

Rec'd NCD 2496180 AF

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-29-80-12
DATE RECEIVED	4-24-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-25-80 Date	<i>Robert W. Rawls</i> Archivist of the United States

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

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.
Robert W. Rawls
Robert W. Rawls

5. TEL EXT.
763-5415

6. 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 47 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 2/22/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kerry V. Parr</i>	E. TITLE Departmental Records Officer
--------------------	---	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
------------	---	----------------------	------------------

RECORDS SCHEDULE--FOREIGN TRADE DIVISION

This records schedule covers records created by the Foreign Trade Division and replaces schedules NN 173--117, NN 172-56, and II NNA-3030.

all changes approved per M.G. of NARS and W.R. of Census 11-6-80

141 items

*Closed Out: 12-2-80: K.T.D.
Copy sent to NCD, Agency, NNB, NNR & NNF*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
1

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>The Foreign Trade Division has the function of collecting, processing, and disseminating statistical data and information on the export trade and import trade of the United States and on the ships involved in U.S. foreign trade. This involves collecting export declarations from exporters and copies of import documents and ship entrance and clearance forms from the Customs Bureau, processing the resulting data, classifying commodities according to the <u>Tariff Schedule of the United States Annotated (TSUSA)</u> and other commodity classification schedules, and preparing reports and publications on various phases of U.S. foreign trade. The Division consists of 12 branches which report to one of five assistant division chiefs (Each assistant division chief supervises 2 to 3 branches) who in turn report to the division chief. Records are maintained by the Division chiefs, the assistant Division chiefs, and by the branches.</p> <p><u>RECORDS COMMON TO ALL OR MOST ORGANIZATIONAL UNITS</u></p> <p>CENSUS BUREAU PUBLICATIONS</p> <p>Books, reports, studies, tabulations, and monographs published by the Census Bureau/Department of Commerce. Similar items published outside the Census Bureau/Department of Commerce are non-record material and should be destroyed when no longer needed.</p> <p>Disposition - A. Record copies maintained by the Library:</p> <p style="padding-left: 40px;">Permanent. Transfer 1 copy to the National Archives when issued, or if issued prior to this Schedule, when microformed.</p> <p style="padding-left: 40px;">B. Copies maintained in Economic Field Area Units for reference or other use:</p> <p style="padding-left: 40px;">Destroy or transfer to a publications storage area when no longer needed. Non-record material.</p>		

withdrawn

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF
2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>CHRON FILES NOT DESCRIBED ELSEWHERE</p> <p>Carbon or xerox copies of outgoing letters, memoranda, and other documents that are filed chronologically and without any related incoming documents.</p> <p>Disposition - Break file at end of either the fiscal or calendar year. Keep 2 years, then destroy.</p>		
3.	<p>CONGRESSIONAL CORRESPONDENCE</p> <p>Letters from members of Congress together with attached copy of constituent letters and carbon copies of Census replies thereto, with the exception of those letters forwarding constituent requests for information/publications/data tabulations or constituent complaints at having to fill out forms or answer certain questions.</p> <p>Destroy - Destroy when 10 years old.</p>		
4.	<p>CUSTOMS SHIP ENTRY/EXIT FORMS</p> <p>Copies of Customs Bureau forms (including but not limited to Customs Bureau forms 1400 and 1401) that are filled out for each ship engaged in foreign trade that enters or leaves an American port.</p> <p>Disposition - A. Hard Copy:</p> <p style="padding-left: 40px;">Destroy 3 years following the close of the calendar year in which the documents were created (II-NNA-3030, Items 14 & 15) <i>or sooner if no longer needed.</i></p> <p>B. Microform:</p> <p style="padding-left: 40px;">(1) Original</p> <p style="padding-left: 80px;">Transfer to FRC. Destroy when 10 years old.</p> <p style="padding-left: 40px;">(2) Other copies</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p style="text-align: center;">Destroy when no longer needed.</p> <p>DATA PROCESSING PAPERWORK RECORDS</p> <p>Documents describing each file run; routine edit and tabulation specifications; matrix and table layouts; diary printouts; routine instruction to coders, processors, and clerical personnel; cost charges for data processing and computer use; and routine systems and applications software (as distinct from file documentation and file output).</p> <p>Disposition - Destroy when no longer needed.</p>		
6.	<p>EXPORT/IMPORT FORMS</p> <p>A. SHIPPER'S EXPORT DECLARATIONS</p> <p>Copies of forms (including but not limited to Census Bureau forms 7525-V and 7525-M) that shippers fill out to document each shipment of exported goods.</p> <p>Disposition - (1) Hard Copy:</p> <p style="padding-left: 40px;">Destroy 3 years following the close of the calendar year in which the documents were created (NN172-56, Item 5a) <i>or sooner if no longer needed.</i></p> <p>(2) Microform:</p> <p style="padding-left: 40px;">(2) Original</p> <p style="padding-left: 40px;">Transfer to FRC. Destroy when 10 years old (NN172-56, Item 6a).</p> <p style="padding-left: 40px;">(3) Other Copies</p> <p style="padding-left: 40px;">Destroy when no longer needed (NN172-56, Item 6c).</p> <p>B. MILITARY EXPORT DOCUMENTS</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Documents received from the Army/Navy/Air Force/Department of Defense containing information on foreign military export grant and sales shipments together with transcript SHIPPER'S EXPORT DECLARATIONS that were made from the above documents. These documents/declarations are classified <u>confidential</u>.</p> <p>Disposition - (4) Hard Copy:</p> <p style="padding-left: 40px;">Destroy 3 years following the close of the calendar year in which the documents were created <i>or sooner if no longer needed.</i></p> <p>(2) Microform:</p> <p style="padding-left: 40px;">a</p> <p style="padding-left: 80px;">(2) Original</p> <p style="padding-left: 80px;">Transfer to a Security Classified Area of the FRC. Destroy when 10 years old.</p> <p style="padding-left: 40px;">b</p> <p style="padding-left: 80px;">(2) Other copies</p> <p style="padding-left: 80px;">Destroy when no longer needed.</p> <p>C. IMPORT ENTRY DOCUMENTS</p> <p>Copies of Customs Bureau import entry forms documents (including but not limited to Customs Forms 7501, 7502, 7505, and 7506) that are filled out for each shipment of imported goods and which are supplied to the Census Bureau for purposes of statistical aggregation.</p> <p>Disposition - (1) Hard Copy:</p> <p style="padding-left: 40px;">Destroy 3 years following the close of the calendar year in which the document(s) were created (NN172-56, Item 5b) <i>or sooner if no longer needed.</i></p> <p>(0) Microform:</p> <p style="padding-left: 40px;">a</p> <p style="padding-left: 80px;">(2) Original</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
5

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Transfer to FRC. Destroy when 10 years old (NN172-56, Item 6a).</p> <p>(2) Other Copies</p> <p>Destroy when no longer needed (NN172-56, Item 6c).</p> <p>D. LOW VALUE IMPORT/EXPORT FORMS</p> <p>Copies of shipper's export declarations and import entry documents that describe commodity shipments valued at \$500 or less for exports and \$250 or less for imports. These documents are excluded from processing except for a sample which is used to impute data into the monthly aggregate statistical files.</p> <p>Disposition - Destroy 1 month following the close of the month in which the documents were created (NN172-56, Item 1).</p> <p>E. NON-STATISTICAL DOCUMENTS</p> <p>Copies of shipper's export declarations and import entry documents that are excluded from processing because they do not fall within the scope of the Foreign Trade Division Statistical Program.</p> <p>Disposition - cut off file every 6 months and Destroy 1 month following the close of the cut off date NN172-56, Item 56 month in which the documents were created.</p> <p>7. FILE DOCUMENTATION FOR MACHINE READABLE FILES</p> <p>Record layouts, coding sheets/code books, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file (Census Form BC-248 or NARS Form 7091 or informational equivalent), File User Manuals, and</p>	<p><i>NCI-29-90-14/1A</i></p> <p><i>NCI-29-90-14/1B</i></p>	

