



**Census Bureau**  
**Foreign Trade Division**  
Revised: 9/19/95

The Foreign Trade Division (FTD) formulates and develops overall plans and programs for the collection, processing, review, linkage with other economic data, and dissemination of statistical data regarding various aspects of the export and import trade of the United States and foreign trade shipping. Plans and develops computer programs for processing foreign trade data and directs nonmechanical processing for division programs. Maintains international commodity classification systems and conducts methods research on assigned programs, including international comparability of trade statistics. Establishes and monitors quality assurance programs. Prepare reports, monographs, and special studies.

**RECORDS COMMON TO ALL OR MOST OFFICES**

**1. CENSUS BUREAU PUBLICATIONS**

Books, reports, studies, tabulations, and monographs published by the Census Bureau/Department of Commerce. Similar item published outside the Census Bureau/Department of Commerce and nonrecord material.

Disposition:

- A. Record copy of all official FTD publications (in addition to any FTD publications transferred to DSUD Library).

**Permanent.** Close files in five-year blocks and transfer to the FRC. Transfer to the National Archives when 20 years after closure.

- B. Duplicate copies in FTD offices:

Destroy when no longer needed.

- C. Publication produced outside the Census Bureau and used by FTD for reference purposes:

Destroy when no longer needed.

**2. CHRON FILES NOT DESCRIBED ELSEWHERE**

Carbon or Xerox copies of outgoing letters, memorandums and other documents that are filed chronologically without any related incoming documents, and used solely for reference.

Disposition: Cut off annually. Destroy 2 years after cut off or when no longer needed for current agency business, whichever is sooner. [NC1-29-80-12, Item 2]

**3. CONGRESSIONAL CORRESPONDENCE**

Letters from members of Congress together with attached copy of constituent's letters and carbon copies of Census replies thereto. NOTE: This series does not include letters forwarding constituent request for information, publications, data tabulations, or constituent complaints at having to fill out forms or answer certain questions.

Disposition: Destroy when 2 years old. [NC1-29-80-12, Item 3]

**4. CUSTOMER SHIP ENTRY/EXIT FORMS**

Copies of Customs Service forms (including but not limited to Customs Service forms 1400 and 1401 that are filled out for each ship engaged in foreign trade that enters or leaves an American port.

Disposition: Destroy when 3 years old, or sooner if no longer needed. [NC1-29-80-12, Item 4]

**5. DATA PROCESSING PAPERWORK RECORDS**

Documents describing each file run; routine edit and tabulation specifications; matrix and table layouts; diary print-outs; routine instructions to coders, processors, and clerical personnel; cost charges for data processing and computer use; and routine systems and applications software (as distinct from file documentation and file output).

Disposition: Destroy when no longer needed. [NC1-29-80-12, Item 5]

**6. EXPORT/IMPORT FORMS**

**A. SHIPPER'S EXPORT DECLARATION**

Copies of forms (including but not limited to Census Bureau forms 7525-V and 7525-M) that shippers fill out to document each shipment of exported goods.

Disposition:

1. Hard Copy Records: Destroy after microfilm is inspected and verified, or when 3 years old. [NC1-29-80-12, Item 6A(1)]
2. Microform Records: Destroy when 3 years old. [NC1-29-80-12, Item 6A(2)a]
3. Electronic records: Destroy when 3 years old.

B. MILITARY EXPORT DOCUMENTS

Documents received from the Army/Navy/Air Force/Department of Defense containing information on foreign military export grant and sales shipments together with transcript SHIPPER'S EXPORT DECLARATIONS that were made from the above documents.

Disposition: Destroy when 5 years old, or sooner if no longer needed. [NC1-29-80-12, Item 6B]

C. IMPORT ENTRY DOCUMENTS

Copies of Customs Service import entry forms documents that are filled out for each shipment of imported goods and which are supplied to the Census Bureau for purpose or statistical aggregation.

Disposition: Destroy 3 months following the close of the month in which the document(s) were created or sooner if no longer needed. [NC1-29-80-12, Item 6C]

D. LOW VALUE IMPORT/EXPORT FORMS

Copies of shipper's export declarations and import entry documents that describe commodity shipments valued at \$2,500 or less for exports and \$1,250 or less for imports.

Disposition: Destroy 1 month following the close of the month in which the documents were created, or sooner if no longer needed. [NC1-29-80-12, Item 6D]

E. NON-STATISTICAL DOCUMENTS

Copies of shipper's export declarations and import entry documents that are excluded from processing because they do not fall within the scope of the Foreign Trade Division Statistical Program.

Disposition: Cut off file every 6 months and destroy 1 month following the cut-off date or 1 month after the documents were created, whichever is sooner. [NC1-29-80-12, Item 6E]

## 7. FILE DOCUMENTATION FOR ELECTRONIC FILES

Records layouts, coding sheets/code books, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file (BC-248 or NARA Form 14097 or informational equivalent), File User Manuals, and any background information that would be useful or necessary to a researcher using the file.

Disposition:

- A. Documentation for all electronic Master Files designated as **Permanent**:

Disposition: **Permanent.** Transfer to the National Archives along with the related tape file in accordance with 36 CFR 1234. [NC1-29-80-12, Item 7A]

- B. Documentation for all other electronic files:

Disposition: Retain as long as the tape file is retained. Dispose of with the related tape file. [NC1-29-80-12, Item 7B]

## 8. FOREIGN TRADE PROCEDURES MEMORANDA

Numbered series of memoranda describing the activities and procedures to be followed in collecting, processing, and distributing of foreign trade data. These memoranda are distributed by the Procedures and Process Branch to all units involved in the generation of foreign trade data. Arranged numerically by fiscal year, thereunder alpha-numerically by type of memoranda code, and thence numerically.

Disposition:

- A. Record Copy: Destroy when superseded, updated, or no longer needed for current agency business. [NC1-29-80-12, Item 8A]
- B. All Other Copies: Destroy when no longer needed.

## 9. INFORMATION/PUBLICATION/DATA TABULATION REQUEST FILES

Incoming letters requesting either information, specific data tabulation, or copies of publications (including Congressional or other letters forwarding such requests) together with copies of replies thereto.

### Disposition:

- A. Hard copy of incoming request: Close files annually and destroy 2 years after transmittal, reply, or completion of request. [Exception to GRS 14, Items 1 and 4]
- B. Electronic records of replies: Destroy when 2 years old if maintained only in electronic format, or when no longer needed for agency business if reply is printed out and maintained in "A" above.

