

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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 U.S. Department of Commerce

2. MAJOR SUBDIVISION  
 Bureau of Export Administration

3. MINOR SUBDIVISION  
 Office of Information Resources Management

4. NAME OF PERSON WITH WHOM TO CONFER  
 Henry Gaston

5. TELEPHONE  
 -0803  
 202-482-5658

LEAVE BLANK (NARA use only)

JOB NUMBER  
 NI-476-91-1

DATE RECEIVED  
 11-15-90

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
 1-10-95

ARCHIVIST OF THE UNITED STATES  
*Andy Gudmund Peterson*

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 3 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE  
 6/29/94

SIGNATURE OF AGENCY REPRESENTATIVE  
*Daniel Rooney*

TITLE  
 DEPT. OF COMMERCE  
 RECORDS OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED.		

*Copies sent to Agency, NST, NSX, NIA @ 1/17/95*

**Bureau of Export Administration (BXA)  
Records of the Office of Information Resources Management**

1. Electronic Records of the Export Control Automated Support System (ECASS). Supersedes N1-476-90-10, Item 23

ECASS was developed to allow electronic tracking and processing of applications for licenses to export dual-use items pursuant to the Export Administration Act and Regulations. It contains the official copy of all export license applications, official notes, comments, and external agency recommendations concerning the applications that were received or entered electronically; and export enforcement information relating to the processing of each application, including pre-license checks and screening information. ECASS volume is approximately 5 gigabytes.

ECASS includes the following major data files:

a. **LARS FILE.** LARS contains information on the application such as the parties and transaction and the commodities involved, the licensing branch and licensing officer involved, notes made on the application by the licensing officer, important dates in the processing of the application such as sign off, countersignature, and final action dates, the final decision rendered on the application, and license conditions and riders. This field also contains flags on the applications resulting from the Export Enforcement (EE) screening process. In that the system has evolved over time, only recently has comprehensive information been included.

b. **LOCATOR FILE.** This file tracks the progress of the application through all the licensing officials and other agencies that review the application. It contains the dates that applications move from one official to another, who has or had the case, what their recommendation was, and any comments that they may have had about the case.

c. **TABLE FILE.** This file contains table lookup information contained in the other files. The other files contain country codes, commodity codes, state codes, licensing officer codes, etc. and the translation for these codes are contained in the table file. The LARS file contains codes for exporters and consignees and these are decoded not in the table file but in the export and consign files.

**EXPORT FILE**

This file contains the codes and names and addresses of exporters. Also contained is EE screen flag information.

## **CONSIGN FILE**

Consign contains the codes and names and addresses of consignees. Also contained are EE screen flag information and pre-license check information.

## **BLARC FILE**

BLARC contains information on consignees on special licenses. Special licenses are distribution licenses, project licenses, and service supply licenses. The file also shows whether they were approved or not, when the final action was taken, and what licensing official made the decision. Also contained are flags resulting from the EE screening process.

## **ENFORCE FILE**

ENFORCE contains recommendations made by EE agents regarding applications. It also contains dates of interest and why the agents were reviewing that particular party to the transaction.

## **OEECASES FILE**

This file contains information on EE investigations. It contains information such as the names of companies and suspects under investigation, allegations, dates of interest, and outcomes of the investigations.

## **FOLLOWUP FILE**

This file contains records associated with conditions placed on export licenses that require the exporter to send in various documents pertaining to the transaction. Some conditions require these documents at set time intervals; i.e., monthly or quarterly. This file contains such things as the license number, condition code, and dates of compliance as well as the date of the update as the Commerce person doing the update.

## **BRSMAS**

This file is used by the Office of Antiboycott Compliance to maintain records of firms reporting requests to take actions that have the effect of furthering or supporting unsanctioned foreign boycotts. The file also contains some records of firms that are mentioned in those reports but which did not report the request.

## **FINMAS**

This file contains table lookup information for BRSMAS of firms names and addresses.

## MISCELLANEOUS FILES

There are numerous miscellaneous files such as archive files for lars, locator, export and consign. Also there are files that contain only programs that access the above mentioned files.

DISPOSITION: PERMANENT transfer to the National Archives each year of the records containing closed cases that are three or more years old, beginning with FY 1992.

NOTE: Under Section 12(c) of the Export Administration Act of 1979, as amended, the information in all of the files on these tapes, except BRSMAS and FINMAS, may not be publicly disclosed unless the Under Secretary for Export Administration of the Department of Commerce determines that such release is in the national interest.

Under Section 8(b)(2) of the Export Administration of 1979, as amended, the information in BRSMAS which reveals the dollar value of individual transactions may not be publicly disclosed unless the Secretary of Commerce determines that disclosure would not place the U.S. person involved at a competitive disadvantage.

## 2. ECASS SYSTEM DOCUMENTATION

FILE LAYOUTS, CODE BOOKS, SYSTEM MANUALS, DATA DICTIONARIES AND OTHER TECHNICAL OR SYSTEM DOCUMENTATION NECESSARY TO FACILITATE USAGE OF THE ELECTRONIC FILES LISTED ABOVE.

PERMANENT. TRANSFER DOCUMENTATION <sup>TO THE NATIONAL ARCHIVES</sup> WHEN THE FILES LISTED ABOVE IN ITEM 1 ARE TRANSFERRED TO THE NATIONAL ARCHIVES.

*JRC*  
*11/21/94*

*Janey Baume*  
*11/21/94*