

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.	N1-476-90-3
1. FROM (Agency or establishment) U.S. Department of Commerce		DATE RECEIVED	11/9/89
2. MAJOR SUBDIVISION Bureau of Export Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of the Assistant Secretary for Export Enforcement		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Richard Usrey	5. TELEPHONE EXT. 377-5653	DATE 10/25/89	ARCHIVIST OF THE UNITED STATES <i>Claudia J. ...</i>
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 11/6/89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Sherry M. Cage</i> Sherry M. Cage	D. TITLE Departmental Reports Clearance Off.
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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 GRS OR SUPERSEDED JOB CITATION	10.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 (INARS USE ONLY)
	<p><u>OFFICE OF THE ASSISTANT SECRETARY FOR EXPORT ENFORCEMENT</u></p> <p>The Assistant Secretary for Export Enforcement carries out, in consultation with the Office of General Counsel and/or the Department of Justice, as appropriate, the enforcement of the Export Administration Act and Regulations relating to exports of U.S. Goods and technology controlled for purposes of national security, foreign policy and short supply; and to foreign boycotts against countries friendly to the U.S. The Assistant Secretary represents the Department in interagency and international meetings and for involving the enforcement of export and antiboycott laws and related regulations, including agreements with other countries on enforcement matter; and develops policies, strategies, program plans, procedures and positions on administration of enforcement programs.</p> <p>The Deputy Assistant Secretary for Export Enforcement who serves as the principal deputy to the Assistant Secretary, performs such duties as the Assistant Secretary may assign and perform the duties of the Assistant Secretary in his/her absence.</p> <p>The records identified in this Records Control Schedule supersede the records identified in International Trade Administration's Records Control Schedule numbers NCI-151-77-1 and NCI-82-5.</p>		

Copies sent to agency, NCF, NNT, NNW 10/31/90

1. Assistant Secretary and Deputy Assistant Secretary Subject File - These are incoming and outgoing correspondence, reports, memoranda and related papers arranged alphabetically by subject. They describe the activities of the office in carrying out a compliance program to enforce the Export Administration Regulations pertaining to foreign boycotts against countries friendly to the United States and to exports of U.S. goods and technology for purposes of national security and foreign policy.

Notable subjects include COCOM, Congressional Correspondence, Enforcement Officers Conference, Department of Justice, National Security Council and Temporary Denial Orders. Some case related documents dealing with major enforcement investigations are also a part of the file.

Permanent - Transfer to the WNRC at the end of each calendar year and offer to the National Archives 15 years later.

2. Assistant Secretary and Deputy Assistant Secretary Country File - These are incoming and outgoing cables and other papers arranged alphabetically by name of country. The documents provide an overview of U.S. export enforcement efforts in the countries concerned, deal with U.S. efforts to improve enforcement, and describe discussions held between U.S. Government officials and their foreign counterparts concerning issues of mutual interest in matters of export administration/export enforcement.

Permanent - Transfer to the WNRC at the end of each calendar year and offer to the National Archives 15 years later.

3. Assistant Secretary and Deputy Assistant Secretary Chronological File - These are extra copies of incoming and outgoing correspondence and are maintained for convenience of reference and as a useful index to other files in the office.

Destroy after 2 years at the end of the calendar year.