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
6

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>any background information that would be useful or necessary to a researcher using the file.</p> <p>Disposition - A. For all Machine Readable Files Designated Permanent</p> <p style="padding-left: 40px;">Permanent. Offer to the National Archives along with the related tape file.</p> <p style="padding-left: 40px;">B. For All Other Machine Readable Files</p> <p style="padding-left: 40px;">Temporary. Retain as long as the tape file is retained. Dispose along with the related tape file.</p>		
8.	<p>FOREIGN TRADE PROCEDURES MEMORANDA</p> <p>Volume - 1 cubic feet. 1977 and thereafter. Annual Accumulation - Negligible.</p> <p>Numbered series of memoranda describing the activities and procedures to be followed in the collecting, processing, and distributing of foreign trade data. These memoranda are distributed by the PROCEDURES BRANCH to all units involved in the generation of foreign trade data.</p> <p>Arranged numerically by fiscal year, thereunder alpha numerically by type of memoranda code, and thence numerically.</p> <p>Disposition - A. Procedures Branch Copy</p> <p style="padding-left: 40px;">Permanent. Offer to the National Archives when 10 years old.</p> <p style="padding-left: 40px;">B. All Other Copies</p> <p style="padding-left: 40px;">Destroy when no longer needed.</p>		
9.	<p>INFORMATION/PUBLICATION/DATA TABULATION REQUEST FILES</p> <p>Incoming letters requesting either information, specific data tabulations, or copies of publications (including Congressional or other</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

7

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Letters forwarding such requests) together with copies of replies thereto.</p> <p>Disposition - Destroy 3 months after transmittal or reply (GRS 14, Item 3 & 4).</p>		
10.	<p>IMPORT/EXPORT EDIT MASTERS</p> <p>Hanging file printouts containing reference data on 10,000 import and 4,500 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 1967 dollars, and seasonal adjustment factors. These records are used for imputing data and devising editing and tabulation specifications or procedures.</p> <p>Disposition - Destroy when superseded or obsolete.</p>		
11.	<p>OPERATIONS FILES</p> <p>Duplicate copies of procedures and instructions; progress and production reports, cost and time estimates; work schedules; edit and review records; work charts; computer utilization reports; periodic summaries of computer costs charges; and other records of a facilitative nature not described elsewhere.</p> <p>Disposition - Destroy 3 years after the completion of the census, survey, or project to which they relate.</p>		
12.	<p>PERIODIC ACTIVITY REPORTS</p> <p>1975 and thereafter. Volume - 1½ cubic feet. Annual Accumulation - Negligible.</p> <p>Monthly, quarterly, semi-annual, or annual reports summarizing in narrative and statistical form the accomplishments and activities of the Division and its branches.</p> <p>A. Prepared at Division Level:</p>		

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO

10. ACTION TAKEN

Disposition - (1) Central Files Copy:

Permanent. Break files at end of the calendar or fiscal year. Offer to the National Archives 5 years ~~old~~ *old.*

when

(2) Other Copies and Feeder Reports:

Destroy when 3 years old or when no longer needed.

B

Prepared and Retained Below the Division Level:

Disposition - Destroy when 3 years old or when no longer needed.

13. PRODUCT CLASSIFICATION SCHEDULES

Publications containing or consisting of the various import/export product output Classification Schedules, such as the Schedule A, Schedule B, TSUSA, and ICC product output codes and the revisions thereof.

Disposition - A. Census Bureau Publications:

1. Record copies maintained by the Library:

Permanent. Transfer 1 copy to the National Archives when issued or, if issued prior to this Schedule, when micro-filmed.

withdrawn

2. Copies maintained in the Division for reference or other use:

Retain one copy, preferably in microform, as documentation to machine readable files using such

Request for Records Disposition Authority—Continuation

JOB NO. 1

PAGE OF 9

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>codes. For disposition instructions on this copy, see item no. 8., FILE DOCUMENTATION FOR MACHINE READABLE FILES. Destroy other copies when no longer needed.</p> <p>B. Publications of Other Agencies or Organizations:</p> <p>Retain one copy, preferably in microform, as documentation to machine readable files using such codes. For disposition instructions on this copy, see item no. 8, FILE DOCUMENTATION FOR MACHINE READABLE FILES. Destroy other copies when no longer needed.</p>		
<p>14.</p>	<p>PROPOSED PROJECT FILES</p> <p>Files relating to proposed projects. These consist of correspondence, proposals, papers, cost estimates, feasibility studies, and related memoranda.</p> <p>Disposition - Destroy when 5 years old (GRS #19, Item 12b).</p> <p>A. Rejected Projects:</p> <p style="padding-left: 40px;">Destroy when 5 years old (GRS #19, Item 12b).</p> <p>B. Approved Projects:</p> <p style="padding-left: 40px;">Incorporate into appropriate Project Planning Files.</p>		
<p>15.</p>	<p>REFERENCE OR CONVENIENCE COPY FILES</p> <p>Xerox or carbon copies of documents received from other organizational units and retained for reference purposes by unit personnel either to facilitate the conduct of business, to serve</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

10

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>reference purposes, or to keep informed on the activities and projects of other units. What distinguishes these files from other series of records is the following:</p> <p>1) the records are not created nor primarily addressed to the office of retention; 2) the records are generally part of a wide carbon or xerox copy distribution; 3) the documents are received for informational purposes only and do not result in any official action, and 4) the documents are not integrated into the project or activity files of the receiving office.</p> <p>Disposition - Non-Record Material. Destroy when no longer needed.</p>		
16.	<p>RESEARCH PROJECT PLANNING FILES</p> <p>1971 and thereafter. Volume - 6 cubic feet. Annual Accumulation - less than 1 cubic foot.</p> <p>Records which document the origin, purpose, scope, costs, and results of research projects such as devising seasonality and inflation adjustment factors, detecting the "dumping" of foreign imports, defining the impact of currency devaluation upon export/import levels, and creating concordances of commodity codes found in different Schedules.</p> <p>Arranged alphabetically by project, and thereunder either alphabetically by subject or numerically by code number.</p> <p>Disposition - Permanent. Offer to the National Archives when 10 years old.</p>		
17.	<p>RESPONDENT CORRESPONDENCE</p> <p>Incoming letters from importers and shippers either requesting information, seeking clarification on certain questions, discussing reporting problems, or expressing complaints (including Congressional letters forwarding such correspondence) together with copies of Bureau replies thereto.</p> <p>Disposition - Destroy 3 months after transmittal or reply and GRS #14, Item 7).</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

11

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
18.	<p>ROUTINE ADMINISTRATIVE OR "HOUSEKEEPING" FILES</p> <p>Routine non-permanent records created or maintained by all or most organizational units in the course of conducting business. These files include the following: time and attendance reports, prop sheets and prop reports, travel orders, vouchers, requests for permission to travel, and resulting reports, budget records and cost estimates for proposed and approved projects together with related correspondence, work sheets, and project authorization requests, personnel records such as position description notifications of personnel action, applications for employment, employee record cards, performance ratings, leave analyses, personnel administration records relating to the operation of such routine personnel functions as merit promotion, blood-savings Bond-UGF drives, staffing patterns, grade levels, etc., copies of issuances and announcements on routine administrative and personnel matters from Division Chiefs and above, purchase and requisition orders for furniture, supplies, equipment, and services, inventories and lists of machines and equipment with related material on the use and repair of same, Monthly Expense Statements from the Finance Division, contract records such as contracts, contract authorizations, contract proposals, billings, vouchers, and related correspondence, copies of records disposition and transmittal requests, daily progress reports made for the purpose of indicating degree of completion and identifying bottlenecks, and related records.</p> <p>Disposition - See Census Administrative Manual Chapter K 3, "Records Management (Appendix A) for disposition instruction for each of the above series of records.</p>		
19.	<p>TABULATIONS AND LISTINGS</p> <p>A. ANNUAL SUMMARY IMPORT TABULATIONS</p> <p>1. Annual summary data on imports from foreign countries or shipments from U.S. possessions that are aggregated by TSUSA</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

12

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>or Schedule A number by country of origin by method of transportation by Customs district of entry together with related errata.</p> <p>Disposition - A. Hard Copy:</p> <p style="padding-left: 40px;">Destroy when 3 years old (if microformed) or when 5 years old (if not microformed).</p> <p>B. Microform:</p> <p style="padding-left: 40px;">1. Original Silver Negative:</p> <p style="padding-left: 80px;">Destroy when 15 years old.</p> <p style="padding-left: 40px;">2. All Other Copies:</p> <p style="padding-left: 80px;">Destroy when no longer needed.</p> <p>2. Other Annual Summary Data-Tabulations</p> <p>Disposition - A. Hard Copy:</p> <p style="padding-left: 40px;">Destroy when 3 years old (if microformed) or when 5 years old (if not microformed).</p> <p>B. Microform:</p> <p style="padding-left: 40px;">1. Original Silver Negative:</p> <p style="padding-left: 80px;">Destroy when 10 years old.</p> <p style="padding-left: 40px;">2. All Other Copies:</p> <p style="padding-left: 80px;">Destroy when no longer needed.</p> <p>B. MONTHLY AND QUARTERLY SUMMARY IMPORT TABULATIONS</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

