

# Free Import/Export Recordkeeping Checklists

by Michelle Kelley - Thursday, April 29, 2010

**EXPORT COMPLIANCE PROGRAM  
RECORDKEEPING CHECKLIST**

Requirement	2010 Reference
<input type="checkbox"/> Export Administration Regulations (EAR)	101
<input type="checkbox"/> Federal Register notice affecting EAR	-
<input type="checkbox"/> Export Management Manual & Operating Procedures	-
<input type="checkbox"/> Non-Confidential Data	Section 2
<input type="checkbox"/> Export Administration System Record	Section 2
<input type="checkbox"/> Confidential Checklist	Confidential
<input type="checkbox"/> All record systems in compliance with FAR, EAR or ICA	-
<input type="checkbox"/> Export Records of Controlled Item Certificate	-
<input type="checkbox"/> In-Stock and Out of Stock	-
<input type="checkbox"/> International Transactions (IT) records	101.1
<input type="checkbox"/> Receipts (Certificates & Release Records)	101.1
<input type="checkbox"/> Control Exception (CE) logs	101.1
<input type="checkbox"/> Control Exception (CE) Status Accounts	101.1
<input type="checkbox"/> Risk Management Information (RMI) Control Exception Reports & Reports	101.1
<input type="checkbox"/> Control Exception (CE) logs	101.1
<input type="checkbox"/> Copies of Recordkeeping Reports	101.1
<input type="checkbox"/> International Import Certificates of Origin Certificates	101.1
<input type="checkbox"/> Release Information Certificates	101.1
<input type="checkbox"/> Classification & Exemption Systems	101.1
<input type="checkbox"/> Electronic Control Submission Log of Electronic Submissions	101.1
<input type="checkbox"/> High Performance Computer Records & Reports (High Speed Record Keeping)	101, 101.1, 101.2
<input type="checkbox"/> EAR, EAR-2, EAR-3, EAR-4, EAR-5, EAR-6, EAR-7, EAR-8, EAR-9, EAR-10, EAR-11, EAR-12, EAR-13, EAR-14, EAR-15, EAR-16, EAR-17, EAR-18, EAR-19, EAR-20, EAR-21, EAR-22, EAR-23, EAR-24, EAR-25, EAR-26, EAR-27, EAR-28, EAR-29, EAR-30, EAR-31, EAR-32, EAR-33, EAR-34, EAR-35, EAR-36, EAR-37, EAR-38, EAR-39, EAR-40, EAR-41, EAR-42, EAR-43, EAR-44, EAR-45, EAR-46, EAR-47, EAR-48, EAR-49, EAR-50, EAR-51, EAR-52, EAR-53, EAR-54, EAR-55, EAR-56, EAR-57, EAR-58, EAR-59, EAR-60, EAR-61, EAR-62, EAR-63, EAR-64, EAR-65, EAR-66, EAR-67, EAR-68, EAR-69, EAR-70, EAR-71, EAR-72, EAR-73, EAR-74, EAR-75, EAR-76, EAR-77, EAR-78, EAR-79, EAR-80, EAR-81, EAR-82, EAR-83, EAR-84, EAR-85, EAR-86, EAR-87, EAR-88, EAR-89, EAR-90, EAR-91, EAR-92, EAR-93, EAR-94, EAR-95, EAR-96, EAR-97, EAR-98, EAR-99, EAR-100	101, 101.1, 101.2, 101.3, 101.4, 101.5, 101.6, 101.7, 101.8, 101.9, 101.10, 101.11, 101.12, 101.13, 101.14, 101.15, 101.16, 101.17, 101.18, 101.19, 101.20, 101.21, 101.22, 101.23, 101.24, 101.25, 101.26, 101.27, 101.28, 101.29, 101.30, 101.31, 101.32, 101.33, 101.34, 101.35, 101.36, 101.37, 101.38, 101.39, 101.40, 101.41, 101.42, 101.43, 101.44, 101.45, 101.46, 101.47, 101.48, 101.49, 101.50, 101.51, 101.52, 101.53, 101.54, 101.55, 101.56, 101.57, 101.58, 101.59, 101.60, 101.61, 101.62, 101.63, 101.64, 101.65, 101.66, 101.67, 101.68, 101.69, 101.70, 101.71, 101.72, 101.73, 101.74, 101.75, 101.76, 101.77, 101.78, 101.79, 101.80, 101.81, 101.82, 101.83, 101.84, 101.85, 101.86, 101.87, 101.88, 101.89, 101.90, 101.91, 101.92, 101.93, 101.94, 101.95, 101.96, 101.97, 101.98, 101.99, 102

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Use our free recordkeeping checklists to supplement your company's compliance program.

## Imports

Checklist covers documents that should be included in your entry files.

[// Customs Entry & Recordkeeping Checklist \[pdf\]](#)

## Exports

Checklist covers required records and lists where each is referenced in the Export Administration Regulations (EAR).

[// Export Recordkeeping Checklist \[pdf\]](#)

Both checklists are also listed on our [Docs+Forms](#) page.



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