

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.	N1-476-90-5
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 Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 12/27/89	ARCHIVIST OF THE UNITED STATES <i>Claudia J. Meeker</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 5 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 11-2-89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Sherry M. Cage</i> Sherry M. Cage	D. TITLE Departmental Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p><u>OFFICE OF THE ASSISTANT SECRETARY FOR EXPORT ADMINISTRATION</u></p> <p>The Assistant Secretary for Export Administration carries out the Department's responsibilities for regulating exports of U.S. goods and technology for purposes of national security, foreign policy, and chairs the Advisory Committee on Export Policy (ACEP), oversees investigations in those instances where imports may threaten to impair the national security, participates in the development and administration of national plans and programs to ensure maximum readiness of strategic U.S. industrial resources and industrial preparedness cooperation among allied countries.</p> <p>The office includes the Deputy Assistant Secretary for Export Administration who serves as the principal deputy to the Assistant Secretary; performs such duties as the Assistant Secretary may assign; and performs the duties of the Assistant Secretary during the latter's absence. The Deputy Assistant Secretary is responsible for the day to day management of functions regulating exports of U.S. Goods and technology for the purposes of national security, foreign policy, and short supply; and chairs the Subcommittee of the Advisory Committee on Export Policy (Sub-ACEP). In addition, the Deputy Assistant Secretary is responsible for the performance of necessary administrative activities, for, and the provision of staff support to, the Subcommittee on Export Administration of the President's Export Council (PECSEA).</p> <p>The records identified in this Records Control Schedule supersede the records identified in the International Trade Administration's Record Control Schedule number NCI-151-77-1,</p> <p><i>Copies sent to Agency, NCF, NN-W, NNT 12/28/89</i></p>		

1. Assistant Secretary & 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 the Department's responsibilities for regulating exports of U.S. goods and technology.

Notable subjects include reports on the Advisory Committee on Export Policy (ACEP), appeals, reports to Congress, communications with other agencies, correspondence with exporters, and reports concerning export policy on individual commodities controlled for export.

Permanent
Transfer to the WNRC at the end of each calendar year, ~~and~~ *R.U.*
~~destroy 10 years later. Transfer to NARA 15 years later~~
in 5 year blocks when earliest records are 15 year old. R.U.

2. Assistant Secretary & 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 policy in the countries concerned, and describe discussions held between U.S. Government officials and their foreign counterparts concerning issues of mutual interest in matters of export administration.

Transfer to the WNRC at the end of each calendar year and destroy 10 years later.

3. Assistant Secretary & Deputy Assistant Secretary Chronological File - These are extra copies of incoming and outgoing correspondence and are maintained for convenience of reference. These files have a longer-term reference value to staff members than is normally associated with a chronological file. They serve as a useful index to other files the office creates.

Transfer to the WNRC after 3 years and destroy 3 years later.

4. Working Papers of the Policy & Program Review Staff (PPRS) The PPRS carries out policy and program review functions for Export Administration (EA) and also serves as the focal point with EA for industry outreach functions. The projects of staff members involve recommendations for necessary changes in response to assignments tasked by the Office of the Under Secretary. They are arranged alphabetically by subject matter. Included among the subjects are: National Security Directives and Decisions, Presidential Export Council, Chemical and Biological Warfare, Freedom of Information Act requests, Technical Advisory Committee files.

Destroy when no longer needed for current business or when 3 years old, whichever is sooner.

Records of Office of the Operating Committee

The Operating Committee Chair directs the activities of the Operating Committee (OC) and serves as Executive Secretary of the Export Administration Review Board (EARB), and the Advisory Committee on Export Policy (ACEP). The OC reviews and makes determinations on selected export license applications for which interagency agreement has not been reached.

5. Case Files - For cases referred to the Operating Committee, contains a copy of the OC Memo and any supporting documentation, including the license application(s), agency positions, technical information, company correspondence, relevant OC Minutes and the Interagency Licensing Decision. For cases referred directly to the ACEP, contains the ACEP background paper and all appropriate documentation as described above. Cases are arranged in numerical order by OC Memo number, or by license number for non-OC cases.

Permanent - Transfer to the WNRC 5 years after a decision has been reached on the case and ~~offer~~ to the National Archives ~~15 years later~~. in 5 year ^{transfer} blocks when earliest R.U. records are 15 years old.

6. Export Control Subject File - Contains miscellaneous information relating to export control, such as policy guidelines, newspaper clippings, cables, and COCOM positions. Papers are arranged alphabetically by country or issue.

Destroy when no longer needed for current reference or when 3 years old, whichever is sooner.

7. ACEP File - Contains papers related to scheduled ACEP meetings. These papers include the ACEP Meeting Notice, documentation on each case slated for ACEP review, a copy of the briefing book prepared for the ACEP chairman, the minutes of the meeting, and any post meeting documents or correspondence related to the cases discussed. Arranged chronologically.

Permanent - Transfer to the WNRC 5 years after the scheduled meeting and ~~offer~~ ^{transfer} to the National Archives ~~15 years later~~. in 5 year blocks when earliest records are 15 years old. R.U.

8. EARB File - The current practice is for the Commerce Secretary's Executive Secretariat to schedule EARB meetings, and for the Director of the Office of Technology and Policy Analysis (OTPA) to prepare technical and policy papers. These files contain copies of background papers, case documentation, minutes, and copies of Interagency Licensing Decisions (ILD). Arranged chronologically.

Permanent - Transfer to the WNRC 5 years after the scheduled meeting and ~~offer~~ ^{transfer} to the National Archives ~~15 years later~~.
in 5 year blocks when earliest records are 15 years old. R.U.

9. OC Case Log - This is a register showing the number issued to each OC Memo, the license numbers associated with each Memo, the commodity and Export Control Commodity Number (ECCN), applicant, destination, final action, ILD number, and date of the decision.

Destroy when no longer needed for current reference or when 3 years old, whichever is sooner.

10. Interagency Licensing Decision (ILD) Log - This is an index to the ILD Master File, showing the ILD number, OC Memo number, license application number(s) and ILD issue date.

Destroy when no longer needed for current reference or when 3 years old, whichever is sooner.

11. Interagency Licensing Decision (ILD) Log ^{Master File} - This is a set of loose-leaf binders containing record copies of each ILD. and license conditions or supporting papers, if any, attached. Filed numerically by ILD number.

~~Destroy when no longer need for reference purposes R.U.~~
~~Permanent - Transfer to the WNRC 5 years after the decision and offer to the National Archives 15 years later.~~ R.U.

12. Commodity Index - This is an index to the case files arranged numerically by the Export Control Commodity Number (ECCN) and referenced to the appropriate case file. An index is arranged for each calendar year.

Destroy when no longer needed for current reference or when 3 years old, whichever is sooner.

13. Country Index - This is an index to the case files arranged by country of destination and referenced to the appropriate case file. An index is maintained for each calendar file.

Destroy when no longer needed for current reference or when 3 years old, whichever is sooner.

14. Operating Committee File - This contains record copies of the agenda and minutes of meetings of the Operating Committee which summarize the deliberations and findings of the Committee. Arranged chronologically.

Permanent - Transfer to the WNRC at the end of five years and offer to the National Archives ~~15 years later~~. in 3 year *R.U.*
transfer
blocks when earliest records are 15 years old.

15. Chronological File - This is a copy of all outgoing items prepared in the office. Arranged chronologically.

Destroy at the end of 2 years.