

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Commerce

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Office of Management and Organization

4. NAME OF PERSON WITH WHOM TO CONFER
Daniel J. Rooney

5. TELEPHONE
202-482-0517

LEAVE BLANK (NARA use only)

JOB NUMBER
71-040-04-1

DATE RECEIVED
3/22/04

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 4-30-04 ARCHIVIST OF THE UNITED STATES
John G. Paul

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 1 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; or has been requested.

DATE 3/17/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Rooney</i>	TITLE Department of Commerce Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Records relating to the Balkans Trade Mission Airline Crash in April 1996 and the Aftermath, 1996-2000.</p> <p>Letters, memoranda, photographs, investigation reports, news clippings, and other correspondence relating to the Balkans Trade Mission airline crash in Dubrovnik, Croatia, in which Secretary of Commerce Ronald E. Brown and all Commerce employees on board perished.</p> <p>PERMANENT. Transfer to the National Archives immediately upon approval of this schedule.</p> <p><i>Agency, news</i></p>		

**FILES RELATING TO THE BALKANS TRADE MISSION
CRASH IN APRIL 1996 AND THE AFTERMATH
1996-2000**

Box 1 of 5

Immediate aftermath of the crash

 News articles

 Arrangements to assist families

 Identification procedures

 Return of remains to Dover AF Base

Family correspondence

Photos of Department of Commerce crash victims

Commerce Employees Fund/Operation Help

Box 2 of 5

Planning & execution of April 1997 memorial ceremony

 President and Vice President participation in the "Celebration of Lives" event

 Videotapes of event; still photos

Box 3 of 5

Crash investigation report

Department of Transportation and Department of Defense working groups on assistance to family members and travel on government aircraft

Box 4 of 5

Balkans Trade Mission Memorial

 Planning, design and construction

 April 2000 dedication ceremonies of the memorial to the crash victims

 Videos and photos

Box 5 of 5

Files relating to the family support focus group held in November 1997; attended by family members of all categories of victims, e.g., military, business, Commerce, and other federal agencies.