

<u>REQUEST FOR RECORDS DISPOSITION AUTHORITY</u>		JOB NUMBER NC1 151 77 1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 18 FEB 1977	
1. FROM (Agency or establishment) Department of Commerce		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Domestic and International Business Administration		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Ivy V. Parr	5. TELEPHONE NUMBER 377-3630	DATE 6-27-77	ARCHIVIST OF THE UNITED STATES
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>476</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 12-17-76	SIGNATURE OF AGENCY REPRESENTATIVE		TITLE Department Records Management Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<u>DOMESTIC AND INTERNATIONAL BUSINESS ADMINISTRATION</u> The Domestic and International Business Administration (DIBA) traces its origin back some 150 years. Since 1820, DIBA and its forebears worked toward the improvement of the economic welfare of the U.S. by promoting and servicing the American industrial and commercial community both at home and abroad. In 1820, the Bureau of Statistics was established in the Treasury Department to assemble data collected by customs agents, and publish statistics on the Nations waterborne foreign commerce. In 1844, the Treasury Department enlarged the role of the Bureau to include the collection and analysis of agricultural and domestic trade data. In 1842, Congress passed a law requiring the State Department to report on the commercial systems of other nations. In 1857, the State		

Next page contained unrecognizable text.

Jan 76

CONTENTS

	<u>Page</u>
<u>INTRODUCTION</u>	i- x
 <u>Records of:</u>	
ASSISTANT SECRETARY FOR DOMESTIC AND INTERNATIONAL BUSINESS	5
ASSISTANT GENERAL COUNSEL	7
OFFICE OF PUBLIC AFFAIRS	8
Speakers	9
Publications	10
OFFICE OF MANAGEMENT AND SYSTEMS	12
OFFICE OF BUDGET	15
Office of the Director	16
Budget Formulation and Operations Division	18
Funds Management and Reports Division	19
(ADP Printouts.)	21
Program Planning and Analysis Division	26
OFFICE OF ADMINISTRATIVE SUPPORT	28
Communications Management Division	33
DIBA Secretariat	35
OFFICE OF PERSONNEL	35
Employee Development Division	37
Employee Relations and Compensation Division	37
Staff Records and Processing Unit	41
OFFICE, OF FIELD OPERATIONS	44
Office of Director	44
(Domestic Commerce Program)	47
(Government Procurement Conference Program Area)	50
(International Trade Program Area) (Printouts)	51
ALL REGIONAL OFFICES	53
(Administrative Files)	53
(Domestic Trade Program Area)	56
(International Trade Program Area)	58
ALL DISTRICT OFFICES	63
(Administrative Files)	64
(Domestic Trade Program Area)	68
(International- Trade Program Area)	71
ALL FIELD OPERATIONS UNITS	82
BUREAU. OF INTERNATIONAL ECONOMICPOLICY AND RESEARCH	85

	<u>Page</u>
INTERNATIONAL TRADE ANALYSIS STAFF	86
Director's Office	87
(Foreign Trade Statistics Branch)	88
(Printouts)	89
(Statistical Analysis Branch)	90
(Printouts)	91
(World Trade Branch)	91
(U.S. Trade Branch)	92
OFFICE OF COMPETITIVE ASSESSMENT	95
Office of the Director and Deputy Director	95
Competitive Studies Division	96
Competitive Information Division	97
(Printouts)	98
(Punch Cards)	98
OFFICE OF ECONOMIC RESEARCH	99
(Printouts)	101
OFFICE OF FOREIGN INVESTMENT IN THE U.S.	102
OFFICE OF INTERNATIONAL TRADE POLICY	104
Office of the Director	107
Legislative and Tariff Policy Division	109
Trade Negotiations and Agreements Division	112
Developing Nations Division	114
(Printouts)	118
(Punch Cards)	118
Industrialized Nations Division	119
Office of the Director	119
Canada-Western Europe Staff	121
East-West Trade	124
Japan Staff	125
European Community Staff	125
OFFICE OF INTERNATIONAL FINANCE AND INVESTMENT	126
Office of the Director, Deputy Director-and	
Assistant Director	126
Foreign Business Practice Division	128
(Licensing and Patents Program)	131
International Monetary Affairs Division	132
International Finance Division	133
Investment Policy Division	136
Transportation and Insurance Division	138
BUREAU OF DOMESTIC COMMERCE	143
Office of Deputy Assistant Secretary	143
OFFICE OF BUSINESS RESEARCH AND ANALYSIS	144
Office of the Director	144
Consumer Goods and Services Division	148
Office of the Director	148

