

EXPORT COMPLIANCE PROGRAM

RECORDKEEPING CHECKLIST

Record List	EAR Reference
<input type="checkbox"/> Export Administration Regulations (EAR)	762
<input type="checkbox"/> Federal Register notices affecting EAR	-
<input type="checkbox"/> Export Management Manual & Operating Procedures	-
<input type="checkbox"/> Item Classification Sheet	Item & Country
<input type="checkbox"/> Export Authorization Decision Record	Item & Country
<input type="checkbox"/> Consolidated Check List	Compliance
<input type="checkbox"/> BIS issued license & accompanying attachments riders or conditions	-
<input type="checkbox"/> People's Republic of China End-User Certificate	-
<input type="checkbox"/> Air Waybills and/or Bills of Lading	-
<input type="checkbox"/> Humanitarian Donations GFT records	740.12
<input type="checkbox"/> Encryption Commodities & Software Review	740.17
<input type="checkbox"/> License Exception LVS Logs	740.3
<input type="checkbox"/> License Exception TSR Written Assurance	740.6
<input type="checkbox"/> Key Management Infrastructure (KMI) Classification Requests & Reports	740.8
<input type="checkbox"/> License Exception TMP Logs	740.9
<input type="checkbox"/> Copies of Wassenaar Reports	743.1
<input type="checkbox"/> International Import Certificates or End User Certificates	748.1
<input type="checkbox"/> Delivery Verification Certificates	748.13 748.3
<input type="checkbox"/> Classifications & Advisory Opinions	748.7
<input type="checkbox"/> Electronic License Submissions Log of Electronic Submissions	742, Suppl. 3
<input type="checkbox"/> High Performance Computer Records & Reports Safeguard Plans & Logs	
<input type="checkbox"/> BIS 748P, Multipurpose Application	748, Suppl. 1
<input type="checkbox"/> BIS 748P-A, Item Appendix	748, Suppl. 1
<input type="checkbox"/> BIS 748P-B, End-User Appendix	748, Suppl. 1
<input type="checkbox"/> BIS-711, Statement by Ultimate Consignee and Purchaser	748, Suppl. 3 & 748.11
<input type="checkbox"/> License Conditions Records Required Reports of Theft or Loss	750.7
<input type="checkbox"/> Written acknowledgment of receipt of conditions	750.7(d)
<input type="checkbox"/> Automated Export System Records	758.1; 758.2
<input type="checkbox"/> Commercial Invoices with the destination control statement	758.6
<input type="checkbox"/> Restrictive Trade Practices and Boycott Documents and Reports	760.6