in both offices. Develops and maintains processing schedules and monitors volume and flow of pre-computer operations. Control and monitors high value reject resolution. Maintains division mailing list and maintains and operates microfilm functions. Coordinates the flow of information between the subject matter and programming area in Suitland and the staff in both processing offices.

Records of this branch include the following Items: 1) Census Bureau Publications and Data Products, 3) Information/Publication/Data Tabulation Request Files, 4) Respondent Correspondence, 9) Foreign Trade Procedures Memoranda, 10) Commodities Classification Schedules, 11) Proposed Project Files, 12) Approved Research Project Planning Files, 13) Periodic Division Reports, 14) Routine Housekeeping Files, 15) Working Papers, 17) Export/Import Forms, 18) Data Processing Records, 19) File Documentation for Electronic Files, 20) Import/Export Edit Masters, 21) Operations Files, 22) Internal Tabulations, and 23) Final Net Level Data Files (Transaction).

SPECIAL PROJECTS BRANCH

The mission of the Special Projects Branch (SPB) is to maintain and process a variety of special projects, which support the goals of the division. These include, but are not limited to, the adjustment of trade data for price change, state and sub-state data series, maintenance of the

Exporter Data Base including the release of an annual report on the characteristics of U.S. exporters and trade reconciliations with major trading partners.

Records of this branch include the following Items: 1) Census Bureau Publications and Data Products, 10) Commodities Classification Schedules, 13) Periodic Division Reports, 14) Routine Housekeeping Files, 15) Working Papers, 17) Export/Import Forms, 18) Data Processing Records, 19) File Documentation for Electronic Files, 20) Import/Export Edit Masters, 21) Operations Files, 22) Internal Tabulations, and 23) Final Net Level Data Files (Transaction).

REGULATIONS OUTREACH AND EDUCATION BRANCH

Develops, administers, and interprets the statistical regulations governing the collection of export statistics and some import statistics. The Regulations, Outreach, and Education Branch (ROEB) develops and maintains liaison with all major partners including the Bureau of Industry and Security (BIS), Department of Homeland Security, and the Department of State to monitor these agencies' practices and procedures and to ensure effective administration of statistical requirements. Establishes and maintains statistical concepts and definitions in the foreign trade programs and develops appropriate explanatory textual material in all the foreign trade publications. Develops Census Bureau positions with respect to existing or proposed legislation affecting foreign trade statistics. The ROEB also administers programs to educate the trade community on the statistical regulations and export reporting requirements. Prepares pamphlets, CD-ROMs, and other materials as aids to the trade community for training purposes

Develops memorandums of understanding between the Census Bureau and other government agencies for access to export data. Create National Interest Determinations for the Census Bureau Director's signature that governs the release of transaction level export data. Prepare congressional responses for requests for export data. Respond to individual company requests for its export data and clarification regarding the Foreign Trade Regulations.

Records of this branch include the following Items: 2) Congressional Correspondence, 5) Correspondence File Relating to Trade Regulations, 6) Freedom of Information Act (FOIA) Requests for Foreign Trade Information, 7) Foreign Trade Statistics Regulations (FTSR) File & Foreign Trade Regulation (FTR), 13) Periodic Division Reports, 14) Routine Housekeeping Files, 15) Working Papers, 22) Internal Tabulations, and 23) Final Net Level Data Files (Transaction).

METHODS RESEARCH AND QUALITY ASSURANCE BRANCH

The Methods Research and Quality Assurance Branch works on a variety of assignments that involve data collection and processing methodologies used in producing the Nation's import and export merchandise trade statistics. Responsibilities include researching and developing editing and imputation methods, adjusting trade data for seasonality, conducting data quality studies, and estimating low-valued trade. Recent and current activities include developing forecasts for monthly imports and exports, improving statistical procedures for identifying and quantifying reporting problems, and research problems, and researching new ways of estimating trade below reporting thresholds.

The records of this branch include the following Items: 1) Census Bureau Publications and Data Products, 9) Foreign Trade Procedures Memoranda, 13) Periodic Division Reports, 14) Routine Housekeeping Files, 15) Working Papers, 17) Export/Import Forms, 18) Data Processing Records, 19) File Documentation for Electronic Files, 20) Import/Export Edit Masters, 21) Operations Files, 22) Internal Tabulations, and 23) Final Net Level Data Files (Transaction).

PROCESS COORDINATION STAFF

This branch plans, initiates, maintains and controls the division's data exchange program with Canada. Maintains close contact with counterparts in Statistics Canada to ensure the quality and timeliness of data provided and received. Develops detailed specifications and procedures, as necessary, for the exchange of data. Coordinates activities of other branches, when needed, to ensure the success of the exchange. Provides continuous production processing quality control for all facets of the Division's data collection compilation operations. Reviews, analyzes, and certifies system inputs, processing steps, and outputs to ensure correct, full coverage of operations. Develops and monitors processing schedules.

The records of this branch include the following Items: 1) Census Bureau Publications and Data Products, 8) Legislation Files, 9) Foreign Trade Procedures Memoranda, 10) Commodities Classification Schedules, 13) Periodic Division Reports, 14) Routine Housekeeping Files, 15) Working Papers, 17) Export/Import Forms, 18) Data Processing Records, 20) Import/Export Edit Master, 21) Operations File, 22) Internal Tabulations, and 23) Final Net Level Data Files (Transaction).

AUTOMATED COMMERCIAL ENVIRONMENT OFFICE

The Automated Commercial Environment Office (ACEO) serves as the Foreign Trade Division's (FTD) liaison to the U.S. Customs and Border Protection (CBP), other Government Agencies, and the trade community in the design, development, implementation and evaluation of new import and export automation projects and enhancements to existing programs and systems. ACEO works closely with the FTD staff to ensure that Division system requirements are clearly defined and communicated to CBP and the International Trade Data System (ITDS) for inclusion in the development of the Automated Commercial Environment (ACE). ACE will replace the aging Automated Commercial System (ACS) from which the FTD currently extracts import data and will eventually include export data as well. With modernization of current CBP import and export automated systems comes opportunities to improve data collection, data quality and data analysis. ACEO communicates process improvements and other developments that might impact the FTD mission as a result of the CBP modernization effort. ACEO also works with FTD staff on division requirements and maintains reference files for the Automated Export System (AES).

The records of this branch include the following Items: 16) Subject Files, and 19) File Documentation for Electronic Files.