

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
JM (Agency or establishment) DEPARTMENT OF COMMERCE	
2. MAJOR SUBDIVISION BUREAU OF INDUSTRY AND SECURITY	
3. MINOR SUBDIVISION UNDER SECRETARY FOR INDUSTRY AND SECURITY	
4. NAME OF PERSON WITH WHOM TO CONFER BONNIE MASON	5. TELEPHONE (202) 482 - 1460

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>N1-476-02-1</i>	
DATE RECEIVED <i>6-12-2002</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>3-10-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>

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 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, 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 6-11-2	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE RECORDS OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The Under Secretary for Industry and Security determines the policy, directs the programs, and is responsible for all activities of the Bureau of Industry and Security (BIS). The Under Secretary directs and coordinates all issues regarding the administration of the Export Administration Act of 1979 and other statutes. In the absence of the Secretary of Commerce, the Under Secretary represents the Department on the Export Administration Review Board and as assigned, serves all other Secretarial level boards, committees, or panels of which the primary focus is export control, export administration, or export or antiboycott enforcement. The Under Secretary acts on decisions of the Administrative Law Judge in enforcement cases involving violations of export control and antiboycott regulations.</p> <p>The Under Secretary is assisted by the Deputy Under Secretary who is the principal deputy to the Under Secretary; performs such duties as the Under Secretary may assign; performs the functions of the Under Secretary in the latter's absence; and is responsible for the day-to-day management of BIS. The Deputy Under Secretary is the permanent chair of BIS's Executive Resources Board.</p>	N1-476-90-8	

cc Agency, DUMD, DUMW, DUCET

Attachment to Job No. N1-476-02-1

UNDER SECRETARY FOR EXPORT ADMINISTRATION

1. UNDER SECRETARY AND DEPUTY UNDER SECRETARY SPEECH FILES -
These are copies of all speeches delivered by the Under Secretary.

Disposition: PERMANENT - Cut off files at the end of each calendar year. Retire to Washington National Records Center (WNRC) in 4 year blocks when the most recent record in the block is 1 year old. Transfer each block to the National Archives (NARA) when the most recent record is 15 years old.

2. UNDER SECRETARY AND DEPUTY UNDER SECRETARY APPOINTMENT BOOK -
This record documents meetings, appointments, trips, visits, and other activities. A new book is started for each calendar year.

Disposition: PERMANENT - Cut off files at the end of each calendar year. Retire to Washington National Records Center (WNRC) in 4 year blocks when the most recent record in the block is 1 year old. Transfer each block to the National Archives (NARA) when the most recent record is 15 years old.

3. UNDER SECRETARY AND DEPUTY UNDER SECRETARY TRAVEL FILES -
Separate folders are made for each trip. They contain travel orders, travel vouchers, invitations to speak and copies of speeches.

Disposition: PERMANENT - Cut off files at the end of each calendar year. Retire to Washington National Records Center (WNRC) in 4 year blocks when the most recent record in the block is 1 year old. Transfer each block to the National Archives (NARA) when the most recent record is 15 years old.

4. UNDER SECRETARY AND DEPUTY UNDER SECRETARY WORKING PAPERS -
These are reference copies of incoming and outgoing letters and background material on subjects related to the individual functions of the program offices. There are also copies of letters and memoranda originated by the Under Secretary that are kept as a convenient reference for the Office although the permanent chronological copies of the letters are kept in the Office of the Secretariat.

Disposition: TEMPORARY - Cut off at the end of the calendar year. Destroy 1 year after cut off.

5. OFFICE OF THE SECRETARIAT CHRONOLOGICAL (SUBJECT) FILE -
These files contain copies of incoming letters, concurrence records, and outgoing letters. These files take the place of most subject files formerly located in the Office of the Under

Secretary and Deputy Under Secretary. All are listed in a computer by an assigned number, subject, originator, date received, date due, and completion date. For convenience of reference, the computer permits tracking of the subject or any other data element entered.

Among these files are: Responses to Congressional, White House, Agency, and general public correspondence; Reports to Congress; President's Export Council Subcommittee on Export Administration; Weekly Highlights to the Secretary; Export licensing information pertaining to various countries.

a. Subject ~~case~~ files.

Disposition: PERMANENT - Cut off files at the end of each calendar year. Retire to Washington National Records Center (WNRC) in 4 year blocks when the most recent record in the block is 1 year old. Transfer each block to the National Archives (NARA) when the most recent record is 15 years old.

b. Electronic tracking system.

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

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

Disposition: TEMPORARY - Delete after the recordkeeping copy has been produced.

7. Compliance Case Files - These are copies of all documents related to charges of violation of the Export Administration Act and regulations. The documents include copies of charging letters, transcripts of hearings, exhibits, rulings, orders, decisions, and all other papers and requests filed in the proceedings. The original case files are maintained in the Office of the Administrative Law Judge.

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

8. Appeals Case Files - These cases are created when a company seeks to reverse a negative export license application determination under Part 789 of the Export Administration Regulations. These files are maintained in sequential order from the date received and numbered accordingly. Among the documents included are correspondence, affidavits, Notification of Rejection of Export License Application, formal request of appeal, final recommendation, and supporting papers.

Disposition: TEMPORARY - Cut off closed case files at the end of the calendar year. Retire to WNRC 1 year after cut off. Destroy ~~10~~ years after cut off.

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