

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO. NC1-151-85-1	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 11-28-84	
1. FROM (Agency or establishment) U. S. Department of Commerce		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION International Trade Administration			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Charles Brett	5. TELEPHONE EXT. 377-3430	DATE Dec 10, 84	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 11-26-84	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles J. Brett</i>	D. TITLE ITA Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	The following series were rejected in an offer of permanent records in NARS Job No. NC3-151-82-2.		
1.	Records relating to two surveys; Scarce Material Survey, October-December, 1941, and a survey of warehouse availability, July-October, 1941. 1 cubic foot. WNRC Accession No. 151-55A269 Box 12 Destroy immediately.		
2.	Records relating to the 6th annual observance of Foreign Trade Week, 1940-41. Includes correspondence from field offices, news clippings, and routine "thank yous." 1 cu. ft. WNRC Accession No. 151-55A269 Box 13 Destroy immediately.		
3.	Correspondence received by Office of Small Business and Small Business Review Committee, 1938-9. 9 cu. ft. WNRC Accession No. 151-55A269 Boxes 26-34 Destroy immediately.		

3 items