## 10. IMPORT/EXPORT EDIT MASTERS

Hanging file printouts containing reference data on 14,000 import and 8,000 export commodities such as current unit price, unit weight, unit quantity, countries to which an item is shipped, countries which supply a given commodity, unit price of commodity in 1967 dollars, and seasonal adjustment factors. These records are used for imputing data and devising editing and tabulation specifications or procedures.

Disposition: Destroy when superseded or obsolete. [NC1-29-80-12, Item 10]

## 11. OPERATIONS FILES

Duplicate copies of procedures and instructions; progress and production reports, cost and time estimates; work schedule; edit and review records; work chart; computer utilization reports; periodic summaries of computer costs charges; and other records of a facilitative nature not described elsewhere.

Disposition: Destroy 3 years after the completion of the project. [NC1-29-80-12, Item 11]

## 12. PERIODIC ACTIVITY REPORTS

Monthly reports summarizing in narrative and statistical form the accomplishments and activities of the Division and its branches.

### Disposition:

- A. Prepared and retained at Division Level: Destroy when 5 year old or sooner if no longer needed for current agency business. [NC1-29-80-12, Item 12A(1)]
- B. Other copies: Destroy when 2 years old if no longer needed for current business.

## 13. COMMODITIES CLASSIFICATION SCHEDULES

Publications containing or consisting of the various import/export product Classification Schedules, such as the Schedules B, HTSUSA, and SIC product codes and the revisions thereof.

### Disposition:

- A. Census Bureau Publications:

#### Disposition:

- 1. Record copies of official FTD publications and commodity schedules (apart from those transferred to the DSUD Library):

**Permanent.** Break files in five-year blocks and transfer to the FRC. Transfer to NARA when 25 years old.

- 2. Copies maintained in the FTD for reference use.  
Destroy when no longer needed.

- B. Publications of Other Agencies or Organizations:

Retain 1 copy, preferably in print/publication format.  
Destroy when no longer needed.

**14. PROPOSED PROJECT FILES**

Files relating to proposed projects. These consist of correspondence, proposals, papers, cost estimates, feasibility studies, and related memoranda.

Disposition:

A. Rejected Projects:

Destroy when 5 years after rejection of Project.

B. Approved Projects:

Incorporate into appropriate project planning files (Item 16). [NC1-29-80-12, Item 14B]

**15. REFERENCE OR CONVENIENCE COPY FILES**

Xerox or carbon copies of documents received from other organizational units and retained for reference purpose by unit personnel either to facilitate the conduct of business, to serve reference purposes, or to keep informed on the activities and projects of other units. What distinguishes these files from other series of records is the following:

1) the records are not created nor primarily addressed to the office of retention; 2) the records are generally part of a wide carbon or xerox copy distribution; 3) the documents are received for informational purposes only and do not result in any official action, and 4) the documents are not integrated into the project or activity files of the receiving office.

Disposition: Non-record material. Destroy when no longer needed.

**16. RESEARCH PROJECT PLANNING FILES**

Memorandums, reports, methodological studies, partner county studies, and other records which document the origin, purpose, scope, costs, significant issues, and results of FTD research projects such as devising seasonality and inflation adjustment factors, and creating concordance of commodity codes found in different Schedules. Arranged alphabetically by project, and thereunder either alphabetically by subject or numerically by code number.

Disposition:

- A. Branch and unit files: Transfer all final reports and studies to the Assistant Division Director or Division office. Close working files when 3 years old or at the conclusion of the project and transfer to the FRC. Destroy 5 years after closure.
- B. Division Chief's and Assistant Division Chief's files: **Permanent.** Break files when 3 years old or at the conclusion of the project and transfer to FRC. Transfer to the National Archives when 20 years old. [NC1-29-80-12, Item 16]

#### 17. RESPONDENT CORRESPONDENCE

Incoming letters from importers and shippers either requesting information, seeking clarification on certain questions, discussing reporting problems, or expressing complaints (including Congressional letter forwarding such correspondence) together with copies of Bureau replies thereto.

Disposition: Destroy 3 months after transmittal or reply.  
[NC1-29-80-12, Item 17]

#### 18. ROUTINE ADMINISTRATIVE OR "HOUSEKEEPING FILES

Routine non-permanent records created or maintained by all or most organizational units in the course of conducting business. These files include the following: time and attendance reports, prop sheets and prop reports, travel orders, vouchers, request for permission to travel, and resulting reports, budget records and cost estimates for proposed and approved projects together with related correspondence, work sheets, and project authorization requests personnel records such as position description notifications of personnel action, applications for employment, employee records cards, performance ratings, leave analyses, personnel administration records relating to the operation of such routine personnel functions as merit promotion, blood-saving Bond-UGF drives, staffing patterns, grade levels, etc., copies of issuances and announcements on routing administrative and personnel matters from Division Chiefs and above, purchase and requisition orders for furniture, supplies, equipment, and services, inventories and lists of machines and equipment with related material on the use and repair of same, Monthly Expense Statements from the Comptroller Office, contract records such as contract, contract authorizations, contract proposals, billings, vouchers, and related correspondence, copies of records disposition and transmittal requests daily progress reports made for the purpose of indicating bottlenecks, and related records.

Disposition: The Census Administrative Manual Chapter K 3, "Records Management (Appendix A)" for disposition instruction for each of the above series of records.

## 19. TABULATIONS AND LISTINGS

- A. Compact disc (CD) containing monthly and year to-date Imports for use on Microcomputers.  
Database file - HTSUSA commodity, country, district of entry, net quantity, value, shipping weight, method of transportation.

Disposition: CD (2 copies), maintained in division for reference and other uses. Destroy when 10 years old.

### B. MONTHLY SUMMARY IMPORT TABULATIONS

Monthly summary data on imports from foreign countries that are presented by HTSUSA commodity code by country of origin by customs district of entry and unloading.

Disposition:

1. Hard Copy Records - Intermediate and preliminary: Destroy after final data are determined to be acceptable.
2. Final data: Destroy previous month when current month is created. [NC1-29-80-12, Item 19B(1)A]
2. Microform Records (Produced from 1970-1990): Destroy when 20 years old, or sooner if no longer needed. [NC1-29-80-12, Item 19B(1)B(1)]

### C. MONTHLY SUMMARY EXPORT TABULATIONS

Monthly summary data on exports to foreign countries that are presented by Schedule B number by country of destination and customs district of export.

