

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NC1-151-84-2</i>	
DATE RECEIVED <i>7-3-84</i>	
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>7-5-84</i> Date	<i>[Signature]</i> Archivist of the United States

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 *Director General for  
the U. S. & Foreign Commercial Service*

4. NAME OF PERSON WITH WHOM TO CONFER  
*Charles J. 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 <i>6/28/84</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles J. Brett</i>	E. TITLE ITA 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>1103. <u>World Trade Reports File</u> - The Foreign Commercial Service Posts transmit each WTDR report to the appropriate District Office for dissemination to the customer. A copy is provided to a program analyst in the Office of Trade Information Services/US&amp;FCS for quality control purposes.</p> <p>a. Original Reports - Provide to the customer.</p> <p>b. Microfilm Aperture Card - Cards created between January, 1965 and June, 1983. Destroy when no longer needed for current business or when 1 year old, whichever occurs first. The Office of Trade Information Services stopped creating microfilm aperture cards in June, 1983.</p> <p>c. Duplicate Copies - Destroy when 1 year old or after they have served their purpose, whichever occurs first.</p>	NC1-151-77-1 Item No. 1103 a-c	<i>3 items</i>