13

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>1. Monthly or quarterly summary data on imports from foreign countries or shipments from U.S. possessions that are aggregated by TSUSA or Schedule A number by country of origin by method of transportation by customs district of entry together with related errata.</p> <p>Disposition - A. Hard Copy:</p> <p style="padding-left: 40px;">Destroy when 1 year old (if microformed) or <i>when 2 years old (if not microformed)</i></p> <p style="padding-left: 40px;">B. Microform:</p> <p style="padding-left: 80px;">1. Original Silver Negative:</p> <p style="padding-left: 120px;">Destroy when 5 years old.</p> <p style="padding-left: 80px;">2. All Other Copies:</p> <p style="padding-left: 120px;">Destroy when no longer needed.</p> <p>C. ANNUAL SUMMARY EXPORT TABULATIONS</p> <p>1. Annual summary data on exports to foreign countries or shipments to U.S. possessions that are aggregated by TSUSA or Schedule B number of country of destination by method of transportation by customs district of export together with related errata.</p> <p>Disposition - A. Hard Copy:</p> <p style="padding-left: 40px;">Destroy when 3 years old (if microfilmed) or when 5 years old (if not microfilmed).</p> <p style="padding-left: 40px;">B. Microform:</p> <p style="padding-left: 80px;">1. Original Silver Negative:</p> <p style="padding-left: 120px;">Destroy when 15 years old.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;">2. All Other copies:</p> <p style="text-align: center;">Destroy when no longer needed.</p> <p>2. Other Annual Export Summary Data Tabulations</p> <p>Disposition - A. Hard Copy:</p> <p style="text-align: center;">Destroy when 3 years old (if microfilmed) or when 5 years old (if not microfilmed).</p> <p style="text-align: center;">B. Microform:</p> <p>1. Original Silver Negative:</p> <p style="text-align: center;">Destroy when 10 years old.</p> <p>2. All Other Copies:</p> <p style="text-align: center;">Destroy when no longer needed.</p> <p>D. MONTHLY AND QUARTERLY SUMMARY EXPORT TABULATIONS</p> <p>1. Monthly or quarterly summary data on exports to foreign countries or shipments to U.S. possessions that are aggregated by TSUSA or Schedule B number by country of destination by method of transportation and customs district of export.</p> <p>Disposition - A. Hard Copy:</p> <p style="text-align: center;">Destroy when 1 year old (if microfilmed) or when 2 years old (if not microfilmed).</p> <p style="text-align: center;">B. Microform:</p> <p style="text-align: center;">1. Original Negative:</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

15

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p style="text-align: center;">Destroy when 5 years old.</p> <p style="text-align: center;">2. All Other Copies:</p> <p style="text-align: center;">Destroy when no longer needed.</p> <p>2. Other Monthly and Quarterly Export Summary Tabulations</p> <p style="padding-left: 40px;">Disposition - A. Hard Copy:</p> <p style="padding-left: 80px;">Destroy when 1 year old.</p> <p style="padding-left: 40px;">B. Microform:</p> <p style="padding-left: 80px;">1. Original Negative:</p> <p style="padding-left: 120px;">Destroy when 5 years old.</p> <p style="padding-left: 80px;">2. All Other Copies:</p> <p style="padding-left: 120px;">Destroy when no longer needed.</p> <p>E. LISTINGS AND TABULATIONS OF VESSEL ENTRANCES AND CLEARANCES</p> <p>Tabulations and listings of entrances and clearances of vessels engaged in foreign trade that are derived from Customs forms 1400 and 1401.</p> <p>Disposition - Destroy when 3 years old.</p> <p>F. LEDGER FILE TABULATIONS</p> <p>Export and Import summary tables that show current month adjusted and cumulative totals for commodity, country, and district of entry/ export for all methods of transportation/vessel shipments/air shipments together with related errata.</p> <p>Disposition - Destroy when no longer needed.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>G. SPECIAL TABULATIONS</p> <p>Special tabulations such as time series tabulations and non-routine tabulations created for special reports.</p> <p>Disposition - A. Hard Copy:</p> <p style="padding-left: 40px;">Destroy when 2 years old (if microformed) or when 5 years old (if not microformed).</p> <p style="padding-left: 40px;">B. Microform:</p> <p style="padding-left: 80px;">1. Original Silver Negative:</p> <p style="padding-left: 120px;">Destroy when 15 years old.</p> <p style="padding-left: 80px;">2. All other copies:</p> <p style="padding-left: 120px;">Destroy when no longer needed.</p> <p>H. COST REIMBURSABLE TABULATIONS</p> <p>Aggregated data tabulations prepared for agencies, organizations, and individuals outside the Bureau on a cost or reimbursable basis.</p> <p>Disposition - Destroy when 2 years old or sooner if subscriber is satisfied.</p> <p>I. INTERMEDIATE TABULATIONS AND LISTINGS</p> <p>Preliminary and intermediate tabulations and listings. Included are tabulations and listings of rejects, late documents, uncorrected records, high value documents, low value documents, edit corrections, and related documents.</p> <p>Disposition - Destroy when 1 year old or sooner if no longer needed.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

17

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
20.	<p>WORKING PAPERS</p> <p>Background and source materials used in preparing reports and conducting data analyses, such as printout tabulations, reference material, non-record copies of file documents and publications, library material, handwritten notes, and rough drafts together with related reviews and critiques.</p> <p>Disposition - Destroy 6 months after either publication or completion of official action, or 3 years after completion of the report or analysis if there was no publication or official action (GRS #16, Item 10).</p> <p><u>OFFICE OF THE DIVISION CHIEF/ASSISTANT DIVISION CHIEFS</u></p>		
21.	<p>SUBJECT FILES</p> <p>Volume 32 cubic feet. 1974 and thereafter. Annual accumulation - approximately 5 - 6 cubic feet.</p> <p>General subject files relating to a variety of program, project, administrative, and other matters, i.e., files that contain both permanent and temporary records. These files consist of correspondence, memorandums, reports, directives, publications, issuances, agenda and minutes of meetings, drafts, and tables.</p> <p>Disposition - Segregate material into:</p> <p>a. Records which (1) describe the origin, structure, and functions of the Division and its various units, or (2) describe the origin, purpose, scope, content, procedures, costs, and results of the Foreign Trade Division statistical programs and projects.</p> <p>Permanent.</p> <p>b. All Other Materials:</p> <p>Temporary. Destroy when 3 years old.</p>		<p><i>see revision P.17A</i></p>

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

17A

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
21.	<p>a. The Division Chief's Subject Files that (1) describe the origin, structure, and functions functions of the Division or (2) document the origin, costs, purpose, content, procedures, and results of the Division's statistical programs and projects.</p> <p>Permanent. Cut off annually and place in inactive file. Transfer to FRC when 5 years old. Offer to NARS in 5 year blocks when latest records are 10 years old.</p> <p>b. All other subject files of the Division Chief relating to routine administration of the division.</p> <p>Destroy when 3 years old.</p> <p>c. All subject files of the Assistant Chiefs of the division.</p> <p>Destroy when 3 years old.</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

18

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The other records of these offices are described in Item nos. 1. (Census publications), 2. (Chron Files Not Described Elsewhere), 3. (Congressional Correspondence), 5. (Data Processing Paperwork Records), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 11. (Operations Files), 12. (Periodic Activity Reports), 14. (Proposed Project Files), 15. (Reference or Convenience Copy Files), 16. (Research Project Planning Files), 17. (Respondent Correspondence), 18. (Routine Administrative or "Housekeeping" Files), and 20. (Working Papers).</p> <p><u>ADMINISTRATIVE OFFICE</u></p> <p>This office handles the Division's budget, personnel, and procurement functions. Specifically, the unit prepares budget and staffing pattern estimates for Division projects, pronitors costs to see that they are charged to the proper project, project, processes personnel ations, and initiates requests for office space, equipment, supplies, and services.</p> <p>All records of this office are described in Item no. 15. (Reference or Convenience Copy Files) and 18. (Routine Administration or "Housekeeping" Files).</p> <p><u>AGRICULTURE, FORESTRY, MINING, AND RELATED PRODUCTS BRANCH</u></p> <p>This branch develops product classifications and definitions for use in the collection, aggregation, analysis, and publication of data, and writes reports and publications containing summary statistical data on exports and imports of food, animal, wood, mineral, metal, and textile products. In addition, the branch examines selected export and high value import documents, devises data parameters for the editing of export declarations and import documents, reviews and corrects data rejected in computer edits, and develops educational programs for importers and exporters to insure accurate and complete reporting of information.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
19

