

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-151-83-3	
DATE RECEIVED 2-15-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-23-83 <i>Date</i>	<i>Robert K. Miller</i> <i>Archivist of the United States</i>

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20409**

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

2. MAJOR SUBDIVISION
International Trade Administration

3. MINOR SUBDIVISION
Office of Export Administration

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 4 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 1-18-83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert K. Miller</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.	<p align="center">Operations Division Processing Branch</p> <p><u>Export Licenses</u>--copies of the validated export license giving U.S. exporters authority to export controlled or embargoed commodities to specified countries are maintained to ensure compliance with law and regulations and to account for each such license issued. Since May 1978, all licenses have been microfiched as a normal part of day-to-day processing.</p> <p>a. Licenses processed prior to May 4, 1978--Retire to RSHF when 2 years old and transfer to WNRC immediately. Destroy when 5 years old.</p> <p>b. Licenses processed after May 3, 1978--destroy after microfiching.</p>	NCL-151-77-1 1327	

115-107
Unred
28 Feb 83

MASS DATA CHANGE SHEET ATTACHED

Copy to agency, 2-28-83; RR.
ncw

9 items

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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
2.	<p><u>Application for Export Licenses--</u> applications submitted by exporters for a license to export one or more shipments of specified commodities under the Export Administration Regulations.</p> <p>The Branch receives all applications for export licenses and routes them to the appropriate licensing division. The routing process includes screening applications against the "Application Screening File."</p> <p>The application and its attachments are routed to the appropriate licensing division where a licensing officer reviews it and approves issuance of the licence or takes some other appropriate action. The record copies of the application and attachments are returned to the Processing Branch where they are reviewed for compliance with law and regulations and issuances of the license or other action, as appropriate. The applications are then bundled into stacks of fifty and sent to the Management Services Branch, Operations Division, where data is keypunched for input into the License Accounting and Reports System (LARS).</p> <p>Upon return of the applications, they are filed numerically, or by date, in the case of validated applications. Included in this file are applications for all types of licenses for the export of controlled or embargoed commodities except an Application for a Project License or one of the other special types. Most export licenses are valid for one year. However, some are extended and some are validated for two years to take care of special circumstances. Licenses having a validity beyond two years are not included in this file and are maintained separately.</p>	NCl-151- 1328	-77-1

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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
3.	<p>In May 1978, a microfiche system was implemented to record all documents filed with each license application, and is performed in the normal course of day-to-day processing.</p> <p>a. Applications and related documentation processed prior to May 4, 1978--Retire to RSHF when 2 years old and transfer to WNRC immediately. Destroy when 5 years old.</p> <p>b. Applications and related documentation processed after May 3, 1978--Destroy after microfiching.</p> <p><u>Consignee's Copies of Export License--</u> carbon copies of the export licenses issued to the exporters without the addition of any information that does not appear on the exporter's copy. Filed alphabetically by country, thereunder numerically.</p> <p>a. Copies processed prior to May 4, 1978--Retire to RSHF when 2 years old and transfer to WNRC immediately. Destroy when 5 years old.</p> <p>b. Copies processed after May 3, 1978--Destroy after microfiching.</p>	NCl-151-77-1 1329	
4.	<p><u>Returned Export Licenses--</u>export licenses must be returned by the exporter to OEA when they have been fully used, when they have expired, or when it has been determined that they will not be used or will no longer be used. These licenses will be used in the verification of census export statistics and in spot-checking to confirm proper use of the license.</p>	NCl-151-77-1 1330	

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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
5.	<p>a. Licenses processed prior to May 4, 1978--Retire to RSHF when 2 years old and transfer to WNRC immediately. Destroy when 5 years old.</p> <p>b. Licenses processed after May 3, 1978--Destroy after microfiching.</p> <p><u>Microform File of Export Applications and Licenses</u>--two distinct systems have been utilized by the Processing Branch over the years. Prior to May 4, 1978, the consignee's copies of export licenses issued were <u>microfilmed</u> each day. Applications for export licenses that were returned to the applicant and resubmitted, amended applications, and all those that were withdrawn from the file for loan to staff members were microfilmed daily. This microfilm file served as a security copy and as a control of documents withdrawn from the file that were expected to require further processing.</p> <p>Since May 4, 1978, all license applications, documents filed in support of such applications, export licenses, and related papers have been <u>microfiched</u> as part of the day-to-day processing activity of the Branch. These are now the record copy of all licensing actions undertaken by OEA.</p> <p>Retire to RSHF when 2 years old and transfer to WNRC immediately. Destroy when 5 years old.</p>	NCl-151-77-1 1331	