

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	11-489-97-1
1. FROM (Agency or establishment) U.S. Department of Commerce		DATE RECEIVED	12-26-96
2. MAJOR SUBDIVISION International Trade Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Import Administration/Foreign Trade Zones Staff		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Herman Dogan	5. TELEPHONE (202) 482-3031	DATE 6/11/97 ARCHIVIST OF THE UNITED STATES <i>Herman Dogan</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 \_\_\_\_ 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 12/23/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Herman Dogan</i>	TITLE ITA Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>DEPUTY ASSISTANT SECRETARY FOR IMPORT ADMINISTRATION FOREIGN TRADE ZONES STAFF</p> <p>The attached revised schedule is being submitted to replace portions of NCI-151-81-2, as indicated on the next page.</p>		

**International Trade Administration  
Foreign Trade Zones Program**

**1. Foreign Trade Zones Application Files**

Documents related to applications made by state and local agencies or public corporations for establishing or extending U.S. foreign-trade zones. Files contain the application for the establishment or extension of zones, correspondence, applicant's plans for acquiring title, methods of financing venture, economic surveys, descriptions of projects, estimates of costs, maps, plot plans and drawings, state laws authorizing applications, Federal Register and other notices, transcripts of public hearings, public comments, lists of proponents and opponents, newspaper clippings and press releases. Files are maintained by zone and applicant.

**AUTHORIZED DISPOSITION:** Close files 5 years after FTZ Board action or 1 year after zone termination and transfer to the FRC. Destroy 10 years after closure.  
{Supersedes NC1-151-81-2, Items 2, 11, 12, and 13}