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
22.	<p>BREAKOUT REQUEST FILES</p> <p>Requests for "breakouts" or sub-classification of product codes together with replies thereto. An example of such a "breakout" would be the "breaking" of the code for "neckties" into "knit neckties" and "neckties of textiles not knitted".</p> <p>Arranged chronologically by year and thence numerically by code number.</p> <p>Disposition - Temporary. Destroy upon publication of the resulting classification.</p>		
23.	<p>COMPANY LITERATURE FILES</p> <p>Company literature brochures, and product descriptions that were sent to the Foreign Trade Division to facilitate Schedule B classification requests.</p> <p>Arranged alphabetically by name of company.</p> <p>Disposition - Destroy when no longer needed.</p>		
24.	<p>LOG BOOKS</p> <p>Control documents in printout format listing all imports of \$1 million or more and exports of \$500,000 or more with references back to the individual import documents/export declarations from which the data are derived.</p> <p>Disposition - Destroy when no longer needed.</p>		
25.	<p>SCHEDULE B NUMERICAL FILES</p> <p>Incoming requests that a given product be given a Schedule B Classification Number with accompanying company brochures and product descriptions, together with copies of replies thereto.</p> <p>Arranged either numerically by Schedule B number or alphabetically by name of requestor.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
20

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Disposition - Temporary. Destroy upon publication of the resulting Schedule B classifications.</p> <p>Other records of this branch are described in Item nos. 1. (Census Bureau Publications, 2. (Chron Files Not Described Elsewhere), 3. (Congressional Correspondence), 5. (Data Processing Paperwork Records), 6. (Export/Import Forms), 7. (File Documentation for Machine Readable Files), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 10. (Import/Export Edit Masters), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules), 14. (Proposed Project Files), 15. (Reference or Convenience Copy Files), 16. (Research Project Planning Files), 17. (Respondent Correspondence), 18. (Routine Administrative or "Housekeeping" Files), 19. (Tabulations and Listings), and 20 (Working Papers).</p> <p><u>CHEMICALS, MACHINERY, AND GENERAL MANUFACTURERS</u></p> <p>This branch develops product classifications and definitions for use in the collection, aggregation, analysis and publication of data, and writes reports and publications containing summary statistical data on exports and imports of chemical, machinery, motor vehicle, industrial, and durable consumer products. In addition, the branch examines selected export and high value import documents, devises data parameters for the editing of export declarations and import documents, reviews and corrects data rejected in computer edits, and develops educational programs for importers and exporters to insure accurate and complete reporting of information.</p>		
26.	<p>BREAKOUT REQUEST FILES.</p> <p>Volume - 3 cubic feet. 1972 and thereafter.</p> <p>Requests for "breakouts" or sub-classifications of product codes together with replies thereto. An example of such a "breakout" would be the "breaking" of the code for "Motors" into separate sub-codes for "AC motors" and "DC motors."</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

21

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Arranged chronologically by year and thence numerically by code number.</p> <p>Disposition - Temporary. Destroy upon publication of the resulting classifications.</p>		
27.	<p>COMPANY LITERATURE FILES</p> <p>Company literature, brochures, and product descriptions that were sent to the Foreign Trade Division to facilitate Schedule B classification requests.</p> <p>Arranged alphabetically by name of company.</p> <p>Disposition - Destroy when no longer needed.</p>		
28.	<p>LOG BOOKS</p> <p>Control documents in printout format listing all imports of \$1 million or more and exports of 500,000 or more with references back to the individual import documents/export declarations from which the data are derived.</p> <p>Disposition - Destroy when no longer needed.</p>		
29.	<p>SCHEDULE B NUMERICAL FILES.</p> <p>Incoming requests that a given product be given a Schedule B Classification Number with accompanying company brochures and product descriptions, together with copies of replies thereto.</p> <p>Arranged either numerically by Schedule B number or alphabetically by name of requestor.</p> <p>Disposition - Temporary. Destroy upon publication of the resulting Schedule B Classifications.</p> <p>The other records of this branch are described in Item nos. 1 (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 3. (Congressional Correspondence), 5. (Data Processing Paperwork Records), 6. (Export/Imports Forms), 7. (File Documentation for Machine Readable Files), 8. (Foreign Trade Procedures Memoranda), 9. (Information/</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
22

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
30.	<p>Publication/Data Tabulation Request Files), 10. (Import/Export Edit Masters), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules), 14. (Proposed Project Files), 15. (Reference or Convenience Copy Files), 16. (Research Project Planning Files), 17. (Respondent Correspondence), 18. (Routine Administrative or "Housekeeping" Files), 14. (Tabulations and Listings), and 20. (Working Papers).</p> <p>CLASSIFICATION SCHEDULES AND COORDINATION STAFF</p> <p>This staff acts as a classification resource unit to the subject matter/product classification branches. In addition, this unit devises classification codes for new product areas, coordinates the division input to the 484 E Committee on commodity classification, and develops classification manuals and cross classification concordances.</p> <p>484 E COMMITTEE FILES</p> <p>Volume - 6½ cubic feet. 1977 and thereafter. Annual Accumulation - less than 1 cubic foot.</p> <p>The 484 E Committee is a United States International Trade Commission established committee with the function of classifying and sub-classifying commodities within the framework of the codes published in the <u>Tariff Schedules of the United States, Annotated (TSUSA)</u>.</p> <p>The files consist of records relating to both the subclassification or "breaking out" of certain commodity codes and the classification of certain previously unclassified commodities. These records include definitions of commodity terms, diagrams of the commodity, agenda, decision of the committee, notes and minutes of meetings, and requests for commodity classifications or changes of an existing classification together with copies of replies thereto.</p> <p>Arranged by commodity code number.</p> <p>Disposition - Destroy when no longer needed. The record copy of these files is maintained by the United States International Trade Commission.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.:

