

Request for Records Disposition Authority

Records Schedule Number DAA-0476-2019-0001

Schedule Status Approved

Agency or Establishment Bureau of Industry and Security

Record Group / Scheduling Group Records of the Bureau of Export Administration

Records Schedule applies to Major Subdivision

Major Subdivision Office of Export Administration

Schedule Subject Operating Committee (OC) Records

Internal agency concurrences will be provided No

Background Information The Office of Export Administration (EA), within the Bureau of Industry and Security (BIS), is responsible for export control policies and issues licenses to export high-technology strategic pursuant to the Export Administration Regulations (EAR). OC is an interagency body that sits within EA that adjudicates disputed license applications. OC members include representatives from Departments of Commerce, Defense, Energy, and State. The OC meets once a week for 2-3 hours. The OC Chair acts as an independent, neutral decision-maker on the disputed license applications.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0476-2019-0001

Sequence Number	
1	Case files for the OC Disposition Authority Number: DAA-0476-2019-0001-0001
2	OC, ACEP, and EARB decisions, agendas, and minutes Disposition Authority Number: DAA-0476-2019-0001-0002

Records Schedule Items

Sequence Number	
1	<p>Case files for the OC</p> <p>Disposition Authority Number DAA-0476-2019-0001-0001</p> <p>Meeting notes, information submitted as part of the Operating Committee (OC) Advisory Committee on Export Policy (ACEP), Export Administration Review Board (EARB) discussions by the interagency or parties to the transaction; and internal BIS discussion notes, emails, and memoranda.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-476-02-03/4 N1-476-02-03/5</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of calendar year.</p> <p>Retention Period Destroy 7 year(s) after cut off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>OC, ACEP, and EARB decisions, agendas, and minutes</p> <p>Disposition Authority Number DAA-0476-2019-0001-0002</p> <p>OC, ACEP, EARB decisions, agendas, and minutes</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-476-02-03/6 N1-476-02-03/7 N1-476-02-03/13</p>

Disposition Instruction

Cutoff Instruction Cut off at the end of calendar year.

Transfer to Inactive Storage Retire to off-site storage 5 years after cutoff.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2004 To 2004

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	15 MB	
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/11/2018	Certify	Willie Pope	BIS Records Officer	Department of Commerce - Bureau of Industry and Security
03/26/2019	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
04/16/2019	Submit For Certification	Willie Pope	BIS Records Officer	Department of Commerce - Bureau of Industry and Security
04/16/2019	Certify	Willie Pope	BIS Records Officer	Department of Commerce - Bureau of Industry and Security
08/01/2019	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
08/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/13/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/15/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist