

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
		JOB NO	NI-151-88-12
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	9/17/88
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Director General for the U.S. & Foreign Commercial Service		DATE	12/29/88
4 NAME OF PERSON WITH WHOM TO CONFER Tim Crowe	5 TELEPHONE EXT 377-3756	ARCHIVIST OF THE UNITED STATES 1 <i>Claudia Weiker</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 2 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 6/1/88	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Timothy J. Crowe</i>	D TITLE ITA Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>Export Promotion Services Office of Marketing Programs Marketing Publications and Services Division Marketing and Awareness Branch</p> <p><u>COMMERCIAL NEWS USA Product Background File</u> - consists of International Market Search (IMS), New Product Information Service (NPIS), Trade and Technical Literature (T&T), and Worldwide Services Program (WSP) applications. These forms contain original information submitted by participating firms, including product data, extra copies of photographs and authorizations to publish the firm's information. Such information is published in COMMERCIAL NEWS USA.</p> <p>The data contained in the applications are important to program evaluation and the development of user profiles. Additionally, the file contains industry information, namely, lists of trade events, directories and relevant feature articles submitted by trade development agencies and associations dealing with industry issues. This material is used in responding to periodic inquiries and is essential in maintaining the program's export promotion service.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>The files are arranged by month and year. Subject headings include IMS, NPIS, T&T, and WS. Among the subheadings are such industries as telecommunications, metalworking, health care, safety and security, and computers.</p> <p>Break file at the end of each calendar year. Retire immediately to RSHF and transfer to WNRC 1 year later. Destroy when 10 years old.</p>		