REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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

1 FROM (Agency or establishment)  
U.S. Department of Commerce
International Trade Administration

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

Import Administration/Office of Compliance

4 NAME OF PERSON WITH WHOM TO CONFER
Tami S. Ambrose

5 TELEPHONE EXT
377-3031

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 [X] is unnecessary

B DATE
4/28/90

C SIGNATURE OF AGENCY REPRESENTATIVE
Tami S. Ambrose

D TITLE
ITA Records Management Officer

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9 GRS OR SUPERSEDED JOB CITATION</th>
<th>10 ACTION TAKEN (NARS USE ONLY)</th>
</tr>
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<tbody>
<tr>
<td>1C</td>
<td>1C (Integrated Circuits) Customs Documents - Customs entry</td>
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<tr>
<td></td>
<td>documents for integrated circuits from Japan and other</td>
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<td></td>
<td>countries. Arranged chronologically by year and quarter</td>
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<tr>
<td></td>
<td>or entry into the United States. Used for statistical</td>
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<tr>
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<td>purposes. Transfer files at end of calendar year to</td>
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<td>WMRC. Destroy when 5 years old.</td>
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