

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-151-87-12

DATE RECEIVED

05-26-87

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

1. FROM (Agency or establishment)

U.S. Department of Commerce

2. MAJOR SUBDIVISION

International Trade Administration

3. MINOR SUBDIVISION

Assistant Secretary for Trade Administration

4. NAME OF PERSON WITH WHOM TO CONFER

Charles J. Brett

5. TELEPHONE EXT.

377-3430

DATE

7-29-87

ARCHIVIST OF THE UNITED STATES

Frank J. Bunker

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 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, 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 5-21-87	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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	<p>Bureau of East-West Trade Office of Export Administration Operations Division</p> <p><u>Customs Release Files</u> - forms and related documentation completed by exporters of goods and commodities in order to have such goods and commodities released by the U.S. Customs Service for export to the ultimate consignee. After confirmation, the Customs Service sends these documents to the Operations Division to insure compliance with the Export Administration Act. The procedure described by these records ceased some years ago.</p> <p>Included among the papers are the Confirmation Copy of the Release, Shipper's Export Declarations, telegrams, correspondence from both Customs and the exporter, and similar documents. The files are arranged alphabetically by the name of the port from which the goods are to be exported and, thereunder, in chronological order. Their inclusive dates range from July, 1968 through March, 1972.</p> <p>Destroy immediately.</p> <p>Accession No. 151-77-0117, Boxes 1 through 6, inclusive.</p> <p><i>Copies to agency, NCF, NNF 8-3-87</i></p>		

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

JOB NUMBER
N1-151-87-12
ITEM COUNT
1

SUMMARY

This job consists of a request to destroy six boxes of customs release forms. These records are facilitative in nature and do not have sufficient value to warrant continued retention by the agency or the National Archives.

RECOMMENDATION

- 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, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.
- 2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.
- 3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.
- 4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

Not Required. Required — Publication Date: 6/11/87
Copies Requested: 0
Comments Received: 0

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>Richard E Wood</i>	7/28/87
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Kenneth F. Roman</i>	7/28/87
CONCURRENCES	Director NNF	<i>Manuel T. Dugg</i>	7-29-87