PAGE OF
23

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
31.	<p>HARMONIZED CODING SYSTEM</p> <p>Records relating to the United Nations sponsored Customs Cooperation attempt to come up with an imports/exports coding system. This Customs Cooperation Council consists of representatives of various countries with the U.S. representative reporting to the Inter-Agency Committee on CCC Matters. Included on this Inter-Agency Committee is a representative of the Bureau.</p> <p>These records include minutes of meetings, agendas, drafts, of proposed codes, and Federal agency comments.</p> <p>Disposition - Temporary. Destroy 5 years after the termination of the Customs Cooperation Council or the Interagency Committee on CCC Matters or sooner if no longer needed. Since these records are duplicated in the records of the Interagency Committee on CCC Matters, and in the records of the Census Bureau representative or his organizational unit, these records are in effect Reference or Convenience Copy files.</p>		
32.	<p>WORK UNIT CONTROL RECORDS</p> <p>Control records for the clerical handling, processing, and tabulating of incoming documents. These include assignment control sheets, work-load reports, processing status reports, work production reports, document control sheets, and related records.</p> <p>Disposition - Destroy when 1 year old or sooner if no longer needed.</p> <p>The other records of this branch are described in Item nos. 1. (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 5. (Data Processing Paperwork Records), 6. (Export/Import Forms), 7. (File Documentation for Machine Readable Files), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 10. (Import/Export Edit Masters), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules), 14. (Proposed Project Files), 15. (Reference or Convenience Copy Files), 16. (Research Project Planning Files),</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
33.	<p>17. (Respondent Correspondence), 18. (Routine Administrative or "Housekeeping" Files), 19. (Tabulations and Listings), and 29. (Working Papers).</p> <p><u>COORDINATION AND SPECIFICATIONS BRANCH</u></p> <p>This branch maintains liaison with users of foreign trade statistics, keeps abreast of user data needs, devises data output specifications designed to meet governmental and non-governmental user needs, and reviews data output to insure conformity to specifications.</p> <p><u>HEADER STRIPS</u></p> <p>Table headings and introductory statements for tabulations and publications together with special notices denoting corrections in the statistical tables, worksheets, and errata sheets.</p> <p>Disposition - Destroy each header strip and its related material 5 years after the last printing of the publication in which it is used.</p> <p>The other records of this branch are described in Item nos. 1. (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 5. (Data Processing Paperwork Records), 6. (Export/Import Forms), 7. (File Documentation for Machine Readable Files), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 10. (Import/Export Edit Masters), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules), 15. (Reference or Convenience Copy Files), 17. (Respondent Correspondence), 18. (Routine Administrative or "Housekeeping" Files), 19. (Tabulations and Listings), and 20. (Working Papers).</p> <p><u>CURRENT SYSTEMS PROGRAMMING BRANCH</u></p> <p>This branch produces and tests programs for the computer processing and editing of monthly, quarterly, and annual foreign trade data.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
34.	<p>CUSTOMER SHIPMENT RECORDS</p> <p>Control logs for customer tapes, requests for computer tape shipments (BC-248), lists of major data users, mail control cards, official cost estimates for customer order subscriptions and special tabulations, order forms, publication requisitions (CD-10), and other material relating to the filling and shipping of customer orders.</p> <p>Disposition - Destroy when 6 months old.</p> <p>The other records of this branch are described in Item nos. 1. (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 5. (Data Paperwork Records), 7. (File Documentation for Machine Readable Files), 8. (Foreign Trade Procedures Memoranda), 10. (Import/Export Edit Masters), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules), 15. (Reference or Convenience Copy Files), 18. (Routine Administrative or "Housekeeping" Files), 19. (Tabulations and Listings), and 20. (Working Papers).</p> <p><u>METHODOLOGY AND QUALITY CONTROL BRANCH</u></p> <p>This branch writes the procedures and specifications for the computer processing and tabulation of import/export/shipping data, and devises Quality Control plans and procedures to ensure that data processing and statistical aggregation specifications have been followed.</p> <p>The records of this branch are described in Item nos. 1. (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 4. (Customs Ship Entry/Exit Forms), 5. (Data Processing Paperwork Records), 6. (Export/Import Forms), 7. (File Documentation for Machine Readable Files), 8. (Foreign Trade Procedures Memoranda), 10. (Import/Export Edit Masters), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules), 15. (Reference or Convenience Copy Files), 18. (Routine Administrative or "Housekeeping Files), 19. (Tabulations and Listings), and 20. (Working Papers).</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>PROCEDURES BRANCH</u></p> <p>This branch writes the procedures and specifications for the clerical processing and keying of import/export documents and for the transmission, compilation, and microforming of data. As part of this function, the branch devises plans and procedures to ensure that the clerical processing and keying specifications have been followed.</p> <p>The records of this branch are described in Item nos. 1 (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 4. (Customs Ship Entry/Exit Forms), 5. (Data Processing Paperwork Records), 6. (Export/Import Forms), 8. (Foreign Trade Procedures Memoranda), 10. (Import/Export Edit Masters), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules), 15. (Reference or Convenience Copy Files), 18. (Routine Administrative or "Housekeeping" Files), 19. (Tabulations and Listings), and 20. (Working Papers).</p> <p><u>RESEARCH AND STATISTICAL MEASURES BRANCH</u></p> <p>This branch has major research functions, encompassing among other things the development of automated reporting programs for exporters and importers, the reconciliation of bilateral trade statistics with major trading partners, the development and maintenance of seasonal adjustment factors and of unit value indexes for both exports and imports.</p> <p>35. <u>RECONCILIATION FILES</u></p> <p>Documents relating to the reconciliation of U.S. and Canadian trade statistics. Most of these documents are printouts, publications, and reports of U.S. and Canadian foreign trade data usually aggregated at the commodity and/or Customs District level and above) together with reconciliation reports on data discrepancies.</p>		

Request for Records Disposition Authority—Continuation

JOB NO.:

PAGE OF
27

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Disposition - Destroy when 5 years old.</p> <p>Other records of this branch are described in Item nos. 1 (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 4. (Customs Ship Entry/Exit Forms), 6. (Export/Imports Forms), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 10. (Import/Export Edit Masters), 12. (Periodic Activity Reports), 13. (Product Classification Schedules), 14. (Proposed Project Files), 15. (Reference or Convenience Copy Files), 16. (Research Project Planning Files), 18. (Routine Administrative or "House-keeping" Files), 19. (Tabulations and Listings), and 20. (Working Papers).</p> <p><u>SPECIAL PROJECTS AND SYSTEMS PROGRAMMING BRANCH</u></p> <p>This branch produces and tests programs for the computer processing and editing of one time studies, non-recurring customer requests, requests for prior year data, and errata corrections to existing data files. In addition, the branch develops new computer processing systems and tests new computer software directed toward improvements in the division's processing and programming operations.</p>		
36.	<p><u>CUSTOMER SHIPMENT RECORDS</u></p> <p>Control logs for customer tapes, requests for computer tape shipments (BC-248), lists of major data users, mail control cards, official cost estimates for customer order subscriptions and special tabulations, order forms, publication requisitions (CD-10, and other material relating to the filling and shipping of customer orders.</p> <p>Disposition - Destroy when 6 months old.</p> <p>The other records of this branch are described in Item nos. 1. (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 5. (Data Processing Paperwork Records), 7. (File Documentation for Machine Readable Files), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Request Files), 10. (Import/Export Edit Masters), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules), 15. (Reference or Convenience Copy Files), 18. (Routine Administrative or "Housekeeping" Files), 19. Tabulations and Listings), and 20. (Working Papers).</p> <p><u>TRADE INFORMATION AND COST REPORTS BRANCH</u></p> <p>This branch coordinates reference service on all Foreign Trade data requests from outside users. This activity involves the preparing of cost estimates for the tabulations and extracting of data, the coordinating of data gathering and processing activities, and the checking of the final data against the user's original specifications. In addition, the branch handles routine reference requests for data in published form, mails out microform and publications to subscribers, and prepares transmittal letters for mailing with computer tape shipments.</p>		
37.	<p>MAIL CONTROL CARDS</p> <p>Mail address lists containing names of data users which are used for mailing and report control purposes, such as BC-748 control cards.</p> <p>Disposition - Destroy individual cards or lists when superseded or obsolete. (GRS #13, Item 5b).</p>		
38.	<p>OFFICIAL COST ESTIMATES FILES</p> <p>Records relating to the preparation of estimates on the cost of generating, tabulating, or extracting data for outside data users. The files consist of final cost estimates such as form BC-505A "Official Cost Estimate and Acceptance," related correspondence, cost estimate worksheets such as form BC-704, notes, internal Bureau memorandum, and a few record layouts and printouts.</p> <p>The files are arranged either by Foreign Trade report number and thence alphabetically by name of subscriber or by type of subscriber (such as private organization; Government agency, congressional, foreign embassy, and foreign pri-</p>		

Request for Records Disposition Authority—Continuation

JOB NO:

PAGE OF 29

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>vate organization), thereafter chronologically by year or year period, and thence alphabetically by name of subscriber.</p> <p>Disposition - Destroy when 5 years old or sooner if no longer needed.</p> <p>The other records of this branch are described in Item nos. 1. (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 3. (Congressional Correspondence), 5. (Data Processing Paperwork Records), 7. (File Documentation for Machine Readable Files), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 11. (Operations Files, 12. (Periodic Activity Reports), 15. (Reference or Convenience Copy Files), 18. (Routine Administrative or "Housekeeping" Files), 19. (Tabulations and Listings, and 20. (Working Papers).</p> <p><u>TRADE PRACTICES AND REGULATIONS BRANCH</u></p> <p>The branch writes, interprets, and administers the regulations governing the collection of statistical data on imports, exports, and shipping. As part of this function, the branch acts as liaison with other Federal agencies involved in foreign trade, and issues the Foreign Trade Statistics Regulations. The branch also monitors, and formulates the Bureau position on all pending congressional legislation relating to foreign trade. In addition, the branch handles all Freedom of Information Act correspondence relating to foreign trade data and regulations and all correspondence involving regulations relating to foreign trade statistics.</p> <p>39. CORRESPONDENCE FILES RELATING TO TRADE REGULATIONS</p> <p>Incoming letters relating to requests for either information about current Census Bureau/Customs Bureau regulations concerning the reporting and collection of statistical data or interpretations of such regulations together with copies of replies thereto and related comments.</p> <p>Disposition - Destroy when 10 years old.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
40.	<p>FOI ACT REQUESTS FOR FOREIGN TRADE INFORMATION</p> <p>Files created in response to requests for foreign trade data under the Freedom of Information Act, consisting of the incoming request, a copy of the reply thereto, and related supporting material.</p> <p>Disposition - A. Requests That Are Granted:</p> <p style="padding-left: 40px;">Destroy 2 years after the date of reply. (GRS #14, Item 16a(1)).</p> <p style="padding-left: 40px;">B. Requests For Non-existent or Inadequately Described Data <i>and are not appealed:</i> Destroy 2 years after the date of reply (GRS #14, Item 16a(2)).</p> <p style="padding-left: 40px;">C. Requests That Are Denied <i>and are not appealed:</i> Destroy 5 years after the date of reply (GRS #14, Item 16a(3)).</p> <p style="padding-left: 40px;">D. Requests That Are Appealed:</p> <p style="padding-left: 40px;">Destroy 4 years after final determination by the agency or 3 years after final adjudication by the courts, whichever is later (GRS #14), Item 17a).</p>		
41.	<p>FOREIGN TRADE STATISTICS REGULATIONS (F TSR) FILE</p> <p>Volume - Less than 1 cubic foot. 1966 and thereafter. Annual Accumulation - Negligible.</p> <p>Regulations directed to the Customs Bureau, its regional offices, exporters, freight forwarders, exporting carriers, etc., concerning the collection of foreign trade statistical data together with related correspondence and memoranda.</p> <p>Arranged chronologically.</p> <p>Disposition - Permanent. Offer to the National Archives when regulations are superseded or obsolete. <i>When regulations are superseded or obsolete, cutoff and place in inactive file. Destroy inactive file when 3 years old.</i></p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
31

