

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

LEAVE BLANK	
JOB NO  NCL-151-83-1	
DATE RECEIVED 12-27-82	
NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-29-82 <i>Date</i>	<i>Robert M. Warner</i> <i>Archivist of the United States</i>

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
U.S. Department of Commerce

2. MAJOR SUBDIVISION  
International Trade Administration

3. MINOR SUBDIVISION  
Office of Trade and Investment Analysis

4. NAME OF PERSON WITH WHOM TO CONFER  
Charles Brett

5. TEL EXT  
377-3430

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 12/27/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Rustin G. Webb</i>	E. TITLE Departmental Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1 335.	<p align="center">(Printouts)</p> <p>335. Bureau of the Census Printouts of Export and Import Data - Computer generated monthly and annual reports of U.S. exports and imports data compiled and printed in a variety of report formats by the Bureau of the Census. Reports present many arrangements of such factors as commodity description, quantity, weight, value, type of transport, and country of origin or destination. File contains about 20 printouts such as:</p> <ol style="list-style-type: none"> <li>FT 410-U.S. Exports - Value of Schedule B Groupings of Commodities-Domestic Merchandise</li> <li>EM 572 (F.a.s. Value)-U.S. Exports - Schedule B Number by End-Use Category</li> </ol> <p align="center">MASS DATA CHANGE SHEET ATTACHED</p>	NCL-151-77-1 <i>Item 335</i>	

115-107  
*closed*  
*22 Feb 83*  
*MH*

*Copy to agency, 2-7-83; B.*  
*NEW*

*3 items*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>3. IM 171 (F.a.s. Value)-U.S. General Imports - In terms of 4 digit End-Use Categories by Selected Areas or Countries of Origin</p> <p>Duplicate microfilm/microfiche copies are received for some but not all printouts received from Census. Census retains these records for 5 years from date of origin. The Trade Performance Division frequently needs them for longer periods.</p> <p>a. <u>Printouts (Duplicate Microfilm/Microfiche Copy Available)</u> - Destroy after receipt of current issue.</p> <p>b. <u>Printouts (No Duplicate Microfilm/Microfiche Copy)</u> - Retire to RSHF when 10 years old and transfer to the WNRC 1 year later. Destroy when 20 years old.</p> <p>c. <u>Microfilm/Microfiche Copies of Printouts</u> - Retire to RSHF when 15 years old and transfer to WNRC 3 years later. Destroy when 30 years old.</p>		