Disposition:

1. Hard Copy Records - Intermediate and preliminary: Destroy after final data are determined to be acceptable.

Final: Destroy previous month when current month is created. [NC1-29-80-12, Item 19D(1)A]

2. Microform Records original (Produced from 1970-1990): Destroy when 20 years old ,or sooner if no longer needed. [NC1-29-80-12, Item 19D(1)B(1)]

D. OTHER MONTHLY EXPORT DATA AND RECORDS

Summary Tabulations - monthly summary data on exports to foreign countries that are presented by Schedule B commodity code by country of destination by customs district.

Disposition:

1. Hard Copy Records - Intermediate and preliminary: Destroy after final data are determined to be acceptable.  
  
Final: Destroy previous month when current month is created. [NC1-29-80-12, Item 19D(2)A]
2. Microform Records original (Produced from 1970-1990): Destroy when 20 years old, or sooner if no longer needed. [NC1-29-80-12, Item 19D(2)B]

E. LISTINGS AND TABULATIONS OF VESSEL ENTRANCES AND CLEARANCES

Tabulations and listings of entrances and clearances of vessels engaged in foreign trade that are derived from Customs forms 1400 and 1401.

Disposition: Destroy when 3 years old, or sooner if no longer needed. [NC1-29-80-12, Item 19E]

F. SPECIAL TABULATIONS

Special tabulations such as time series tabulations and non-routine tabulations created for special reports.

Disposition:

1. Hard Copy Records: Destroy when one year old, or sooner if no longer needed. [NC1-29-80-12, Item 19G]
2. Electronic file or diskette: Maintain until no longer needed.

G. COST REIMBURSABLE TABULATIONS

No records are retained of data tabulations created for a subscriber on a reimbursable basis.

20. WORKING PAPERS

Background and sources materials used in preparing reports and conducting data analyses such as printout tabulations, reference material, non-record copies of file documents and publications, library materials, handwritten notes, and rough drafts together with related reviews and critiques.

Disposition: Destroy 6 months after either publication or completion of official action, or 5 years after completion of the report if there was no publication or official action. [NC1-29-80-12, Item 20]

**OFFICE OF THE DIVISION CHIEF AND  
ASSISTANT DIVISION CHIEFS**

21. SUBJECT FILES

General subject files relating to FTD programs, projects, policies, and other matters that contain correspondence, memorandums, reports, studies, research projects, data reconciliation issues, research and planning projects, directives, publications, issuances, agendas and minutes of meetings, and the like.

Disposition:

- A. The Division Chief's and Assistant Division Chief's Program Subject Files consist of correspondence, memorandums, reports, studies, and other records that (1) describe the origin, structure, and functions of the division. (2) document the origin, scope, costs, purpose, content, procedures, and results of division plans, programs, and projects. Arranged alphabetically by subject.

**Permanent.** Cut off annually and place in inactive file. Transfer to FRC when 5 years old. Transfer to NARA in 5 year blocks, 20 years after cut off. [NC1-29-80-12, Item 21a]

- B. All other non-program subject files of the Division Chief relating to routine housekeeping and administrative functions of the division.

Destroy when 3 years old. [NC1-29-80-12, Item 21b]

Note: Other records that may be located in the Division Chief and Assistant Chief offices include Item nos. 1. (Census publications), 2. (Chron File Not Described Elsewhere), 3. (Congressional Correspondence), 5. (Data Processing Paperwork Records), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 11. (Operations Files), 12. (Periodic Activity Reports), 14. (Proposed Project Files), 15. (Reference or Convenience Copy Files), 16. (Research Project Planning Files), 17. (Respondent correspondence), 18. (Routine Administrative or "Housekeeping" Files), and 20. (Working Papers).

#### ADMINISTRATIVE OFFICE

This office handles the Division's budget, personnel, and procurement functions. Specifically, the office prepares budget and staffing pattern estimates for Division projects, monitors costs to see that they are charged to the proper project, processes personnel actions, and initiates requests for office space, equipment, supplies, and services.

All records of this office include Item 15. (Reference or Convenience Copy Files), and Item 18. (Routine Administration or "Housekeeping" Files).

#### COMMODITY ANALYSIS BRANCH

Develops programs concerned with the analysis, review, correction publication dissemination, and training on foreign trade data and related international commodity classification systems. Plans and carries out revisions of commodity classification systems and develops linkages between the import and export systems and other interrelated product classifications (e.g., SITC, SIC, End Use). Prepare analytical reports relative to requests for proposed import and export detailed commodity classification breakouts. Investigates questions concerning the accuracy, coverage, or availability of import and export data and prepares necessary revisions to the published data. Develops analytical reports and studies used in the formulation and administration of economic policy position by the Department of Commerce regarding United States economic policy and international trade relationships. Provides classification of export commodities for both private industry and Government agencies. Develops and implements continuing educational pro-

grams with exporters, importers and data users concerning statistical reporting on the foreign trade source documents.

Records of this branch include Item nos. 1. (Census Bureau Publications, 2. (Chron Files Not Described Elsewhere), 3. (Congressional Correspondence), 5. (Data Processing Paperwork Records), 6. (Export/Import Forms), 7. (File Documentation for Electronic Files), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 10. (Import/Export Edit Masters), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Proposed Project Files), 15. (Reference or Convenience Copy Files), 16. (Research Project Planning Files, 17. (Respondent Correspondence), 18. (Routine Administrative and Listings), and 20 (Working Papers).

#### **TRADE DATA SERVICES BRANCH**

This branch is responsible for implementing plans concerned with publication of the United States foreign trade statistical program and products. Specifically, is responsible for the development, analysis, and issuing of the United States merchandise trade figures in monthly press releases, the development of computer specifications and design for all foreign trade reports in both published and unpublished forms, issuing revisions to the statistics according to established policy, and for balancing and correcting computer generated export and import reports. Serves as division contact point and primary information source for users of foreign trade statistics. Maintains correspondence and forms controls for the division.

