

REQUEST FOR RECORDS DISPOSITION-AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-29-99-6</i>	DATE RECEIVED <i>9-5-99</i>
1. FROM (Agency or establishment) Department of Commerce		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of the Census		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Foreign Trade Division			
4. NAME OF PERSON WITH WHOM TO CONFER Jerome M. Greenwell	5. TELEPHONE 301-457-2238	DATE <i>10/18/99</i>	ARCHIVIST OF THE UNITED STATES <i>Will S. Fung, et al.</i>
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 <u>1</u> 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,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 8/30/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Leonard F. Thompson</i> Leonard F. Thompson		TITLE Records Management Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Foreign Trade Division (FTD) This is to request a change in the retention period in Job number N1-29-94-1 Item 6 A. Exports/Imports Forms. FTD is requesting the change from three to five years. The change in retention policy will bring FTD into conformance with the Bureau of Export Administration and other agencies who retain their records for 5 years. 6. Export/ Import Forms A. Shipper's Export declaration Copies of forms (including but not limited to Census Bureau forms 7525-V and 7524-M) that shippers fill out to document each shipment of of exported goods. Disposition: 1. Hard Copy Records: Destroy after microfilm is inspected and verified, or when 5 years old. 2. Microform Records: Destroy when 5 years old. 3. Electronic Records (CD-ROMs): Destroy when 5 years old. Note: There are no electronic versions created by the electronic mail and word processing applications.	N1-29-94-1 Item 6A1, 2,&3	