

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N1-151-88-7
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	3/22/89
1 FROM (Agency or establishment) Department of Commerce		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION International Trade Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Director of the U.S. & Foreign Commercial Service			
4 NAME OF PERSON WITH WHOM TO CONFER Tami Ambrose	5 TELEPHONE EXT 377-3031	DATE 4/7/89	ARCHIVIST OF THE UNITED STATES <i>Claudia M. ...</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 _____ 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 3/24/89	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Tami S. Ambrose</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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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.	Bureau of International Commerce Office of International Trade Promotion Office of the Director Deputy Director for Operations Accession 285-64H1252 Boxes 100-109 located at the Washington National Records Center Trade Fair Case Files. Boxes 100-103		
2.	Records of the Operations Coordinating Board. Boxes 104-105 (part). DISPOSITION (Items 1 and 2 above). <u>Permanent</u> . Transfer to the National Archives in 1991. Records in this transfer which are disposable under a currently approved ITA records schedule or the General Records Schedule may be destroyed during archival processing without further notification to the agency.		
3.	Staff travel files and other records. Boxes 105 (part)-109. DISPOSITION: Destroy immediately.		