

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-476-06-6	
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 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION BUREAU OF INDUSTRY AND SECURITY (BIS)			
3. MINOR SUBDIVISION OFFICE OF ANTIBOYCOTT COMPLIANCE			
4. NAME OF PERSON WITH WHOM TO CONFER ELAINE FARROW	5. TELEPHONE NUMBER 202-482-2165	DATE 5/31/2006	ARCHIVIST OF THE UNITED STATES <i>Jess Bellard</i>
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 4/28/06	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		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 GRS OR SUPERSEDED JOB CITATION	10.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		
<i>cc Agency Memo</i>			

BUREAU OF INDUSTRY AND SECURITY
RECORDS SCHEDULE FOR THE
ANTI-BOYCOTT COMPLIANCE ENFORCEMENT DATA BASE
N1-476-06-6

The Office of Antiboycott Compliance (OAC) is responsible for implementing the antiboycott provisions of the Export Administration Regulations (EAR). Specifically, OAC performs three primary functions: enforcing EAR, assisting individuals and private sector companies in antiboycott compliance and compiling and analyzing information regarding international boycotts.

1. INPUT RECORDS

Source Documents

Data keyed into the system from various case management forms such as boycott reporting forms, request for restrictive trade practice forms, and boycott transaction forms.

DISPOSITION: PERMANENT: Retain in Antiboycott Compliance Enforcement Data Base for 3 years and then transfer to the National Archives.

2. DATA BASE RECORDS

Data is maintained within the Antiboycott Compliance Enforcement Data Base on an online system and automatically backed on a secure dedicated freestanding personal computer.

DISPOSITION: PERMANENT: Retain in the Antiboycott Compliance Enforcement Data Base for 3 years and then transfer to the National Archives.

3. OUTPUT RECORDS

Weekly enforcement activity summaries from Antiboycott cases under investigation by the agency.

DISPOSITION: PERMANENT: Retain in OAC for 3 years and then transfer to the National Archives.

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4. SYSTEM DOCUMENTATION

Data system specifications, codebooks, record layouts, user guides, and output specifications regardless of medium relating to the Anitboycott Compliance Enforcement Data Base.

DISPOSITION: PERMANENT: Transfer a copy to the National Archives with permanent master files. Transfer updates and changes with subsequent transfer of the master files.