



Export Control Program Record Keeping Form

You must download to your desktop before completing. Once completed, save prior to sending or all info will be lost.

Please read the following in its entirety before completing the form. Complete the form electronically.

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).

MEETING AGENDA

Meeting/Project Name:			
Date of Meeting:		Time:	
Meeting Facilitator/Presenter:		Location:	

1. Meeting Objectives

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2. Invitees (Please attach list of Invittes, if more than five.)

Name	Dept./Division/Organization	Country	E-mail	Phone

3. Meeting Agenda (Please attach agenda items, if more than five.)

Topic	Owner	Time

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by



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MEETING MINUTES

Meeting/Project Name:			
Date of Meeting:		Time:	
Minutes Prepared by:		Location:	

1. Meeting Objectives

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2. Attendance at Meeting (Please attach list of Invittes, if more than five.)

Name	Dept./Division/Organization	Country	E-mail	Phone

3. Agenda and Notes, Decisions, Issues

Topic	Owner	Time

4. Action Items

Action	Owner	Due Date

5. Next Meeting (if applicable)

Date of Meeting:		Time:		Location:	
Objective:					

6. Submit

Printed Name:		Date Submitted:	
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