

**U.S. DEPARTMENT OF COMMERCE
INTERNATIONAL TRADE ADMINISTRATION
DIRECTOR GENERAL FOR THE US AND FOREIGN COMMERCIAL SERVICE
RECORDS CONTROL SCHEDULE**

**Job No NI-51-88-12
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Export Promotion Services
Office of Marketing Programs
Marketing Publications and Services Division
Marketing and Awareness Branch

1. COMMERCIAL NEWS USA Product Background File- Consists of International Market Search (IMS), New Product Information Service (NPIS), Trade and Technical Literature (T&T), and Worldwide Services Program (WSP) applications. These forms contain original information submitted by participating firms, including product data, extra copies of photographs and authorization to publish the firm's information. Such information is published in COMMERCIAL NEWS USA.

The data contained in the applications are important to program evaluation and the development of user profiles. Additionally, the file contains industry information, namely, lists of trade events, directories and relevant feature articles submitted by trade development agencies and associations dealing with industry issues. This material is used in responding to periodic inquiries and is essential in maintaining the program's export promotion service.

The files are arranged by month and year. Subject headings include IMS, NPIS, T&T, and WS. Among the subheading are such industries as telecommunications, metalworking, health care, safety and security, and computers.

Break file at the end of each calendar year. Retire immediately to RSHF and transfer to WRNC 1 year later. Destroy when 10 year old.