

Ret NCO 7 Jul 80 KH

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-29-80-14	
DATE RECEIVED	July 8, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	7-11-80
	James E. O'Neil Acting 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. Rawlins
Robert W. Rawlins *WR*

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 2 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
6-27-80	<i>James V. Parr</i>	Departmental Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The Foreign Trade Division seeks authority to destroy the following categories of EXPORT/IMPORT FORMS according to the following schedule:</p> <p>1. EXPORT/IMPORT FORMS</p> <p>A. LOW VALUE IMPORT/EXPORT FORMS Copies of shipper's export declarations and import entry documents that describe commodity shipments 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>		

2 items

Copy to Agency

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Disposition - Destroy 1 month following the close of the month in which the documents were created (NN173-117, Item 1).</p> <p>B. NON-STATISTICAL DOCUMENTS 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 - Destroy 1 month following the close of the month in which the documents were created (NN172-56, Item 5d).</p> <p>This request supercedes the retention periods listed in NN173-117, Item 1, NN172-56, Item 5d, and pending NCI-29-80-12, Item 6D and 6E, and will apply retroactively to LOW VALUE IMPORT/EXPORT FORMS and NON-STATISTICAL DOCUMENTS now stored at in our facility at Jeffersonville, Indiana. This SF-115 also constitutes a request that the disposition statement in Items 6D and 6E of NCI-29-80-12 be revised to conform to this SF-115.</p>		

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-29-80-114

SECTION I - ACTION TAKEN

1. **APPROVED FOR DISPOSAL:** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

GENERAL ACCOUNTING OFFICE CONCURRENCE IS NOT NECESSARY IS NECESSARY AND HAS BEEN OBTAINED.

2. **APPROVED FOR PERMANENT RETENTION:** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.

3. **DISPOSITION NOT APPROVED:** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.

4. **WITHDRAWN:** The records described under the following item or items have been withdrawn at the request of the agency.

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
NH 92/80 APPRAISAL	APPRAISER	Michael Goldman	July 8, 1980
	DIRECTOR, RECORDS DISPOSITION DIVISION	[Signature]	7/10/80
CON- CURRENCES			

SECTION III - APPRAISER'S COMMENTS

Concurrence by NNF is not necessary because the records were previously authorized for disposal.