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
42.	<p>LEGISLATION FILES</p> <p>Memoranda, briefing notebooks, correspondence, papers, briefs, and copies of bills relating to legislation or proposed legislation affecting the Census Bureau and its Foreign Trade Statistics Program.</p> <p>Disposition - Destroy when 10 years old. The record copy of the above files is located in the Program and Policy Development Office.</p> <p>The other records of this branch are described in Item nos. 1. (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 3. (Congressional Correspondence), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 12. (Periodic Activity Reports), 15. (Reference or Convenience Copy Files), 17. (Respondent Correspondence), 18. (Routine Administrative or "Housekeeping" Files), and 20. (Working Papers).</p> <p><u>TRANSPORTATION AND FOREIGN AID BRANCH</u></p> <p>This branch gathers and disseminates information relating to ship entrances, ship clearances, shipping imports, shipping exports, airborne imports, airborne exports, and military exports. This includes writing the specifications for linking ship entrance/clearance data with import/export data to produce the shipping import and shipping export files, and overseeing the processing of the ship entrance, ship clearance, and military export data. In addition, the branch disseminates data in printout and machine readable form to other Federal agencies, shipping companies, importers, exporters, and port authorities.</p>		
43.	<p>CONVERSION DATA PROGRAM PROCEDURE RECORDS</p> <p>Volume - 3 cubic feet.</p> <p>Records relating to the program procedures for conversion of Army/Navy/Air Force/Department of Defense data on military exports into Census Bureau foreign trade data. These records consist</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF
32

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>of manuals, instructions, memoranda, and related correspondence. These records contain material classified as <u>Confidential</u>.</p> <p>Disposition - Destroy when no longer needed.</p> <p>The other records of this branch are described in Item nos. 1. (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 4. (Customs Ship Entry/Exit Forms) 5. (Data Processing Paperwork Records), 7. (File Documentation for Machine Readable Files), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules), 14. (Proposed Project Files), 15. (Reference or Convenience Copy Files), 17. (Respondent Correspondence), 18. (Routine Administrative or "Housekeeping" Files), 19. (Tabulations and Listings), and 29. (Working Papers).</p> <p style="text-align: center;">MACHINE READABLE FILES</p> <p>The Records Schedule for Foreign Trade Division machine readable records is broken into two parts:</p> <p>Part I describes machine readable records that are created during phases of the data processing operation. The retention status of these records does not depend on their content but on their status as intermediate steps toward the creation of a final product.</p> <p>Part II describes machine readable records that represent a final product whose retention status depends on their content. Most of the records described herein are final edited microdata or detail files, but some final edited aggregated files are described also.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>PART I</u>		
44.	<p>PROGRAM TAPES</p> <p>Tapes containing the sequence of instructions required to process, aggregate, retrieve, extract, add, delete, or modify data on a data tape.</p> <p>Disposition - Destroy when the program is discontinued.</p>		
45.	<p>PUNCH CARDS</p> <p>Punch cards used for input of either data or program instructions into the computer.</p> <p>Disposition - Destroy after input.</p>		
46.	<p>"RAW" UNEDITED MICRODATA TAPES/DISC PACKS</p> <p>Machine readable media containing microdata from FOSCIC microfilm, punch cards, or other machine readable files and entered into the system for the first time.</p> <p>Disposition - Dispose after either the third update cycle or the creation of a final edited data file (GRS #20, Part II, Item 3 & 4).</p>		
47.	<p>MICRODATA FILES IN INTERMEDIATE EDIT PHASES</p> <p>Machine readable media containing output in which raw or previously run or previously edited data has been edited, manipulated, sorted, etc.</p> <p>Disposition - Dispose after subsequent edited or final microdata files have been created (GRS #20, Part II, Item 12 & 13).</p>		
48.	<p>DIARY TAPES</p> <p>Machine readable media showing data anomalies, record additions, record deletions, record</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF
34

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>changes, editing updates, and steps in the processing operation for a file or the records within. These files are often retained to indicate the editing changes that a given file has undergone and to check the accuracy of the computer processing.</p> <p><u>Disposition</u> - Destroy 2 years after the creation of the final edited microdata/detail file or sooner if no longer needed.</p>		
49.	<p>FINAL EDITED DETAIL/MICRODATA FILES</p> <p>SEE PART II</p>		
50.	<p>"RAW" AGGREGATED DATA FILES</p> <p>Machine readable media containing tabulations and aggregations of data, derived from either computer counts of microdata records or punch card tabulations, that have gone through an editing routine.</p> <p><u>Disposition</u> - Destroy after the subsequent edited "raw" aggregated data file has been created and proven satisfactory (GRS #20, Part II, Item 3 & 4).</p>		
51.	<p>AGGREGATED DATA FILES IN INTERMEDIATE EDIT PHASES</p> <p>Machine readable media containing tabulations and aggregations of data, derived originally from either computer counts of records in final edited microdata files or from other data sources, and subsequently from previously edited data aggregations that have been edited, weighted, manipulated, sorted, cross-tabulated, subject to statistical calculation, etc.</p> <p><u>Disposition</u> - Destroy after subsequent edited or final edited aggregated data files have been created (GRS #20, Part II, Items 12 & 13).</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

35

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
52.	FINAL AGGREGATED DATA FILES SEE PART II		
53.	SECURITY BACKUP TAPE FILES Duplicate copies of an original file that is retained as a security backup in case the original file is damaged or inadvertently destroyed. Disposition - A. For All Original Files Designated Permanent: Retain until the original file is transferred to the National Archives, then either destroy or offer to the National Archives along with the original. B. All Other Non-Permanent Original Files: Retain as long as the original tape file is retained. Destroy along with the original file.		
54.	PRINT/PUBLICATION FILES Machine readable media containing aggregated data that is either reproduced and disseminated as a publication, used for producing a printed publication, or used for producing required reports. Disposition - Submit on CD 115 to the National Archives for retention. (GDS #20, Part II, Items 20-21) <i>Destroy upon publication of the report.</i>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF
36

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>PART II</p> <p>All files described herein are final edited microdata or detail files unless otherwise noted.</p> <p>Some tape files are protected by 15 Code of Federal Regulations (CFR) 30.90 and 30.91 because they contain data that permits disclosure of information on individually identifiable importers or exporters. These files are denoted by an asterisk.</p> <p>The disposition instructions for the files listed below are also the disposition instructions for all file documentation. File users should place in Data Storage a copy of the file documentation for all files that are designated PERMANENT. The file documentation should include each of the following: record layout, coding sheets/code book/Data Field descriptions, a technical description of the file (Census Form BC-248 or NARS Form 7091 or the informational equivalent), File User Manuals, a statement of the editing procedures, and any other information that would be useful or necessary for a user to have in order to use the file (e.g. background data on the statistical aggregation procedures, problems with the data, reports resulting from the file, etc).</p>		
55.	<p>EXPORT EDIT MASTERS</p> <p>Edit/reference control files containing reference data on 4,500 export commodities such as unit price, unit weight, unit quantity, countries to which an item is shipped, unit price of the commodity in 1967 dollars, and seasonal adjustment factors. These records are used for imputing, editing, and tabulating data.</p> <p>Disposition - Destroy when no longer needed (NCl-29-78-21, Item No. 8).</p>		
* 56.	<p>EXPORT FILE (EM521 NET FILE)</p> <p>1976 and thereafter. 2 tapes per month.</p> <p>Monthly microdata file containing data extracted</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
57.	<p>from individual copies of shipper's export declarations that are supplied to the Census Bureau for purposes of statistical aggregation. The file includes the following data: Schedule B commodity code number; port and country of destination; port of embarkation; method of transportation; quantity, shopping weight and value of commodity; and airline/vessel code.</p> <p>Disposition - Destroy when 2 years old.</p> <p>MONTHLY SUMMARY EXPORT</p> <p>1976 and thereafter. 2 tapes per month.</p> <p>Aggregate data files containing monthly summary data on exports. Data includes name of commodity, total quantity/weight/value, port of embarkation, country of destination, and mode of transportation. These files are used to create the ANNUAL SUMMARY EXPORTS FILE.</p> <p>Disposition - A. Data Bank Files (EM522 File) and Associated Errata:</p> <p>(1) Transfer 1 copy to the Center for Machine Readable Records when file is made available to subscribers. Destroy when 5 years old or when reference use ceases.</p> <p>(2) Destroy other copies when 2 years old (NCl-29-78-25, Item No. 4).</p> <p>B. All Other Files:</p> <p>Destroy when 2 years old (NCl-29-78-25, Item No. 4).</p>		
58.	<p>ANNUAL SUMMARY EXPORTS</p> <p>Volume - 10 reels. 1973 and thereafter. Annual accumulation - 2 reels.</p> <p>Aggregated data files containing annual summary data on exports. Data includes Schedule B</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF
38