Records of this branch include Item nos. 1 (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 3. (Congressional Correspondence), 5. (Data Processing Paperwork Records), 6. (Export/Imports Forms), 7. (File Documentation for Electronic Files), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 10. (Import/Export Edit Masters), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules) 14. (Proposed Project Files), 17, (Respondent Correspondence), 18. (Routine Administrative or "Housekeeping Files), 19. Tabulation and Listing), and 20. (Working Papers).

#### **TRANSPORTATION BRANCH**

This branch is responsible for the compilation of transformation statistics for imported and exported commodities by vessel and air, for managing the processing of such data,

and for assuring the statistical validity of the resulting statistics. Specific functions include monitoring the United States Customs Service (Customs) forms for compliance with established reporting procedures, assigning "liner type service" for use in calculating United States maritime subsidies, maintaining computer programs for processing vessel movements and cargo data, and producing reimbursable cost projects for steamship lines, airlines, and various Government agencies. Represents the Census Bureau of various national and international committees concerned with transportation statistics and, in general, function as the principal authority on United States foreign trade transportation data.

Records of this branch include Item nos. 1 (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 3. (Congressional Correspondence), 5. (Data Processing Paperwork Records), 6. (Export/Imports Forms), 7. (File Documentation for Machine Readable Files), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 10. (Import/Export Edit Masters), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules) 14. (Proposed Project Files), 17, (Respondent Correspondence), 18. (Routine Administrative or "Housekeeping Files), 19. Tabulation and Listing), and 20. (Working Papers).

#### AUTOMATED DATA REPORTING BRANCH

This branch plans, initiates, controls and executes all of the division's programs associated with the receipt of electronically readable data for the Automated Broker Interface (ABI) and Automated Export Reporting Program (AERP). Initiates and conducts contact with importers, exporters, freight forwarders, and Customs, to encourage participation in automated reporting by way of electronic transmission. Develops detailed specifications and procedures for such reporting, monitors developments at Customs, and determines impact on Census Bureau operations. Maintains Census edits on Customs' computers. In cooperation with the Methods and Quality Assurance Branch, conducts a quality assurance program. Executes and controls ABI and AERP monthly data inputs.

Records of this branch include Item nos. 1 (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 3. (Congressional Correspondence), 5. (Data Processing Paperwork Records), 6. (Export/Imports Forms), 7. (File Documentation for Electronic Files), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 10. (Import/Export Edit Masters), 11. (Oper-

ations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules) 14. (Proposed Project Files), 17, (Respondent Correspondence), 18. (Routine Administrative or "Housekeeping Files), 19. Tabulation and Listing), and 20. (Working Papers).

#### **CURRENT SYSTEMS PROGRAMMING BRANCH**

Plans and develops computer systems to process the import and export statistics of the foreign trade program. Responsible for the computer editing, correction, tabulation, adjustment, and publication systems to process and release monthly and annual foreign trade data. Prepares overall and detailed systems designs and provide assistance in the development of specification. Programs, tests and documents computer systems. Prepares for, initiates, monitors, and controls the computer production processing of import and export statistics. Assists in the development of long-range data processing plans for the division and in the research and evaluation of new computer methods and technologies.

Records of this branch include Item nos. 1 (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 3. (Congressional Correspondence), 5. (Data Processing Paperwork Records), 6. (Export/Imports Forms), 7. (File Documentation for Electronic Files), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 10. (Import/Export Edit Masters), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules) 14. (Proposed Project Files), 17, (Respondent Correspondence), 18. (Routine Administrative or "Housekeeping Files), 19. Tabulation and Listing), and 20. (Working Papers).

#### **SPECIAL PROJECTS PROGRAMMING BRANCH**

Plans and develops computer systems to process foreign trade data in support of special projects are data reconciliations, units value indexes, trade data bases, and support systems or the monthly processing of imports and exports. Prepares overall and detailed systems designs provide assistance in the development of specifications. Programs, test, and documents systems. Prepares for, initiates, monitors, and controls production processing for special projects. Provide support for microcomputers, including research, procurement, installation, networking and troubleshooting. Performs research into data processing requirements and coordinates the development of data processing and offices automation plans for the division.

Records of the branch include Item nos. 1. (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 5. (Data Processing Paperwork Records), 6. Export/Import Forms), 7. (File Documentation for Electronic Files), 8. (Foreign Trade Procedures Memoranda), 9. (Information/Publication/Data Tabulation Request Files), 10. (Import/Export Edit Master), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Project Classification Reports), 14. (Proposed Project Files), 15. (Reference or Convenience Copy Files), 16. (Research Project Planning Files), 17. (Respondent Correspondence), 18. (Routine Administrative or "Housekeeping" Files), 19. (Tabulations and Listings), and 20. (Working Papers).

#### **PROCEDURES AND PROCESS BRANCH**

Develops, monitors, and maintains all procedural plans and specifications for pre-computer processing offices in Jeffersonville, Indiana and San Juan, Puerto Rico. Prepares detailed operational specifications for clerical processing, data keying, data transmission, and microfilm applications for imports, exports, and shipping for imports, exports, and shipping in both offices. Develops and maintains processing schedules and monitors volume and flow of pre-computer operations. Control and monitors high value reject resolution. Maintains division mailing list and maintains and operates microfilm functions. Coordinates the flow of information between the subject matter and programming area in Suitland and the staff in both processing offices.

Records of this branch include Item nos. 1. (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 5. (Data Processing Paperwork Records), 6. (Export/Imports Forms), 7. (File Documentation for Electronic Files), 8. (Foreign Trade Procedures Memoranda), 9. (Information, Publication, and Data Tabulation Request Files), 10. (Import/Export Edit Master), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Project Classification Schedules), 14. (Proposed Project Files), 15. (Reference or Convenience Copy Files), 16. (Research Project Planning Files), 17. Respondent Correspondence), 18. (Routine Administrative or "Housekeeping" Files), 19. (Tabulations and Listings), and 20. (Working Papers).

#### **SPECIAL PROJECTS BRANCH**

Develops and implements programs for identification and reconciliation of conceptual and methodological differences in trade statistics with major United States trading partners for express purpose of data reconciliation. Develop

and implement programs to adjust the foreign trade data for seasonality, for constant dollars and for other adjustments, such as undercounts. Develops and implements improvements to the unit value and volume indexes programs. Maintains the division programs for the collection and processing of statistics on military sales and grant-in-aid. Develops and coordinates division effects of create a trade and output data series. Handle special projects necessary to support the goals of the division.

