

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)

U.S. Department of Commerce

2. MAJOR SUBDIVISION

International Trade Administration

3. MINOR SUBDIVISION

Import Administration/Statutory Import Programs Staff

4. NAME OF PERSON WITH WHOM TO CONFER

Herman Dogan

5. TELEPHONE

(202) 482-3031

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-489-97-2

DATE RECEIVED

2-10-97

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

8-22-97

ARCHIVIST OF THE UNITED STATES

*John W. Carl*

## 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

5 Feb 97

SIGNATURE OF AGENCY REPRESENTATIVE

*Herman Dogan*

TITLE

ITA Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

DEPUTY ASSISTANT SECRETARY  
FOR IMPORT ADMINISTRATION  
STATUTORY IMPORT PROGRAMS STAFF

The attached revised schedule is being submitted to add a portion to NCI-151-81-2, as indicated on the next page.

AUG 27 1997 mtr

*copy to: Agency  
NWDD  
NWRE*

Nairobi Protocol File - Documents relating to the management and operation of the program dealing with the duty-free import of articles for the handicapped. File contains such records as the Articles for Physically or Mentally Handicapped Persons (Form ITA-326P) and related materials. The Nairobi Protocol legislation contains a safeguard provision which can be used by domestic manufacturers to limit certain duty-free treatment if the President determines that the duty-free imports are having a significant adverse impact on the domestic industry. The information provided on the form will assist in making the adverse impact determination.

- a. Paper Forms: Temporary. Cut off at the end of the year. Destroy when 2 years old.
- b. Electronic Data: Temporary. Update as needed and delete when 6 years old.