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
59.	<p>commodity code; country of destination; district of export; and quantity and value for all/vessel/air shipments.</p> <p>Disposition - A. Data Bank Files (EA622 Data Bank) and Associated Errata:</p> <p style="padding-left: 40px;">Permanent. Transfer to the National Archives when 5 years old (NCl-29-78-21, Item No. 6).</p> <p style="padding-left: 40px;">B. All Other Files:</p> <p style="padding-left: 40px;">Destroy when 5 years old (NCl-29-78-21, Item No. 6).</p> <p>MONTHLY SUMMARY EXPORTS TO PUERTO RICO AND U.S. POSSESSIONS</p> <p>1976 and thereafter.</p> <p>Aggregated data files containing monthly summary data on exports from the United States to Puerto Rico and U.S. possessions. Data includes Schedule B commodity code, destination, district of export, quantity and value for all/vessel/air shipments.</p> <p>Disposition - Destroy when 2 years old.</p>		
60.	<p>ANNUAL SUMMARY EXPORTS TO PUERTO RICO AND U.S. POSSESSIONS</p> <p>Volume - reels. 1973 and thereafter. Annual Accumulation - 1 reel.</p> <p>Aggregated data files containing annual summary data on exports from the United States to Puerto Rico and U.S. possessions. Data includes Schedule B commodity code; destination; district of export; and quantity and value for all/vessel/air shipments. Abstracts of the data in these files are published in FT800/Annual "U.S. Trade with Puerto Rico and U.S. Possessions."</p> <p>Disposition - Destroy when 5 years old.</p>		

*see revision
P. 38A*

*see revision
P. 38A*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

38A

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
59.	<p>Monthly Trade Summaries between the United States and U. S. Possessions (EM 594).</p> <p>Monthly summary information on shipments of merchandise from Puerto Rico to the United States and shipments of merchandise from the U. S. to Puerto Rico and the Virgin Islands. Data includes Schedule B commodity code, destination, district of export, quantity and value for all/vessel/air shipments.</p> <p>Destroy when two years old.</p>		
60.	<p>Annual Trade Summaries between the United States and U. S. Possessions (EA 694).</p> <p>Annual summary information on shipments of merchandise from Puerto Rico to the United States and shipments of merchandise from the U. S. to Puerto Rico and the Virgin Islands. Data includes Schedule B commodity codes, destination, district of export, and quantity and value for all vessel/air shipments. Abstracts of the data in these files are published in FT800/Annual "U. S. Trade with Puerto Rico and U. S. Possessions."</p> <p>A. Data Bank files and any associated errata (EA 694).</p> <p>Permanent. Transfer to the National Archives when made available to subscribers or when five years old, whichever is sooner.</p> <p>B. All other files.</p> <p>Destroy when five years old.</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

39

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
61.	<p>EXTRACT FILES NOT ELSEWHERE DESCRIBED</p> <p>Extracts of machine readable files not listed elsewhere. Most of these extract files consist of either microdata or aggregated data records relating to specific commodities, countries, modes of transport, quantities/value/weight categories, and/or special classes of goods/exports/imports.</p> <p>Example of such files are foreign aid shipments, military exports, energy imports, exports to communist countries, and textile imports.</p> <p>Disposition - A. Microdata Extracts and Monthly Summary Extracts: <p style="padding-left: 40px;">Destroy when 2 years old.</p> <p style="padding-left: 40px;">B. Annual Summary Extracts: <p style="padding-left: 80px;">Destroy when 5 years old.</p> </p> </p>		
62.	<p>IMPORT EDIT MASTERS</p> <p>Edit control files containing reference data on 10,000 import commodities such as unit price, unit weight, unit quantity, countries which supply a given commodity, unit price of commodity in 1967 dollars, and seasonal adjustment factors. These records are used for imputing, editing, and tabulating data.</p> <p>Disposition - Destroy when no longer needed (NCl-29-78-21, Item No. 1).</p>		
* 63.	<p>IMPORT ENTRY FILE (1M115 NET FILE).</p> <p>1976 and thereafter. 2 tapes per month.</p> <p>Monthly microdata file containing data extracted from individual copies of Customs Bureau import entry documents that are supplied to the Census Bureau for purposes of statistical aggregation. The file includes the following data: TSUSA commodity code; country of origin and foreign port of export; quantity, value (in \$) and weight</p>		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF
40

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
64.	<p>(lbs) of commodity; price importer was billed; customs duty; mode of transportation; airline or vessel code; and state of ultimate destination.</p> <p>Disposition - Destroy when 2 years old.</p> <p>MONTHLY SUMMARY IMPORTS</p> <p>1976 and thereafter. 2 tapes per month.</p> <p>Aggregated data files containing monthly summary data on imports. Data includes name of commodity, total quantity/weight/value, country of origin, port of entry, tariff rate provision, and mode of transportation. These files are used to create the ANNUAL SUMMARY IMPORTS FILE.</p> <p>Disposition - A. Data Bank Files (IM145 File) and Associated Errata:</p> <p style="padding-left: 40px;">Transfer 1 copy to the Center for Machine Readable Records when the file is made available to subscribers. Destroy when 5 years old or when reference use ceases. Destroy other copies when 2 years old.</p> <p style="padding-left: 40px;">B. All Other Files:</p> <p style="padding-left: 80px;">Destroy when 2 years old.</p>		
65.	<p>ANNUAL SUMMARY IMPORTS</p> <p>Volume - 10 reels. 1973 and thereafter. Annual Accumulation - 2 reels (6,250) per year.</p> <p>An aggregated data file containing annual summary data on imports. Data includes TSUSA commodity code; country of origin; district of entry/unlading; unit of quantity; quantity and total value (Customs value, Free Alongside Ship value, and Cost/Insurance/Freight value) for all/vessel/air shipments; and estimate of the total amount of duty paid.</p> <p>Disposition - A. Data Bank Files (IA245 Data Bank) and Associated Errata:</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

41

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
66.	<p>Permanent. Transfer to the National Archives when 5 years old (NCl-29-78-21, Item No. 3).</p> <p>B. All Other Files</p> <p>Destroy when 5 years old (NCl-29-78-21, Item No. 3).</p> <p>MONTHLY SUMMARY IMPORTS FROM PUERTO RICO AND U.S. POSSESSIONS</p> <p>1976 and thereafter.</p> <p>Aggregated data files containing monthly summary data on imports into the United States from Puerto Rico, the Virgin Islands, and other U.S. possessions. Data includes the TSUSA commodity code, district of entry/unloading, place of origin, and quantity and value for all/vessel/air shipments.</p> <p>Disposition - Destroy when 2 years old.</p>		withdRawn
67.	<p>ANNUAL SUMMARY IMPORTS FROM PUERTO RICO AND U.S. POSSESSIONS</p> <p>1973 and thereafter. Volume - 5 reels. Annual Accumulation - 1 reel per year.</p> <p>Aggregated data files containing annual summary data on imports into the United States from Puerto Rico, the Virgin Islands, and other U.S. possessions. Data includes the TSUSA or Schedule P commodity code, district of entry/unloading, place of origin, and quantity and value for all/vessel/air shipments. Abstracts of the data in these files are published in <u>FT800/Annual "U.S. Trade with Puerto Rico and U.S. Possessions."</u></p> <p>Disposition - Destroy when 5 years old.</p>		withdRawn
* 68.	<p>806/807 NET FILE</p> <p>Extract of the IMPORT ENTRY (1M115 NET) FILE</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF
42