Records of this branch include Item nos. 1. (Census Bureau Publications), 2. (Chron Files Not Described Elsewhere), 5. (Data Processing Paperwork Records), 6. (Export/Import Forms), 7. (File Documentation for Electronic Files), 10. (Import/Export Edit Masters, 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules), 15. (Reference Correspondence), 18. (Routine Administrative or "Housekeeping" Files), 19. (Tabulations and Listings), and 20. (Working Papers).

#### REGULATIONS BRANCH

Develops, administers, and interprets the statistical regulations governing the collection of import, export, and shipping statistics. Develops and maintains liaison with the Customs Service and Bureau of Export Administration and monitors Customs and Bureau of Export Administration practices and procedures to endure effective administration of statistical requirements. Survey other Government agencies' requirements relating to foreign trade documentation and requirement to ensure that foreign trade statistical objective are not jeopardized. Establishes and maintains statistical concepts and definitions in the foreign trade programs and develops appropriate explanatory textual material in all the foreign trade publications. Develops Census Bureau positions with respect to existing or proposed legislation affecting foreign trade statistics.

Records of this branch include Item nos. 1. (Census Bureau Publication), 2. (Chron Files Not Described Elsewhere), 5. (Data Paperwork Records), (File Documentation for Electronic Files), 8. (Foreign Trade Procedures Memoranda), 10. (Import/Export Edit Masters), 11. (Operations Files), 12. (Periodic Activity Reports), 13. (Product Classification Schedules), 15. (Reference or Convenience Copy Files), 18. (Routine Administrative or "Housekeeping" Files), 19. (Tabulations and Listings), and 20. (Working Papers).

### METHODS RESEARCH AND QUALITY ASSURANCE BRANCH

This branch plans, directs, and evaluate broad programs of research and development in the methodology used to collect, compile, and process the import, export, and transportation statistics. Designs, develop, and maintains an editing system for the trade statistics and provides detailed specification and decision logic tables documenting these edits. Develops, installs and monitors quality assurance plans for the collection and processing operations, including ongoing audits of Customs field operations. Design and monitors analytical output controls to ensure quality and completeness of the statistical outputs. Develops and monitors the application of statistical, mathematical, and operations research theory to the compilations of the trade statistics. Acts as statistical liaison with the Statistical Research Division.

The records of this branch include Item nos. 1. (Census Bureau Publications) 2. (Chron Files Not Described Elsewhere), 4. (Customs Ship Entry/Exit Forms), 5. (Data Processing Paperwork Records), 6, (Export/Import Forms), 7. (File Documentation for Electronic Files), 8. (Foreign Trade Procedures Memoranda), 10. (Import/Export Edit Masters), 11. (Operations Files), 12. (Periodic Activity Reports). 13. (Product Administrative or "Housekeeping" Files), 19 (Tabulations and Listings), and 20. (Working Papers).

### DATA EXCHANGE AND COORDINATION STAFF

This branch plans, initiates, maintains and controls the division's data exchange program with Canada. Maintains close contact with counterparts in statistics Canada to ensure the quality and timeliness of data provided and received. Develops detailed specifications and procedures, as necessary, for the exchange of data. Coordinates activities of other branches, as needed, to ensure success of the exchange. Provides continuous production processing quality control for all facets of the division's data collection compilation operations. Reviews, analyzes, and certifies system inputs, processing steps, and outputs to ensure correct, full coverage of operations.

The records of this branch include Item nos. 1. (Census Bureau Publications), 2. (Charon Files Not Described Elsewhere) 4. (Customs Ship Entry/Exit Form), 5. (Data Processing Paperwork Records), 6. (Export/Import Forms), 8. (Foreign Trade Procedures Memoranda), 10. (Import/Export Edit Master), 11. (Operations File), 12. (Periodic Activity Reports), 13. (Product Classification Schedules), 15. (Reference or Convenience Copy Files). 18. (Routine Administra-

tive "Housekeeping" Files), 19. (Tabulation and Listings), and 20. (Working Papers).

## 22. CORRESPONDENCE FILE RELATING TO TRADE REGULATIONS

Incoming letters and other correspondence relating to requests for either information about current Census Bureau/Customs Service regulations concerning the reporting and collection of statistical data or interpretations of replies thereto and related documents.

Disposition: Destroy when 10 years old, or sooner if no longer needed. [NC1-29-80-12, Item 39]

## 23. FREEDOM OF INFORMATION ACT (FOIA) REQUESTS FOR FOREIGN TRADE INFORMATION

Files created in response to FOIA requests from individuals to gain access to records or other information pertaining to the Census Bureau's foreign trade program. Official FOIA records are maintained in the Program Policy and Development Office (PPDO).

Disposition: Destroy duplicate and nonrecord copies of FOIA records maintained in FTD when no longer needed for current agency business. [NC1-29-80-12, Item 40A,B,C,D]

## 24. FOREIGN TRADE STATISTICS REGULATION (FTSR) FILE

Regulations directed to the Customs Service, its regional offices, exporters, freight forwarders, exporting carriers, etc., concerning the collection of foreign trade statistical data together with related correspondence and memoranda. Arranged chronologically.

Disposition: Place regulation in an inactive file when superseded or obsolete. Destroy inactive files when 3 years old. [NC1-29-80-12, Item 41]

## 25. LEGISLATION FILES

Memoranda briefing notebook, correspondence, papers, briefs, and copies of bills relating to legislation or proposed legislation affecting the Census Bureau and its Foreign Trade Statistics Program.

Disposition: Destroy when 10 years old. [NC1-29-80-12, Item 42]

**26. CONVERSION DATA PROGRAM PROCEDURE RECORDS**

Records relating to the program procedures for conversion of Army/Navy/Air Force/Department of Defense data on military exports into Census Bureau foreign trade data. These records consist of manuals, instructions, memoranda, and related correspondence.

Disposition: Destroy when no longer needed. [NC1-29-80-12, Item 43]

**FOREIGN TRADE DIVISION  
ELECTRONIC RECORDS**

**27. PROGRAM FILES**

Tapes containing the sequence of instructions required to process, aggregate, retrieve, extract, add, delete, or modify data on a data tape. [NC1-29-80-12/44] {1964 and thereafter}

Disposition: Destroy when the computer program is discontinued.

