

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-476-05-3	DATE RECEIVED 10-25-2004
1. FROM (Agency or establishment) DEPARTMENT OF COMMERCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION BUREAU OF INDUSTRY AND SECURITY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION OFFICE OF ADMINISTRATION		DATE 2-2-05	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 5 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 10/23/04	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	The Office of Administration is responsible for the development and conduct of administrative management and resource policies and practices for BIS. The Office of Administration carries out the responsibilities mandated by the Clinger-Cohen Act, the Chief Financial Officer's Act and the Government Performance and Results Act. The Office manages administrative functions in support of headquarters, domestic, and overseas operations; maintains liaison for administrative services provided by the Chief Financial Officer and Assistant Secretary for Administration; coordinates the administrative aspects of BIS programs involving other departments and agencies; provides supervision and guidance for the implementation of BIS's administrative management and resource policy functions; functions as the BIS's security office; and monitors and evaluates reimbursable agreements and shared programs and advises annually on continuance or modification of those agreements; supports the Under Secretary and Deputy Under Secretary in developing BIS programs related to the Department and government-wide initiatives in the areas of diversity, quality management, foreign technical assistance and reinvention; and provides administrative services and support of BIS's program offices. The Office of the Comptroller and the Office of Planning, Evaluation and Management fall under the Office of Administration.	N1-476-93-1	
	<i>cc Agency NR N10110</i>		

DIRECTOR OF ADMINISTRATION

1. CHRONOLOGICAL FILES - These are extra copies of incoming and outgoing correspondence and are maintained for convenience of reference. These files have a longer-term reference value to the Director than is normally associated with a chronological file. They serve as a useful index to other files the office creates.

Disposition: TEMPORARY - Cut off file at the end of the calendar year, destroy when 4 years old.

PLANNING, EVALUATION AND MANAGEMENT

2. DATA VALIDATION AND PROGRAM EVALUATION REPORTS AND WORKING PAPERS - These records consist of documents relating to BIS's goals and performance measures, to include BIS's input to the Department's various planning and budget documents.

Disposition: TEMPORARY - Cut off file at the end of the calendar year, retire to WNRC every 3 years and destroy 3 years later.

3. COURT CASES - Files created in response to Court-ordered cases.

Disposition: TEMPORARY - Cut off file at the end of the calendar year and destroy three years after cut off.

4. STUDIES - Management studies conducted within BIS.

Disposition: TEMPORARY - Cut off file at the end of the calendar year and destroy five years after cut off.

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

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