Export Control OFFICE OF RESEARCH ADMINISTRATION Recordkeeping Form

This form is to be completed electronically. Hand-written submissions will be returned.

One of the greatest risks of "inadvertent violations of export laws and regulations" occurs during informal technical exchanges with Foreign Persons. UM's Export Control Recordkeeping Form will serve to "heighten UM employees" awareness that such communications and meetings are risk areas for potential export violations.

Meeting Facilitator and or Presenter please fill out the Export Control Recordkeeping Form in order to preserve a record of the interchange and interactions with Foreign Persons, as per 15 CFR 762 (Recordkeeping).

(Necolukeepilig).				
MEETING AGEND)A			
Meeting/Project Name:				
Date of Meeting: (MM/DD/YYYY)		Time:		
Meeting Facilitator/Presenter:		Location:		
1. Meeting Objective				
2. Invitees (Please atta	ch list of Invitees, if more than five.)			
Name	Dept./Division/Organization	Country	E-mail	Phone
3. Meeting Agenda (Ple	ase attach agenda items, if more tha	n five.)		
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4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)				
Description	Prepared by			

MEETING MINUTES

Meeting/Project Name:		
Date of Meeting: (MM/DD/YYYY)	Time:	
Minutes Prepared By:	Location:	

1. Meeting Objective		

2. Attendance at Meeting (Please attach list of attendees, if more than five.)				
Name	Dept./Division/Organization	Country	E-mail	Phone
				•

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3. Agenda and Notes, Decisions, Issues					
Topic			Owner		Time
4. Action Items					
Action			Owner		Due Date
5. Next Meeting (if applicable)					
Date:	Time:		Location:		
(MM/DD/YYYY)	Tille.		Location.		
Objective:					
6. Submit					

Printed Name:

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Date Submitted :