**IMPORT DATA FILES**

**28. IMPORT ENTRY FILE (IM 115)**

Monthly file containing data extracted from individual copies of Customs Service import entry documents that are supplied to the Bureau of the Census for purposes of statistical aggregation. The file includes commodity code; country of origin and foreign port of export; quantity, value in dollars and weight in pounds of commodity; price importer was billed; customs duty; mode of transportation; airline or vessel code; and state of ultimate destination. [NC1-29-80-12/63]{1976 and thereafter}

Disposition: Cutoff monthly. Destroy when 2 years old.

**29. U.S. GENERAL IMPORTS AND IMPORTS FOR CONSUMPTION (IM145)**

Covers each month data on the net quantity and value of imports for consumption and general imports by 10-digit Harmonized Tariff Schedules of the United States Annotated by country of origin, by Customs district, by rate provision, by type, and by economic class for all methods of transportation combined (cost, insurance and freight import values). Geographic areas covered are United States, U.S. Customs districts of entry and unlading, and countries of origin. [NC1-29-80-12/64]{1976 and thereafter}

Disposition: Cutoff Monthly. Destroy when 2 years old.

30. **U.S. GENERAL IMPORTS AND IMPORTS FOR CONSUMPTION (IA 245)  
AND ASSOCIATED ERRATA**

Covers the annual summary of U.S. General Imports of Merchandise and Imports of Merchandise for Consumption, which is issued monthly under IM-145. [NC1-29-80-12/65A]{1973 and thereafter}

Disposition:

- A. Archival copy. **Permanent.** Cutoff annually and transfer a copy of the file to the National Archives 4 months after cutoff.

Arrangement Statement: Arranged by commodity thereunder by country thereunder by customs district.

Statement of Restrictions: There are no restrictions.  
Estimate of Annual Accumulation: 2 cartridges

- B. FTD copy: Destroy when 5 years old.

31. **IMPORT DATA FILE DOCUMENTATION**

Regardless of medium, record layouts, coding sheets, codebooks, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file (BC-248 or NARA form 14097 or informational equivalent), File Users Manuals, final reports, and background information that would be useful or necessary to a researcher using the file. [NC1-29-80-12/7]{1973 and thereafter}

Disposition:

- A. Electronic Files Designated Permanent: **Permanent.** Transfer a copy of the documentation to the National Archives with the related file. Transfer updates and changes to the documentation annually with subsequent file transfers.

Statement of Restrictions: There are no restrictions.  
Current Volume: Less than 1 cubic foot  
Estimate of Annual Accumulation: Less than 1 cubic foot

- B. Electronic Files Designated Temporary: Destroy when no longer needed.

## EXPORT DATA FILES

## 32. EXPORT FILE (EM 521)

Monthly microdata file containing data extracted from individual copies of shipper's export declarations that are supplied to the Census Bureau for purposes of statistical aggregation.

The file includes the following data: commodity code number; port and country of destination; port of embarkation; method of transportation; quantity, shipping weight and value of commodity; and airline/vessel code. [NC1-29-80-12/56]{1976 and thereafter}

Disposition: Cutoff monthly. Destroy when 2 years old.

## 33. U.S. EXPORTS OF DOMESTIC AND FOREIGN MERCHANDISE (EM 545)

Covers current month and cumulative data on the net quantity, value, and shipping weight for 10-digit Schedule B by number, by country of destination, by Customs district or export, and by method of transportation. Geographic areas covered are United States, U.S. Customs districts of exportation, and countries of destination. [Replaced EM 522, NC1-29-80-12/57A]{1989 and thereafter}

Disposition: Cutoff monthly. Destroy when 2 years old or after information has been transferred to annual file and verified, whichever is later.

34. U.S. EXPORTS OF DOMESTIC AND FOREIGN MERCHANDISE (EA 645)  
AND ASSOCIATED ERRATA

These aggregated data files contain annual summary data on exports. Data includes commodity code; country of destination; district of export; and quantity and value for all/vessel/air shipments [Replaced EA 622, NC1-29-80-12/58A]{1989 and thereafter}

Disposition:

- A. Archival copy: **Permanent**. Cutoff annually. Transfer a copy of the file to the National Archives 4 months after cutoff.

Arrangement Statement: Arranged by commodity thereunder by country thereunder by customs district.

Statement of Restrictions: There are no restrictions.

Estimate of Annual Accumulation: 1 cartridge

B. FTD copy: Destroy when 5 years old.

### 35. EXPORT DATA FILE DOCUMENTATION

Regardless of medium, record layouts, coding sheets, codebooks, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file (BC-248 or NARA form 14097 or informational equivalent), File Users Manuals, final reports, and background information that would be useful or necessary to a researcher using the file. [NC1-29-80-12/7] {1976 and thereafter}

#### Disposition:

A. Electronic Files Designated Permanent: **Permanent.**  
Transfer a copy of documentation with the file to the National Archives. Transfer updates and changes annually with subsequent transfers of the file.

Statement of Restrictions: There are no restrictions.

Current Volume: Less than 1 cubic foot

Estimate of Annual Accumulation: Less than 1 cubic foot

B. Electronic Files Designated Temporary: Destroy when no longer needed.

### U.S. TRADE WITH PUERTO RICO AND U.S. POSSESSIONS

### 36. SHIPMENTS OF MERCHANDISE BETWEEN THE UNITED STATES AND PUERTO RICO AND SHIPMENTS FROM THE UNITED STATES TO THE VIRGIN ISLANDS (EM 595)

Covers data on the net quantity, value, and shipping weight, by Harmonized Schedule B commodity by country of destination, by Customs district of export, and by method of transportation. Geographic areas covered are United States, U.S. Customs districts of export, Puerto Rico, and the U.S. Virgin Islands. [Replaced EM 594, NC1-29-80-12/59] {1989 and thereafter}

Disposition: Cutoff monthly. Destroy when 2 years old.

37. **SHIPMENTS OF MERCHANDISE BETWEEN THE UNITED STATES AND PUERTO RICO AND SHIPMENTS FROM THE UNITED STATES TO THE VIRGIN ISLANDS (EA 695)**

Covers the annual summary of Shipments of Merchandise From the United States to Puerto Rico and U.S. Virgin Islands, and Shipments From Puerto Rico to the United States, which is issued monthly under EM-595. [Replaced EA 694, NC1-29-80-12/60A] {1989 and thereafter}

Disposition:

- A. Archival copy: **Permanent**. Cutoff annually. Transfer a copy to the National Archives 4 months after cutoff.