	<u>Page</u>
(Textile, Leather, and Footwear)	150
(Leather, Leather Products, and Furs)	152
(Arms and Ammunition, Household Appliances and Furniture, Recreational Equipment, and Jewelry)	155
(Food Industries)	160
(Printouts)	165
(Marketing and Consumer Affairs)	165
Materials Division	168
Office of the Director	168
(Copper, Lead, and Zinc Program)	171
(Printouts)	174
(Aluminum and Magnesium Receipts, Inventories and Shipments)	176
(Printouts)	179
(Industrial Diamonds, Abrasives, and Mica)	180
(Printouts)	183
(Aluminum Products and Facilities, and Nickel)	183
(Printouts)	185
(Miscellaneous Metals and Materials – Graphite, Mercury, Gold, Silver, Platinum Group, Titanium, Asbestos, Uranium, Rare Earth, Flourspar, Quartz, Crystals, and Clay)	186
(Printouts)	187
(Iron and Steel)	188
(Ferro Alloys, Metals, Refractories, and Raw Materials)	190
(Iron and Steel Production and Consumption Priorities)	191
(Iron, Steel, and Related Products Production Technology)	193
(Chemicals and Rubber Program)	194
(Printouts)	196
(Inorganic Chemicals)	197
(Drugs)	199
(Printouts)	201
(Soap, Detergents and Toilet Preparations, and Chemical Preparations)	201
(Organic Chemicals Including Petrochemicals)	204
(Printouts)	205
(Rubber and Rubber Products)	206
Construction and Forest Products Division	207
Office of the Director	207

	<u>Page</u>
(Containers and Packaging Program)	209
(Printouts)	213
(Forest Products Program)	214
(Construction-Building Materials Program)	217
(Printouts)	223
(Pulp, Paper, and Allied Products)	223
(Printouts)	226
(Printing and Publishing Program)	226
(Printouts)	229
(Water Resources and Engineering Program)	229
(Printouts)	234
Transportation and Capital Equipment Division	234
Office of the Director	234
(Capital Equipment)	236
(Printouts)	238
(General Industrial Equipment)	238
(Textile, Printing, Refrigeration and Air Conditioning Machinery)	239
(Construction, Agriculture and Materials Handling Equipment)	241
(Printouts)	242
(General Components)	243
(Printouts)	245
(Mining, Oil Field, and Related Equipment and Machinery)	246
(Printouts)	247
(Priorities Assistance)	248
(Metal Working Equipment)	248
(Printouts)	252
(Transportation Equipment)	253
(Boats, Engines, and Snowmobiles)	256
(Trucks and Related Motor Vehicles)	256
(Automotive And Automotive Parts)	257
(Railroads and Equipment)	258
(Aircraft, Aircraft Engines Aircraft Parts, Missiles and Space)	258
(Transportation Services)	260
(Printouts)	260
Science and Electronics Division	261
Office of the Director	261
(Science and Electronics)	264
(Printouts)	264
(Data Communications)	269
OFFICE OF INDUSTRIAL MOBILIZATION	271
Office of the Director	271

