

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. NI-151-87-8	DATE RECEIVED 4-8-87
1. FROM (Agency or establishment) U.S. Department of Commerce		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION International Trade Administration		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Assistant Secretary for Trade Administration			
4. NAME OF PERSON WITH WHOM TO CONFER Charles Brett	5. TELEPHONE EXT. 377-3430	DATE 2/9/88	ARCHIVIST OF THE UNITED STATES <i>Claudia [Signature]</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 4 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. has been requested.

B. DATE 4-3-87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles J. Brett</i>	D. TITLE ITA 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 GRS OR SUPERSEDED JOB CITATION	10.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>Deputy Assistant Secretary for Export Administration Office of Technology and Policy Analysis Technical Support Staff</p> <p><u>Records Relating to Technical Advisory Committees</u></p> <p>The formation of Technical Advisory Committees (TAC's) was originally sanctioned by the Export Administration Act of 1969, as amended, and continued in the Export Administration Act of 1979. A TAC is established by the Secretary of Commerce upon written request by representatives of a substantial segment of any industry producing articles, materials, and supplies, including technical data and other information, which are subject to export controls or are being considered for such controls because of their significance to the national security of the United States. Committee representatives include individuals from U.S. industry and government, specifically the Departments of Commerce, State, and Defense, the intelligence community, and, when appropriate, other Departments and agencies as well.</p> <p>Each TAC advises and assists the Department of Commerce and other U.S. Departments and agencies on:</p>		

- o Questions involving technical matters.
- o Worldwide availability and actual utilization of production technology.
- o Licensing procedures which affect the level of export controls applicable to a clearly-defined grouping of articles, materials or supplies, including technical data or other information.
- o Exports subject to multilateral controls in which the United States participates (for example, COCOM), including proposed revisions of controls.

Commodities currently dealt with are: computer systems; computer peripherals, components, and related test equipment; automated manufacturing equipment; electronic instrumentation; semiconductor and related equipment; telecommunications equipment; biotechnology; materials; transportation and related equipment; and implementation of the Militarily Critical Technologies List. Any commodities or goods added to this list after approval of this Schedule should be construed as part of this Schedule for disposition purposes.

1. Technical Advisory Committee (TAC) Master File--an alphabetical subject file is created for each commodity represented by a TAC. Major subject headings include TAC Charter and Continuation; Committee Members; COCOM Proposals regarding TAC; Foreign Availability; Reports; Studies; Subcommittees; and, Agendas, Summaries and Minutes of Meetings.

Among the documents included here are correspondence, reports, memoranda, audio cassettes and printed transcripts of meetings, processed forms and the like.

- a. Agendas, Summaries, and Minutes of Meetings (whether in audio cassette or printed form)--Permanent. Retire to RSHF when 4 years old and transfer to WNRC 1 year later.
 - 1. Audio Cassettes--Transfer to the National Archives when 10 years old.
 - 2. Textual Records--Transfer to the National Archives when 20 years old.
- b. Subject Files describing substantive issues considered by each TAC, committee and subcommittee functions, and all formal recommendations, reports, and studies resulting from TAC activities--Permanent. Retire to RSHF when 4 years old and transfer to WNRC 1 year later. Transfer to the National Archives when 20 years old.

- c. Establishment and Charter Documents, and Continuation of TAC's-- Make a part of the Subject Files and retire accordingly when the TAC is dissolved.
- d. Committee Members--Destroy in office space 1 year after separation from committee.
- e. Administrative papers comprising transitory correspondence, mailing lists, letters transmitting documents, and related housekeeping papers--Destroy in office space when superseded, obsolete or when 2 years old, whichever is sooner.

2. Technical Support Staff Program File--correspondence, memoranda, notes, and related papers dealing with the overall administration and operation of the various technical advisory committees, and with the general operations of the Technical Support Staff. These documents have a procedural and short-term value only.

Filed alphabetically by subject, major headings include Statutory Comprehensive Review of Advisory Committees, General Information, Meeting Notes, Security Information-General, TAC Budget Information, Annual Closed Meeting Reports, and TAC Retention/Transfer of Classified Materials.

Destroy individual documents or entire contents of file folders in office space when no longer needed for reference or when 5 years old, whichever is sooner.

Records Relating to Commodity Classification/Jurisdiction

3. Commodity Control List (CCL) and Information Request Case Files-- The Technical Support Staff (TSS) serves as the coordinating point for the Office of Technology and Policy Analysis (OTPA) in responding to exporters' requests for commodity classifications and for requests for information concerning the applicability of export license requirements to a proposed export transaction or series of transactions (advisory opinions).

Older files are maintained on a fiscal year-basis, while more recent records are kept by calendar year. Subsidiary arrangement of the files is by company name. Documents include correspondence, descriptive literature, brochures, and technical papers or specifications enabling OTPA personnel to determine the correct CCL number.

Close file at the end of of each calendar year. Retire to RSHF when 6 months old and transfer to WNRC when 1 year old. Destroy when 7 years old.

4. Commodity Jurisdiction File--correspondence referred to OSPA by the Office of Munitions Control, Department of State, to determine which agency should take licensing action on an exporter's request to export a particular commodity. Included here are copies of correspondence from potential exporters, State Department referral letters, OSPA Technical Center comments, equipment specifications, and company brochures. Files are arranged chronologically by year, and thereunder, by case number.

- a. Documents of a precedential nature or of a continuing reference value--Destroy in office space when no longer needed for reference.
- b. All other papers--Retire closed files to RSHF every 2 years. Transfer to WNRC 1 year later. Destroy when 7 years old.

Records Relating to Text Processing

5. Personal Computer (PC) File--the Technical Support Staff uses PC's for text-processing and editing documents. Drafts of correspondence, memoranda, reports and related papers are entered into the system and edited as necessary, prior to production of a hard copy. Hard copies of the data are then printed, and subsequently filed within the appropriate records series generated by TSS.

- a. Source documents, such as drafts of correspondence, memoranda, reports, etc.--Destroy in office space upon verification of the data on related magnetic media (for example, floppy disk).
- b. Hard Copies of Documents.
 1. Official File Copy--File in the appropriate subject or case file maintained in the office.
 2. Duplicate Copies--Destroy in office space when no longer needed for reference.
- c. Magnetic Disks--Erase data when no longer needed for reference and re-use the disk.