NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-476-02-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/23/2023

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items other than those listed below remain active

SUPERSEDED AND OBSOLETE ITEMS

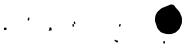
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 5 is superseded by DAA-GRS-2016-0005-0001

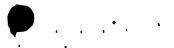
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Attachment to Job No. N1-476-02-2

OFFICE OF CONGRESSIONAL AND PUBLIC AFFAIRS

1. <u>HEARING FILES</u> - These files contain hearing reports before the U.S. Congress on all matters affecting export controls. Witnesses from the Department of Commerce and other agencies are called to testify before various committees such as the Senate Banking Committee and the House International Relations Committee. The hearings are held on a broad range of subjects affecting national security, foreign policy and short supply. The files are arranged alphabetically for each session of Congress.

<u>Disposition:</u> TEMPORARY - Cut off files at the end of each session of Congress. Retire to Washington National Records Center (WNRC) 1 year after cut off. Destroy 8 years after cutoff.

2. <u>SUBJECT FILES</u> - These are incoming and outgoing correspondence and other papers related to congressional interest in all matters of export controls. Among the broad range of subjects included are files on the Alaskan Oil Trade Bill, Chemical Warfare convention, Licensing Statistics, Missile Technology, Nuclear Non-Proliferation, Supercomputers, and Unilateral Controls.

<u>Disposition:</u> TEMPORARY - Cut off files at the end of the calendar year. Destroy 5 years after cut off.

3. <u>CHRONOLOGICAL FILES</u> - These files contain extra copies of incoming and outgoing correspondence and are maintained for convenience or reference. Filed in chronological sequence.

<u>Disposition:</u> TEMPORARY - Cut off files at the end of each session of Congress. Retire to WNRC 2 years after cut off. Destroy 5 years after cut off.

4. <u>PRESS RELEASES</u> - These are copies of releases initiated by the Bureau of Export Administration. Most relate to changes in export regulations.

<u>Disposition:</u> PERMANENT - Cut off files at the end of the calendar year. Retire to WNRC 5 years after cut off. Transfer to Archives 15 years after cut off.

5. <u>BLOGRAPHIES AND PHOTOGRAPHS</u> - These are copies of biographies and photographs of the Under Secretary for Export Administration. They are provided on request, to organizations that may extend invitations.

<u>Disposition:</u> TEMPORARY - Cut off files at the end of the calendar year. Destroy 2 years after separation of the subject official.

Superseded by job / item number:

DAA-BRS-2016-0005 MMDDMM): July 17, 2019 JACanas Date (MM/DD/YYYY);

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6. <u>VIDEOS OR AUDIO DOCUMENTS PRODUCED BY BXA</u> - Documents the substantive functions of the agency or contain unique and important information.

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<u>Disposition:</u> PERMANENT - Cut off files at the end of the calendar year. Retire to WNRC 1 year after cut off. Destroy-10 years after cut off. TRANSFER TO NARA 15 YEARS AFTER CUT OFF.

7. <u>PROGRESS FILES ON PUBLICATION</u> - These are records primarily concerned with printing and other technicalities involved in the preparation of the publications issued by the staff. They include the forms CD-10, (Publications Service Request), and CD-27, (Publications Clearance Request).

<u>Disposition:</u> TEMPORARY - Cut off files at the end of the calendar year. Destroy 5 years after cut off.

8. <u>DUPLICATE PUBLICATIONS</u> - These are copies of publications produced by the publication staff and the Government Printing Office. They include the Annual Report and Report on Foreign Policy Export Controls to Congress and other promotional and instruction material offered to the U.S. exporting community.

<u>Disposition:</u> TEMPORARY - Cut off files at the end of the calendar year. Destroy 3 years after cut off.

9. <u>WORKING PAPER FILES</u> - These files maintained by individual staff members consist of background materials, work papers, extra copies, drafts and other reference materials pertaining to particular staff assignments given to individual members.

<u>Disposition:</u> TEMPORARY - Cut off files at the end of the calendar year. Destroy 3 years after cut off.

10. <u>STATEMENTS, SPEECHES AND TESTIMONIES</u> - These are records of statements, speeches and testimonies given by the Under Secretary and other officials.

Disposition: PERMANENT - Cut off files at the end of the calendar year. Destroy 5 cars after cut off TRANSFER TO NARE IS YEAR 5 HFTER CUT OFF. 11. ELECTRONIC RECORDS (E-MAIL AND WORD PROCESSING) - Records created using electronic mail and word processing applications.

<u>Disposition:</u> TEMPORARY - Destroy/delete within 180 days after the recordkeeping copy has been produced.