Arrangement Statement: Arranged by country/U.S. possessions thereunder by commodity thereunder by customs district.

Statement of Restrictions: There are no restrictions.

Estimate of Annual Accumulation: 1 cartridge

- B. FTD copy: Destroy when 5 years old.

38. **U.S. TRADE WITH PUERTO RICO AND U.S. POSSESSIONS DOCUMENTATION**

Regardless of medium, record layouts, coding sheets, codebooks, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file (BC-248 or NARA form 14097 or informational equivalent), File Users Manuals, final reports, and background information that would be useful or necessary to a researcher using the file. [NC1-29-80-12/7]{1989 and thereafter}

Disposition:

- A. Electronic Files Designated Permanent: **Permanent**. Transfer a copy of the documentation with file to the National Archives. Transfer updates and changes annually with subsequent file transfers.

Statement of Restrictions: There are no restrictions.

Current Volume: Less than 1 cubic foot

Estimate of Annual Accumulation: Less than 1 cubic foot

- B. Electronic Files Designated Temporary: Destroy when no longer needed.

## SPECIAL CONVERSION TAPES

## 39. HARMONIZED COMMODITY CONCORDANCE MASTER TAPE

Covers a single file of commodity descriptions, classifications and cross-classifications needed to implement the conversion to the Harmonized System (HS), beginning with January 1989 statistical data. The file consists of eight separate sections, each identified by a one-digit code located in the first position of the data record. This file does not provide statistics. [Replaced Export Concordance Master Tapes and Import Concordance Master Tapes, N1-29-88-2/1 & 2]{1989 and thereafter}

Disposition:

- A. Archival copy. **Permanent**. Cutoff annually. Transfer a copy of the file to the National Archives 4 months after cutoff.

Statement of Restrictions: There are no restrictions.  
Estimate of Annual Accumulation: 1 cartridge

- B. FTD copy: Destroy when 5 years old.

## 40. HARMONIZED COMMODITY CONCORDANCE MASTER TAPE DOCUMENTATION

Regardless of medium, record layouts, coding sheets/codebooks, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file (BC-248 or NARA form 14097 or informational equivalent), File Users Manuals, final reports, and background information that would be useful or necessary to a researcher using the file. [N1-29-88-2/1 & 2]{1989 and thereafter}

Disposition: **Permanent**. Transfer a copy of the documentation with the file to the National Archives. Transfer updates and changes annually with subsequent file transfers.

Statement of Restrictions: There are no restrictions.  
Current Volume: Less than 1 cubic foot  
Estimate of Annual Accumulation: Less than 1 cubic foot

## CENSUS BUREAU PUBLICATIONS ON CD-ROM

## 41. U.S. IMPORTS OF MERCHANDISE ON CD-ROM (CDIM)

The file includes general imports and imports for consumption. Data include net quantity; value data (all methods of transportation combined); value and shipping weight data for vessel or air shipments in terms of commodity by country of origin, by customs district of unloading; and by rate provision. Smaller files provide totals for each country of origin, and totals for each customs district of entry and customs district of unloading. [Replaced N1-29-86-5/1A] {September 1989 and thereafter}

Disposition:

- A. Archival copy. **Permanent**. Cutoff annually. Transfer a copy of the file with documentation to the National Archives 4 months after cutoff. Transfer must meet NARA's technical requirements.

Statement of Restrictions: There are no restrictions.

Current Volume: 5 CD-ROM's

Estimate of Annual Accumulation: 1 CD-ROM

- B. FTD copy: Destroy when 20 years old.

## 42. U.S. EXPORTS OF MERCHANDISE ON CD-ROM (CDEX)

The file covers U.S. exports of domestic and foreign merchandise by Harmonized Schedule B Commodity Code. It contains quantity, value and shipping weight by country of destination; customs district of exportation and method of transportation. In addition, smaller files provide totals for commodity for commodity, country of destination, and U.S. Customs districts of exportation. [Replaced N1-29-86-5/1A] {September 1989 and thereafter}

Disposition:

- A. Archival copy: **Permanent**. Cutoff annually. Transfer a copy of the file with documentation to the National Archives 4 months after cutoff. Transfer must meet NARA's technical requirements.

Statement of Restrictions: There are no restrictions.

Current Volume: 5 CD-ROM's

Estimate of Annual Accumulation: 1 CD-ROM

- B. FTD Copy: Destroy when 20 years old.

## TRANSPORTATION DATA FILES

**43. U.S. WATERBORNE GENERAL IMPORTS AND INBOUND IN-TRANSIT SHIPMENT (TA 380)**

Covers the annual summary of U.S. Waterborne General Imports and Inbound In-Transit Shipments, which is issued monthly under TM-380. [Replaced SA 305, NC1-29-80-12/79] {1989 and thereafter}

Disposition: Cutoff annually. Destroy when 5 years old.

**44. U.S. WATERBORNE GENERAL IMPORTS AND INBOUND IN-TRANSIT SHIPMENTS (TM 380)**

Covers monthly data on the shipping weight and Customs value by type of vessel service by Customs district and port of unloading, by foreign port of lading, by SITC, Revision 3, by country of origin. The file presents percentage of containerized cargo. Geographic areas covered are United States, U.S. Customs districts and ports of unloading, countries of origin and destination, and foreign ports of lading. [Replaced SM 305, NC1-29-80-12/78A] {1989 and thereafter}

Disposition: Cutoff monthly. Destroy when 2 years old or after information has been transferred to the annual file and verified, whichever is later.

**45. U.S. WATERBORNE EXPORTS AND OUTBOUND IN-TRANSIT SHIPMENTS (TA 780)**

Presents the annual summary of U.S. Exports and Outbound In-transit Cargo, which is issued as a monthly under TM-780. [Replaced SA 705, NC1-29-80-12/76] {1989 and thereafter}

Disposition: Cutoff annually. Destroy when 5 years old.

**46. U.S. WATERBORNE EXPORTS AND OUTBOUND IN-TRANSIT SHIPMENTS (TM 780)**

The files provide data on the shipping weight and value by type of vessel service by Customs district and port of lading by foreign port or country/area of unloading by SITC Revision 3 and by country of destination. The report presents percentage of containerized cargo. In-transit tables present data on country of origin and destination. [Replaced SM 705, NC1-29-80-12/75A] {1989 and thereafter}

Disposition: Cutoff monthly. Destroy when 2 years old or after information have been transferred to the annual file and verified, whichever is later.