	<u>Page</u>
Mobilization Operations and Plans Division	273
Industrial Resources Division	277
(Industrial Evaluation Board)	282
(Printouts)	286
(Mobilization Readiness)	288
OFFICE OF OMBUDSMAN FOR BUSINESS	291
NATIONAL BUSINESS COUNCIL FOR CONSUMER AFFAIRS	294
OFFICE OF BUSINESS AND LEGISLATIVE ISSUES	296
Office of the Director	297
Environmental Affairs Division	301
Legislative Division	305
Quantitative Analysis Division	306
BUREAU OF INTERNATIONAL COMMERCE	309
DEPUTY ASSISTANT SECRETARY	310
Deputy Director	311
COMMERCE ACTION GROUP FOR THE NEAR EAST	313
Office of the Director	313
Country Desk Officers	315
Business Facilitation	316
Joint Commission Coordination Staff	317
Planning and Procurement Staff	318
OFFICE OF INTERNATIONAL MARKETING	318
Office of the Director	319
Special Assistant to the Director	320
Assistant Director for Program Development	321
Program Coordination Division	322
Market Research Division	325
Assistant Director for Resources	327
Special Activities Division	328
Office of the Director	328
U.S. Trade Missions	328
Technical Sales Seminars	330
Catalog Exhibitions	330
In-Store/Mail Order Promotions	332
Support Services Division	333
Staffing Services	334
Exhibition Management Staff	336
Exhibit Transportation Staff	339
(New York City)	339
Fiscal, amid Facilities Branch	340
Assistant Director for Emergent Markets	342
Assistant Director for Developed Markets	343
Regional Affairs for Developed Markets	344
Country Marketing Managers	347
OFFICE OF EXPORT DEVELOPMENT	349

	<u>Page</u>
Office of the Director	349
Domestic Investment Services Staff	350
Major Export Projects Division	353
Domestic Export Programs Division	354
Office of the Director	354
Foreign Buyer Staff	355
Promotional Support Section	356
Overseas Business Opportunities Division	357
Overseas Products and Investment Opportu- nities Staff	358
Export Information Division	359
Office of the Director	360
World Trade Data Reports Section	360
Export Contact List Section	363
Agent/Distributor Service	365
Business Communications Section	365
Business Counseling Section	367
Export Information Reference Room	367
OFFICE OF MARKET PLANNING	369
Office of the Director	369
Strategic Planning Division	369
Targeting Division	371
Program Evaluation Division	373
Commercial Representation Division	375
Training and Evaluation Branch	376
Resources and Inspection Branch	377
Officer Assignment Branch	378
BUREAU OF EAST-WEST TRADE	379
Office of the Deputy Assistant Secretary	379
OFFICE OF EXPORT ADMINISTRATION	380
Office of the Director	382
Executive Secretary, Advisory Committee on Export Policy (ACEP) Chairman, Operating Committee, (OC)	384
Deputy Director	386
Policy Planning Division	388
(Operating Committee Records)	389
East-West Trade Branch	392
Strategic Rating Branch	394
Special Area Program Branch	396
Compliance Division	399
New York Office	404
Electronic Equipment Division	406
Office of the Director	407
Electronics Branch	409

	<u>Page</u>
Computer Division	411
Technical Data Division	413
Office of the Director	414
(Licensing Officers and Related Records	416
Capital Goods and Production Materials	
Division	417
Office of Director	418
Licensing Officers Files	421
Operations Division	427
Office of the Director	429
Exporters Service Branch	430
Program Services and Processing Branch	431
Short Supply Division	438
OFFICE OF EAST-WEST TRADE DEVELOPMENT	440
Office of the Director	441
Trade Development Assistance Division	441
Trade Promotion Division	442
OFFICE OF EAST-WEST COUNTRY AFFAIRS	444
Office of the Director	444
Eastern European Affairs Division	445
U.S.S.R. Affairs Division	447
Peoples Republic of China Division	449
OFFICE OF EAST-WEST POLICY AND PLANNING	450
BUREAU OF RESOURCES AND TRADE ASSISTANCE	453
DEPUTY ASSISTANT SECRETARY	453
OFFICE OF IMPORT PROGRAMS	454
Office of the Deputy Assistant Secretary	
and Director	455
Special Import Program Division	456
Foreign Trade Zones Division	460
Industrial Products Division	463
OFFICE OF TEXTILES	466
Office of the Director	466
Implementation Division	467
Market Analysis Division	469
Trade Analysis Division	471

