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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | <small>LEAVE BLANK (NARA use only)</small> | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER | N1-29-99-6 |
| 1. FROM (Agency or establishment) Department of Commerce | | DATE RECEIVED | 9-5-99 |
| 2. MAJOR SUBDIVISION Bureau of the Census | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION Foreign Trade Division | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Jerome M. Greenwell | 5. TELEPHONE 301-457-2238 | | |

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.

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| DATE 8/30/99 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Leonard F. Thompson | TITLE Records Management 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 GRS OR SUPERSEDED JOB CITATION | 10.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 style="text-align: center;">Foreign Trade Division (FTD)</p> <p>This is to request a change in the retention period in Job number N1-29-94-1 Item 6 A. Exports/Imports Forms. FTD is requesting the change from three to five years. The change in retention policy will bring FTD into conformance with the Bureau of Export Administration and other agencies who retain their records for 5 years.</p> <p>6. Export/ Import Forms</p> <p>A. Shipper's Export declaration Copies of forms (including but not limited to Census Bureau forms 7526-V and 7524-M) that shippers fill out to document each shipment of of exported goods.</p> <p>Disposition:</p> <ol style="list-style-type: none"> 1. Hard Copy Records: Destroy after microfilm is inspected and verified, or when 5 years old. 2. Microform Records: Destroy when 5 years old. 3. Electronic Records (CD-ROMs): Destroy when 5 years old. <p>Note: There are no electronic versions created by the electronic mail and word processing applications.</p> | N1-29-94-1 Item 6A1, 2,&3 | |

RECOMMENDATION TO THE ARCHIVIST ON RECORDS DISPOSITION REQUEST

Job No. N1-29-99-6

Item Count: 3

SUMMARY

The Department of Commerce, Bureau of the Census, Foreign Trade Division (FTD) submits Job No. N1-29-99-6 to request disposition authority for Shipper's Export Declaration forms. The proposed schedule supersedes items 6 (A)1, 2 and 3 of previously approved Job No. N1-29-94-1 by revising the retention period for each item from 3 years to 5 years.

The FTD formulates and develops all plans and programs for collecting, processing, reviewing, and linking economic information that relates to U.S. foreign trade, and disseminates statistical surveys and data regarding U.S. foreign imports, exports, and shipping. The proposed schedule covers shipper's export declarations documenting each shipment of exported goods. The FTD is requesting an increase in the retention period to bring the agency into conformance with the Bureau of Export Administration and other agencies that retain similar records for five (5) years.

The revised retention period is appropriate for the operational needs of the agency and is consistent with the legal requirements for related records retained in other agencies. I recommend approval of this request as submitted.

This job did not require publication in the Federal Register, nor review by the Stakeholder Units. The signature of the Archivist of the United States is not required.

RECOMMENDATION

- 1. **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government.
- 2. **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified.
- 3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition.
- 4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

Not required.

Required

Publication Date:

Copies Requested:

Comments Received:

SIGNATURES

| | Title | Signature | Date |
|--------------|-------------------------------------|-----------------------|-----------------|
| APPRaisal | Appraiser | <i>Laura A. Brown</i> | October 8, 1999 |
| | Director, Life Cycle Mgmt. Division | <i>[Signature]</i> | 10/18/99 |
| CONCURRENCES | NWM | | |
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