

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Recd NCD 2 Oct 1978

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Commerce

2. MAJOR SUBDIVISION
Industry and Trade Administration

3. MINOR SUBDIVISION
Office of Export Administration

4. NAME OF PERSON WITH WHOM TO CONFER
Patricia L. Mann

PLM

5. TEL. EXT
377-3031

| | |
|---|---|
| LEAVE BLANK | |
| JOB NO | NCI 151 79 1 |
| DATE RECEIVED | OCT 6 1978 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| <i>2-27-79</i> Date | <i>James B. Plouffe</i> Archivist of the United States |

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|---------------------------|---|--|
| C. DATE <i>9-27-78</i> | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Henry V. Bass</i> | E. TITLE Records Management Officer |
|---------------------------|---|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------------------|---|----------------------|------------------|
| 1334A. <i>1.</i> | <p align="center"><u>Management Services Branch</u></p> <p><u>Case Files of Reports of Restrictive Trade Practices or Boycott Requests</u> - These cases cover reports of requests made to U.S. firms or individuals to participate in restrictive trade practices or boycotts against either U.S. citizens or firms or countries friendly to the United States. Such reports are made in accordance with law to the Office of Export Administration by the U.S. firms or individuals which have received the boycott requests from foreign countries to which the goods or services are to be delivered.</p> <p>Among the documentation found in the boycott case files are DIB-630P, <u>Report of Restrictive Trade Practice or Boycott Request that Discriminates against U.S. Citizens or Firms on the Basis of Race, Color, Religion, Sex, or National Origin</u>, DIB-621P, <u>Report of Restrictive Trade Practice or Boycott Request</u>, ITA-621P, <u>Report of Request For Restrictive Trade Practice or Boycott - Single Transaction</u>, ITA-6051P, <u>Report of Request For Restrictive Trade Practice or Boycott - Multiple Transaction</u>, related correspondence and copies of documents from the foreign countries, such as contracts, letters of credit, purchase orders, or</p> | | 4 items |

September 1978

437(a)

sent to NNF, NNR, NAW & Agency 3-1-79 MJD

questionnaires in which the boycott requests are made to the U.S. firms, and related papers. Boycott case files submitted prior to April 1977, are arranged alphabetically by the type of organization reporting the request such as banks, exporters and carriers. Reports corresponding to the 2nd quarter of 1977 and subsequent quarters are filed in Firm Identification Number (FIN) sequence. Each reporting firm is assigned a FIN which is used to identify that firm's reports.

Retire to the Records Staging and Holding Facility (RSHF) 1 year after receipt. Transfer to WNRC 1 year thereafter. ~~Dispose of~~ when 5 years old.
~~DESTROY~~

- 1334B. Boycott Report System (BRS) Computer Tape - These magnetic tapes, produced on a quarterly basis, contain most of the information found in transaction reports, the master files of company names and numbers, auxiliary look-up files used for processing data, and images of quarterly reports. These tapes are used primarily for generating statistics in semi-annual reports as well as in identifying reports containing specified information, and in compliance investigations.
- 2.

Retire to RSHF 1 year after publication of semi-annual boycott statistical reports. Transfer to WNRC 1 year thereafter. ~~Dispose of~~ when 5 years old.
~~DESTROY~~

- 1334C. Special Case Files on Late Reports Not Involving Litigation - These special case files on boycott or restrictive trade practice reports received after the reporting deadline have been referred to the Compliance Division, and determinations have been made that no litigation or further action is required.
- 3.

Retire to RSHF 1 year after receipt. Transfer to the WNRC 1 year thereafter. ~~Dispose of~~ when 5 years old.
~~DESTROY~~

- 1334D. Statistical Worksheets on Boycott Reports - These are tabulations and intermediate working papers generated in connection with the periodic preparation of statistics on the status of the boycott reporting program.
- 4.

~~DESTROY~~
~~Dispose of~~ 1 year after the resulting final report is prepared.