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

2 MAJOR SUBDIVISION
International Trade Administration

3 MINOR SUBDIVISION
Trade Development/OTEXA

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 □ is unnecessary

B DATE
11/25/91

C SIGNATURE OF AGENCY REPRESENTATIVE
Tami S. Ambrose

D TITLE
ITA Records Management Officer

ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

Trade Development
Deputy Assistant Secretary for Textiles and Apparel

This amendment is to replace Item #4 of NI-157-89-2.

4. Monthly Performance Reports of Countries Under Restraints reports produced by the Division presenting data on textile trade in such items as fabrics and apparel in terms of class, units and conversion factor, original limit, adjustment, and imports for each of the countries in the bilateral agreements the Division administers.

Permanent. Transfer to WNRC when three years old. Offer to the National Archives when 20 years old.