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
69.	<p>consisting of those records which describe commodities that consist of, or contain as component parts, U.S. goods returning to this country after having been processed, assembled, or enhanced in value overseas. Unlike the IMPORT ENTRY FILE, however, this file has the U.S. value as well as the Customs dutiable value.</p> <p>Disposition - Temporary. Destroy when 2 years old.</p> <p>806/807 MONTHLY SUMMARY FILES</p> <p>Volume - 8 reels (4-6, 250, 4-1, 600).</p> <p>1975 and thereafter. Annual Accumulation - 4 reels.</p> <p>Aggregated data file containing monthly summary data on commodities that consist of, or contain as component parts, U.S. goods returning to this country after having been processed, assembled, or enhanced in value overseas. Data includes commodity code, country of origin, the value of the U.S. and the foreign components of the produce, and the quantity.</p> <p>Disposition - Destroy when 2 years old (NCl-29-78-21, Item No. 2).</p>		
70.	<p>806/807 ANNUAL SUMMARY FILES</p> <p>Volume - 4 reels. 1973 and thereafter. Annual Accumulation - 4 reels.</p> <p>Aggregated data file containing annual summary data on commodities that consist of, or contain as component parts, U.S. goods returning to this country after having been processed, assembled, or enhanced in value overseas. Data includes commodity code, country of origin, the value of the U.S. and foreign components of the product, and the quantity.</p> <p>Disposition - Destroy when 5 years old (NCl-29-78-21, Item No. 2).</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 44

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>1401 (Record of Vessels Engaged in Foreign Trade - Cleared or Granted Permit to Proceed) that are filled out for each ship leaving port that is engaged in foreign trade. The file includes the following data date and port of embarkation, name of vessel, type and nationality of vessel, port and country of first/subsequent/final destination, type of cargo, vessel draft, and number of passengers embarking.</p> <p>Disposition - Destroy when 1 year old (NC1-29-79-2, Item No. 7(1)).</p>		
* 74.	<p>SHIPPING EXPORTS FILE (SM704 FILE)</p> <p>1976 and thereafter. 1 tape per month.</p> <p>A monthly microdata extract file created for the purpose of making statistical aggregations desired by port authority officials. The file consists of the following 1) all records within the EM521 NET FILE indicating that the commodity described therein is being transported by vessel, 2) copies of all shipper's export declarations with a commodity value of \$251 or more indicating that the commodity described therein was in-transit (going from one foreign country to another), and 3) data on Department of Defense controlled cargoes that are being shipped on commercial vessels. The file includes the following data Schedule B commodity code, district and port of embarkation, foreign port and country of destination, manifest number, vessel code, value and weight of commodity, and type of vessel (liner, tanker, or tramp).</p> <p>Disposition - Destroy when 2 years old.</p>		
75.	<p>MONTHLY SUMMARY SHIPPING EXPORTS</p> <p>1976 and thereafter. 1 tape per month.</p> <p>An aggregated data file created to provide statistical aggregations desired by port authority officials. This file consists of the following 1) an extract of all records within the EM522 MONTHLY SUMMARY EXPORTS FILE that describes exports being transported by vessel.</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF 45

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
76.	<p>2) summary records of in-transit commodities leaving by vessel, and 3) summary data on Department of Defense controlled cargoes that leave on commercial vessels. Data in the file consists of name of commodity, total quantity/weight/value, port of embarkation, and country and port of destination, type of vessel (liner, tanker, or tramp). These files are used to create the ANNUAL SUMMARY SHIPPING EXPORTS FILE.</p> <p>Disposition - A. Data Bank Files (SM705 FILE) and Associated Errata</p> <p style="padding-left: 40px;">Transfer 1 copy to the Center for Machine Readable Records when file is made available to subscribers. Destroy when 5 years old or when reference use ceases. Destroy other copies when 2 years old.</p> <p style="padding-left: 40px;">B. All Other Files</p> <p style="padding-left: 40px;">Destroy when 2 years old.</p> <p>ANNUAL SUMMARY SHIPPING EXPORT FILE</p> <p>Volume - 5 reels. 1973 and thereafter. 1 reel (6,250) per year.</p> <p>Aggregated data file containing annual summary data on all goods leaving by ship, including in-transit goods and Department of Defense cargoes as well as exports. This file is created from the MONTHLY SUMMARY SHIPPING EXPORTS FILE (SM705 FILE) to provide statistical aggregations desired by port authority officials. Data in the file includes the name of the commodity and the Schedule B commodity code; the district and port of export; the foreign port and country of destination; and the total value and weight of the commodity.</p> <p>Disposition - Destroy when 5 years old.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

46

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
* 77.	<p>SHIPPING IMPORTS FILE (SM304)</p> <p>1976 and thereafter. 1 tape per month.</p> <p>A monthly microdata extract file created for the purpose of making statistical aggregations desired by port officials. The file consists of the following 1) all records within the IM115 NET FILE indicating that the commodity described therein was transported by vessel, 2) copies of import entry documents with a commodity value of \$251 or more indicating that the commodity described therein was in-transit (going from one foreign country to another), and 3) data on Department of Defense controlled cargoes that are being shipped on commercial vessels. The file includes the following data Schedule A commodity code, district and port of entry, foreign port and country of origin, manifest number, vessel code, value and weight of commodity, and type of vessel (liner, tanker, or tramp).</p> <p>Disposition - Destroy when 2 years old (NC1-29-79-2, Item 2(1)).</p>		
78.	<p>MONTHLY SUMMARY SHIPPING IMPORTS</p> <p>1976 and thereafter. 1 tape per month.</p> <p>An aggregated data file created to provide statistical aggregations desired by port authority officials. This file consists of the following 1) an extract of all records within the IM145 MONTHLY SUMMARY IMPORTS FILE that describe imports arriving by vessel, 2) summary records of in-transit commodities arriving by vessel, and 3) summary data on Department of Defense controlled cargoes that arrive on commercial vessels. Data in the file consists of the name of the commodity, total quantity/weight/ value, district and port of entry, port and country of origin, and type of vessel (liner, tanker, or tramp). These files are used to create the ANNUAL SUMMARY SHIPPING IMPORTS FILE.</p> <p>Disposition - A. Data Bank Files (SM305 FILE) and Associated Errata</p> <p style="text-align: center;">Transfer 1 copy to the Center</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 47

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
79.	<p>for Machine Readable Records when file is made available to subscribers. Destroy when 5 years old or when reference use ceases. Destroy other copies when 2 years old (NC1-29-79-2, Item No. 1(1)).</p> <p>B. All Other Files</p> <p>Destroy when 2 years old.</p> <p>ANNUAL SUMMARY SHIPPING IMPORTS FILE (SA305 DATA BANK)</p> <p>Volume - 5 reels. - 1973 and thereafter. 1 reel (6,250) per year.</p> <p>Aggregated data file containing annual summary data on all goods arriving by ship, including in-transit goods and Department of Defense cargoes as well as imports. This file is created from the MONTHLY SUMMARY SHIPPING IMPORTS FILE (SM305 FILE) to provide statistical aggregations desired by port authority officials. Data in the file includes the name of the commodity and the Schedule A commodity code; the district and port of entry; the country and port of origin; and the total value and weight of the commodity.</p> <p>Disposition - Destroy when 5 years old (NC1-29-78-21, Item 4).</p>		

MASS DATA CHANGE WORKSHEET

TYPE OF SCHEDULE

REVISION

NEW

NC JOB

DATE DISPOSAL AUTHORITY FILE WAS UPDATED

12-8-80

DATE CENTERS MAY BEGIN INPUTTING MASS DATA CHANGES

12-15-80

INPUT CODE

NOT AVAILABLE

INPUT CODE (If available)

PRINTOUT CODE

APPLIES TO RG(S)	OLD AUTHORITY	NEW AUTHORITY	OLD RETENTION PERIOD	NEW RETENTION PERIOD	NET DIFFERENCE IN NO. OF YEARS (+ or -)	MASS CHANGE	MANUAL CHANGE
29	NN172/56/5B	NC1/29/80/12/6C1	Destroy 3 years after close of calendar year to which they pertain	Destroy 3 years following the close of the calendar year we which the documents were created or sooner if no longer needed		✓	