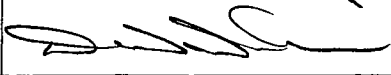





REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-59-90-13	DATE RECEIVED 2/12/90
1 FROM (Agency or establishment) DEPARTMENT OF STATE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION OPR/STP/T		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Willie Gee	5 TELEPHONE EXT 647-6023	DATE 2/14/90	ARCHIVIST OF THE UNITED STATES 
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 02/05/90	C SIGNATURE OF AGENCY REPRESENTATIVE  Kathleen M. Lannon	D TITLE Records Management Branch, Chief
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<u>Import And Export Records</u> Consist of records maintained on imports and exports handled by the United States Despatch Agency. They include customs actions, copies of vouchers and Governmentbills of lading with correspondence on shipments on which all payments have been satisfied. The record copies of the vouchers and bills of lading are submitted to the Office of Finance where they are retained for the necessary period to meet GAO site audit requirements. Destroy 2 years from date of transportation completed. 	 II-NNA-3009, Item 1	
2.	<u>TRANSPORTATION RECORDS AND CONTROL SYSTEM (TRACS)</u> Consist of in house history on computer printouts, incoming and outgoing shipments, showing consigee, destination, number of shipments, date received and forwarded, name of steamer, weight, contents, charges and other pertinent shipping information.	GRS 20, Item 3 exception	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO	PAGE 2 OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>TRACS is an Electronic System that has worldwide with E-Mail capabilities.</p> <p>Destroy 5 years after date of last report.</p>		
3.	<p><u>LOCATOR CARDS RECEIPT FILE</u></p> <p>Consist of consolidated report on status of shipments to a specific post.</p> <p>Destroy when a new report is generated or when no longer needed.</p>	GRS 23, Item 3	
4.	<p><u>GBL ACCOUNTABILITY REPORT</u></p> <p>Control generated register showing GBL Number and date of issuance.</p> <p>Destroy when 3 years old.</p> <p>XXXXXXXXXXXXXXXXXXXX</p>	GRS 9, Items 1a1, 1a2	
5.	<p><u>BILL OF LADING FILE</u></p> <p>U. S. Government Bills of Lading, Certified Copies, airway and railroad freight bills, with related correspondence including claims pertaining to the packing and trucking of domestic and overseas supplies and equipment and, the overseas shipping of Official goods by common carrier.</p> <p>Destroy records relating to claims 2 years after settlement of claim; destroy all other records when 2 years old.</p> <p>(II-NN3250, item 13)</p>	II-NN- 3250, Item 13	