**47. SHIPPING IMPORT FILE**

A monthly microdata extract file created for the purpose of making statistical aggregations desired by port officials. The file includes the following data: commodity code, district and port of entry, foreign port and country of origin, manifest number, vessel code, value and weight of commodity, and type of vessel (liner, tanker or tramp). [Replaced SM 304, NC1-29-80-12/77] {1989 and thereafter}

Disposition: Cutoff monthly. Destroy when 2 years old or after information has been transferred to the annual file and verified, whichever is later.

**48. SHIPPING EXPORT FILE**

A monthly microdata extract file created for the purpose of making statistical aggregations desired by port officials. The file includes the following data: commodity code, district and port of embarkation, foreign port and country of destination, manifest number, vessel code, value and weight of commodity, and type of vessel (liner, tanker or tramp). [Replaced SM 704 NC1-29-80-12/74] {1989 and thereafter}

Disposition: Cutoff monthly. Destroy when 2 years old or after information has been transferred to the annual file and verified, whichever is later.

**49. MONTHLY VESSEL ENTRANCES (TM 385)**

The files constitute a monthly listing of vessel entrances issued in two parts. The first part (ALPHA) lists entrances by name of vessel in alphabetical order; the second part (DPM) lists entrances by Customs district, port, and number arrangement in the manifest. [Replaced AE 350, NC1-29-80-12/72] {1989 and thereafter}

Disposition: Cutoff monthly. Destroy when 2 years old or after information has been transferred to the annual file and verified, whichever is later.

**50. MONTHLY VESSEL CLEARANCES (TM 785)**

These files constitute a monthly listing of vessel clearances issued in two parts. The first part (ALPHA) lists clearances by name of vessel in alphabetical order; the second part (DPM) lists clearances by Customs district, port, and number arrangement in the manifest. [Replaced AE 750, NC1-29-80-12/73] {1989 and thereafter}

Disposition: Cutoff monthly. Destroy when 2 years old or after information has been transferred to the annual file and verified, whichever is later.

**51. TRANSPORTATION DATA DOCUMENTATION**

Regardless of medium, record layouts, coding sheets, codebooks, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file, File Users Manuals, final reports, and background information. [N1-29-80-12/7]{1989 and thereafter}

Electronic Records Designated Temporary: Destroy when no longer needed.

**SPECIAL REPORTS AND SERVICES**

The Foreign Trade Division (FTD) has several methods to provide access to summary and detail trade data. These include extracts of monthly data from compact discs-read only memory (CD-ROMs) and various summary databases. The FTD staff can prepare customized reports and special services for data users and customers for nominal fees.

**52. COMBINED ANNUAL VESSEL MOVEMENT FILE AND ERRATA**

This file is the Monthly Vessel Entrances (TM 385) and Monthly Vessel Clearances (TM 785) data combined with corrections. The file contains the following fields: date of entrance or clearance, channel, vessel name, flag, type service, rig, net registered tonnage, type of cargo, type vessel, vessel code, draft, and serial number. Two of the federal customers for this data are the U.S. Army Corps of Engineers and Department of Transportation's Maritime Administration. [NC1-29-79-2/2(3) and 7(1)]{1989 and thereafter}

Disposition: Cutoff annually. Destroy when 2 years old or after information has been transferred to the annual file and verified, whichever is later.

**53. STANDARD INTERNATIONAL TRADE CLASSIFICATION (SITC) SUMMARY IMPORT DATA**

This system provides summary data reports. Reports can be provided for specific commodities at any of the five levels of the SITC requested by the data user. The data user may request a report for a specific country or countries, or for all countries. All months of the current statistical year and year-to-date trade data, as well as annual data from 1989, are available. The following fields are available for any report: customs or cost, insurance and freight (C.i.f) value, vessel value, air value, vessel shipping weight, and air shipping weight. {1989 and thereafter}

Disposition: Cutoff annually. Destroy when 2 years old or after information has been transferred to the customer's file and verified, whichever is later.

**54. STANDARD INTERNATIONAL TRADE CLASSIFICATION (SITC) SUMMARY EXPORT DATA**

This system provides summary data reports. Reports can be provided for specific commodities at any of the five levels of the SITC requested by the data user. The data user may request a report for a specific country or countries, or for all countries. All months of the current statistical year and year-to-date trade data, as well as annual data from 1989, are available. The following fields are available for any report: total and foreign free alongside ship (f.a.s.) value, vessel value, air value, vessel shipping weight, and air shipping weight. {1989 and thereafter}

Disposition: Cutoff annually. Destroy when 2 years old or after information has been transferred to the customer's file and verified, whichever is later.

**55. END-USE COMMODITY CATEGORY CLASSIFICATION IMPORT DATA**

This system provides summary data. All months of the current statistical year and year-to-date data are available. The FTD staff can provide "custom" reports by selecting variable column headings. Reports can be generated using the following fields: general imports customs or c.i.f. value, current dollars, constant dollars, actual month, statistical month, revised month, seasonally adjusted data, not seasonally adjusted data, seasonal adjustment factors, constant dollar deflators, end-use codes and descriptions. {1989 and thereafter}

Disposition: Cutoff annually. Destroy when 2 years old or after information has been transferred to the customer's file and verified, whichever is later.

**56. END-USE COMMODITY CATEGORY CLASSIFICATION EXPORT DATA**

This system provides summary data. All months of the current statistical year and year-to-date data are available. The FTD staff can provide "custom" reports by selecting variable column headings. Reports can be generated using the following fields: exports free alongside ship value, current dollars, constant dollars, actual month, statistical month, revised month, seasonally adjusted data, not seasonally adjusted data, seasonal adjustment factors, constant dollar deflators, end-use codes and descriptions. {1989 and thereafter}

Disposition: Cutoff annually. Destroy when 2 years old or after information has been transferred to the customer's file and verified, whichever is later.

**57. SPECIAL REPORTS AND SERVICES DOCUMENTATION**

Regardless of medium, record layouts, coding sheets, codebooks, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file, File Users Manuals, final reports, and background information. {1989 and thereafter}

Electronic Records Designated As Temporary: Destroy when no longer needed.