

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-476-06-4	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5-1-2006	
1. FROM (Agency or establishment) DEPARTMENT OF COMMERCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION BUREAU OF INDUSTRY AND SECURITY (BIS)		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION OFFICE OF THE CHIEF INFORMATION OFFICER			
4. NAME OF PERSON WITH WHOM TO CONFER ELAINE FARROW	5. TELEPHONE NUMBER 202-482-2165	DATE 8/10/06	ARCHIVIST OF THE UNITED STATES [Signature]
6. 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 on the attached <u>2</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4/27/06	SIGNATURE OF AGENCY REPRESENTATIVE [Signature]		TITLE
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached pages		
Agency Only			

BUREAU OF INDUSTRY AND SECURITY  
RECORDS SCHEDULE FOR THE  
LICENSE APPLICATION SCANNING SYSTEM (LASSie)  
N1-476-06-4

The Office of the Chief Information Officer (OCIO) is responsible for the development, implementation, and operation of BIS information systems. This office is also charged with managing the dissemination of information to the public via the web, computer facilities, and equipment and the application of information technology to improve the Bureau's processes and operations.

1. INPUT RECORDS

Source Documents

Data is manually scanned into LASSie by internal Bureau of Industry and Security (BIS) Export Administration operational support staff.

DISPOSITION: TEMPORARY: Retain in LASSie for 5 years and then destroy.

2. DATA BASE RECORDS

Data consists of export and re-export dual-use controlled license applications, special comprehensive licenses, food, medical and agricultural license exception notices to Cuba, and dual-use commodity classifications. All data is backed up to a BIS maintained network drive on a batch process basis.

DISPOSITION: TEMPORARY: Retain in LASSie for 5 years and then destroy.

3. OUTPUT RECORDS

The sole system output is a pre-determined raw data file that transfers manually keyed work item data to the Export Control Automated Support System (ECASS) for loading and subsequent business processing.

DISPOSITION: TEMPORARY: Retain in LASSie for 5 years and then destroy.

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4. SYSTEM DOCUMENTATION

Data system specifications, codebooks, record layouts, user guides, and output specifications.

DISPOSITION: TEMPORARY: Retain for 5 years and then destroy.