

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO. NC1-151-83-6
DATE RECEIVED 8-15-83
NOTIFICATION TO AGENCY
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>
8/22/83 <i>[Signature]</i> <small>Date Archivist of the United States</small>

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
Assistant Secretary for Trade Development

4. NAME OF PERSON WITH WHOM TO CONFER
Charles Brett

5. TEL EXT
377-3430

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 1 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 8/10/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Daniel Rooney]</i>	E. TITLE Departmental Records Management Officer
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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
1	<p>Deputy Assistant Secretary for Trade Information and Analysis</p> <p>Office of Trade Information and Analysis</p> <p>Information Transfer and Services Division</p> <p>Agent/Distributor Services</p> <p>1119. <u>ADS Application File</u> - Requests made by U.S. firms or individuals for assistance in locating foreign agents/distributors for their products or services. File contains information copies of direct ADS communications/telexes between District Offices and overseas-posts. The information contained in these files is used for monitoring and evaluating the ADS program. Record copies of the transactions are maintained in the respective field offices. Files are kept on a fiscal year-basis.</p> <p>Close file at the end of each fiscal year. Destroy 1 year later.</p>	NC1-151-77-1 Item No. 1119	<p>NO MASS DATA CHANGE</p> <p><i>1 item</i></p>

*Agency sent 8-29-83 by DMW.
NCW sent 8-29-83 by DMW.*