

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-40-87-7	DATE RECEIVED 7-22-87
1 FROM (Agency or establishment) U.S. Department of Commerce		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Office of the Administrative Law Judge			
4 NAME OF PERSON WITH WHOM TO CONFER Sherry Cage	5 TELEPHONE EXT 377-5481	DATE 8-26-87	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</i>
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 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 7/17/87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Sherry M. Cage</i>	D TITLE Departmental Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The Office of Administrative Law Judge was transferred from the National Oceanic and Atmospheric Administration on August 1, 1982 and established by Department Organization Order 20-19 as a Departmental Office under the Office of the Secretary. The Administrative Law Judge reports to the Assistant Secretary for Administration and serves as the presiding officer at Departmental hearings held under Section 5 of the Administration Procedure Act (5 USC 554).</p> <p>On October 1, 1985 the Hearing Commissioner responsible for conducting administrative proceedings under the Export Administration Act of 1979 was transferred from the Assistant Secretary for Trade Administration to the Office of the Secretary and designated an Administrative Law Judge.</p>		

*copies to agency, NCF
8-28-87 TRJ*

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>1. <u>Civil Penalty Case Files.</u> Files of civil penalty cases adjudicated by the Administrative Law Judge presiding at Department hearings on violations of various fisheries and marine acts and other legislation the Department is charged to enforce. Files include transcripts of hearings, orders, notices of violations and assessments, settlement agreements, and similar documents.</p> <p>Destroy 7 years after final resolution of case.</p>	NCl-40-85-2 Item 1	
	<p>2. <u>Program Subject Correspondence Files.</u> General correspondence relating to the policies, procedures, functions, and responsibilities of the office. Subjects include boundary delimitations, appeal procedures, and similar matters.</p> <p>Destroy when 7 years old.</p>	NCl-40-85-2 Item 2	
	<p>3. Administrative Subject Files. Files consisting of office copies of documents relating to internal housekeeping activities of the office, such as personnel, budget, time and attendance, travel, procurement and similar routine matters that do not relate to the functions for which the office exists.</p> <p>Destroy when 2 years old.</p>	GRS 23/1	
	<p>4. <u>Hearing Commissioner's Compliance Case Files.</u> Charging letters, petitions, lists of exhibits, Commission's Reports, copies of Orders issued and as published in the Federal Register, press releases, incoming and outgoing correspondence, and other documents pertaining to compliance with the Export Administration Act of 1979.</p> <p>Destroy 20 years after case is closed.</p>	NCl-151-80-5 Item 1	
	<p>5. <u>Appeals Case Files.</u> Notifications of rejection of export license, requests for appeal, affidavits, memoranda, determinations, and other correspondence resulting from appeals by companies whose applications for export licenses have been denied.</p> <p>Destroy 20 years after case is closed.</p>	NCl-151-80-5 Item 2	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>6. <u>Index Cards</u>. Alphabetical listing on separate cards for each party involved in a compliance action. Where there is more than one respondent in a case, there is a cross-reference to the name under which the case is filed, usually the principal respondent.</p> <p style="text-align: center;">Destroy 20 years after case is closed.</p>	NCL-151-80-5 Item 3	
	<p>7. <u>Chronological File</u>. Copies of outgoing correspondence signed by the Administrative Law Judge and maintained in chronological order as a convenience file.</p> <p style="text-align: center;">Destroy when 5 years old.</p>	NCL-151-80-5 Item 4	
	<p>8. <u>Register of Cases</u>. A register maintained in a loose-leaf binder showing the name of each respondent and the number assigned to his case.</p> <p style="text-align: center;">Destroy when no longer needed for reference.</p>	NCL-151-80-5 Item 5	
	<p>9. <u>Chronological Copies of Federal Register</u>. Extra copies from the Federal Register of all Orders and other matters relating to compliance cases maintained in loose-leaf binders.</p> <p style="text-align: center;">Destroy in office space when no longer needed for reference.</p>	NCL-151-80-5 Item 6	