# REQUEST FOR RECORDS DISPOSITION AUTHORITY

*(See Instructions on reverse)*

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

1. FROM (Agency or establishment)
Defense Investigative Service

2. MAJOR SUBDIVISION
Industrial Security Directorate (V0400)

3. MINOR SUBDIVISION
International Programs Branch (S0416)

4. NAME OF PERSON WITH WHOM TO CONFER
Margaret E. Devine

5. TELEPHONE
202-475-1030

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-446-92-3

DATE RECEIVED
9-18-92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
3/2/93

ARCHIVIST OF THE UNITED STATES
Acting
Raymond A. Mosley

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,

[XX] is not required; [ ] is attached; or [ ] has been requested.

| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
|---|---|---|
| 9-8-92 | Margaret E. Devine | Records Manager<br>Logistics & Administration Division |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|---|---|---|---|
| 1 | 8-4. EXPORT LICENSES:<br><br>1. Original Export License Forms issued and approved for clearance by the State Department.<br><br>ALL OFFICES: File alphabetically by company name. Retain until all items (dollar value) have been decremented or the license has expired, not to exceed 3 years. Return original form to the State Department, Office of Defense Trade Controls.<br><br>2. Suspense Copies of License Forms:<br><br>ALL OFFICES: Maintain a copy of each license form in a chronological suspense file. Destroy when the original is returned to the State Department. (One copy of each license form is filed in the Facility Case File, Item 8-2.)<br><br>(Reference to information copies of export licenses is made as a note in the paragraph describing item 8-2. The DIS Manual for Records..., is undergoing a major rewrite. A copy of the page with Item 8-2 is attached for reference.) | | |