

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-476-04-2

DATE RECEIVED

5-1-2004

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

10-27-04

[Signature]

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

DEPARTMENT OF COMMERCE

2. MAJOR SUBDIVISION

BUREAU OF INDUSTRY AND SECURITY

3. MINOR SUBDIVISION

OFFICE OF THE ASSISTANT SECRETARY FOR EXPORT ENFORCEMENT

4. NAME OF PERSON WITH WHOM TO CONFER

ELAINE FARROW

5. TELEPHONE

(202) 482 - 2165

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;

is attached; or

has been requested.

DATE

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

[Signature]

RECORDS OFFICER

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

The Assistant Secretary for Export Enforcement (AS/EE) carries out in consultation with the Office of General Counsel and/or the Department of Justice and the U.S. Customs Service/Treasury Department, 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 AS/EE also carries out enforcement of the Fastener Quality Act, and the Chemical Weapons Convention Implementation Act. The Assistant Secretary represents the Department in interagency and international meetings and for enforcement of export and antiboycott laws and related regulations, the Fastener Quality Act, the Chemical Weapons Convention Implementation Act, including agreements with other countries on enforcement matters, and develops policies, strategies, program plans, procedures and policies on administration of enforcement programs.

N1-476-90-5

cc Agency NWMP NWETA

Attachment to Job No. N1 476-04-1

OFFICE OF ASSISTANT SECRETARY FOR EXPORT ENFORCEMENT

1. ASSISTANT SECRETARY SUBJECT FILES - 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 program to enforce the Export Administration Act, the Export Administration Regulations, Fastener Quality Act, and the Chemical Weapons Convention Implementation Act.

~~Disposition: PERMANENT - Cut off files at the end of the calendar year. Retire to Washington National Records Center (WNRC) 3 years after cut off. Transfer to NARA 15 years after cut off.~~

2. ASSISTANT SECRETARY COUNTRY FILES - These are copies of incoming and outgoing cables and other papers arranged alphabetically by name of country. Information includes the Assistant Secretary's working papers involving export enforcement issues with foreign countries.

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

3. ASSISTANT SECRETARY CHRONOLOGICAL FILES - These are extra copies of incoming and outgoing correspondence, including tasker files for taskers initiated by Export Enforcement and are maintained for convenience of reference and as a useful index to other files in the office.

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

4. ELECTRONIC RECORDS (E-MAIL AND WORD PROCESSING) - *Records created using electronic mail and word processing applications.*

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