

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

FROM (Agency or establishment)

DEPARTMENT OF COMMERCE

2. MAJOR SUBDIVISION

BUREAU OF INDUSTRY AND SECURITY

3. MINOR SUBDIVISION

OFFICE OF CONGRESSIONAL AND PUBLIC AFFAIRS

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

ELAINE FARROW

(202) 482 - 2165

LEAVE BLANK (NARA use only)

JOB NUMBER

71-476-02-2

DATE RECEIVED

6-12-2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

11-5-02

[Signature]

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

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

6-10-2

[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 GRS OR SUPERSEDED JOB CITATION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 Office of Congressional and Public Affairs is responsible for liaison with the Congress, the press, and the business community, coordinating related contact and disseminating relevant information. It provides related support to the Office of the Under Secretary, including internal coordination of test for speeches, a quarterly industry newsletter, the annual report, and the foreign policy report. It also coordinates development of publications with the Assistant Secretaries' offices on their program activities.

cc Agency NWMD NWKWA NWCT

OFFICE OF CONGRESSIONAL AND PUBLIC AFFAIRS

1. HEARING FILES - These files contain hearing reports before the U.S. Congress on all matters affecting export controls. Witnesses from the Department of Commerce and other agencies are called to testify before various committees such as the Senate Banking Committee and the House International Relations Committee. The hearings are held on a broad range of subjects affecting national security, foreign policy and short supply. The files are arranged alphabetically for each session of Congress.

Disposition: TEMPORARY - Cut off files at the end of each session of Congress. Retire to Washington National Records Center (WNRC) 1 year after cut off. Destroy 8 years after cutoff.

2. SUBJECT FILES - These are incoming and outgoing correspondence and other papers related to congressional interest in all matters of export controls. Among the broad range of subjects included are files on the Alaskan Oil Trade Bill, Chemical Warfare convention, Licensing Statistics, Missile Technology, Nuclear Non-Proliferation, Supercomputers, and Unilateral Controls.

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

3. CHRONOLOGICAL FILES - These files contain extra copies of incoming and outgoing correspondence and are maintained for convenience or reference. Filed in chronological sequence.

Disposition: TEMPORARY - Cut off files at the end of each session of Congress. Retire to WNRC 2 years after cut off. Destroy 5 years after cut off.

4. PRESS RELEASES - These are copies of releases initiated by the Bureau of Export Administration. Most relate to changes in export regulations.

Disposition: PERMANENT - Cut off files at the end of the calendar year. Retire to WNRC 5 years after cut off. Transfer to Archives 15 years after cut off.

5. BIOGRAPHIES AND PHOTOGRAPHS - These are copies of biographies and photographs of the Under Secretary for Export Administration. They are provided on request, to organizations that may extend invitations.

Disposition: TEMPORARY - Cut off files at the end of the calendar year. Destroy 2 years after separation of the subject official.

6. VIDEOS OR AUDIO DOCUMENTS PRODUCED BY BXA - Documents the substantive functions of the agency or contain unique and important information.

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

7. PROGRESS FILES ON PUBLICATION - These are records primarily concerned with printing and other technicalities involved in the preparation of the publications issued by the staff. They include the forms CD-10, (Publications Service Request), and CD-27, (Publications Clearance Request).

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

8. DUPLICATE PUBLICATIONS - These are copies of publications produced by the publication staff and the Government Printing Office. They include the Annual Report and Report on Foreign Policy Export Controls to Congress and other promotional and instruction material offered to the U.S. exporting community.

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

9. WORKING PAPER FILES - These files maintained by individual staff members consist of background materials, work papers, extra copies, drafts and other reference materials pertaining to particular staff assignments given to individual members.

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

10. STATEMENTS, SPEECHES AND TESTIMONIES - These are records of statements, speeches and testimonies given by the Under Secretary and other officials.

Disposition: ^{Temporary} PERMANENT - Cut off files at the end of the calendar year. Destroy 5 years after cut off.

11. 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.

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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