INTRODUCTION

1. Background and Scope. The Federal Records Act of 1950 requires all Federal Agencies to prepare Schedules for the retention and disposition of their records. This Schedule was prepared by direction of the Assistant Secretary for Domestic and International Business, under the general supervision of the Director, Office of Management and Systems. After preparation, this Schedule was approved by the Archivist of the United States.
 - a. In the course of preparing the Schedule, an effort was made to examine each file in Domestic and International Business Administration (DIBA). Prior to finalization, the language describing each file and the retention period assigned to it was cleared by the responsible DIBA operating official.
 - b. The Schedule provides all operating officials with continuous authority to retire, transfer or dispose of papers in accordance with the retention period prescribed for each file. This should enable many offices to reduce the volume of papers and realize savings in both office space and file equipment.
 - c. Department Administrative Order 205-1, Section 6.04 prescribes, and adopts by reference, this and other approved schedules, which gives them the same force and effect as the Order itself.
 - d. The minimum retention provisions of the Schedule are mandatory. This means that papers must not be destroyed sooner than allowed by the Schedule. However, to meet contingencies, operating officials may retain papers beyond the date on which they become eligible for disposal. If an extension involves a lengthy period of time and/or a significant volume of papers, the responsible official should satisfy himself that such action is really necessary. See Federal Property Management Regulations (41 CFR 101-11.4).
2. Distribution. At headquarters, distribution of the Schedule will be centrally controlled by the DIBA Records Management Officer. A copy will be sent to the records-

keeper, or key person, in each DIBA office down through the branch level. Revised or new pages, with appropriate instructions, will be sent to employees holding copies of the Schedule.

Regional Office Directors will serve as Records Management Liaison Officers. The Records Management Liaison Officer for each regional office will be responsible for the distribution and control of the Schedule and revision notices.

The Schedule will be revised as necessary. So that changes can be made easily and inexpensively, the Schedule is issued in loose-leaf form.

3. Records Management Liaison Officers and Key Records-keepers. At headquarters, each office or division has designated a Records Management Liaison Officer to work with the DIBA Records Management Officer in implementing this schedule and such other records management steps as may be needed.

The Records Management Liaison Officer for each regional office is responsible for staff supervision and control of all transfer of DIBA records to the nearest regional Federal Archives and Records Center (FARC).

All elements of DIBA having records eligible for transfer to FARC should prepare them for transfer in accordance with the instructions herein.

4. Retirement of Records at Headquarters. A Staging and Holding Area, known as the Business Trade and Records Section (BTRS), is operated by the DIBA Records Management Officer to receive records from operating units of DIBA before they are eligible for transfer elsewhere or for disposal. The prime purpose of BTRS is to provide offices with a place where they can send records that are not needed too frequently but still need to be kept reasonably accessible.

a. Recordskeepers should retire records to BTRS as soon as they are not needed too frequently for current business. If possible, papers should be held in offices until there is at least enough of them to fill one Federal Records Center box supplied for retirement of records. A few folders should never be retired to BTRS to be interfiled

with records already held there. When interfiling among retired records is necessary, the folders to be interfiled should be held in the office and retired in a batch at the end of six months or a year.

b. All folders or papers borrowed from retired records should be returned to the DIBA Records Management Officer for refiling as soon as the requester has finished with them.

c. All retired records must be arranged and packed in Federal Records Center boxes. A black marking pencil should be used to fill in the necessary information requested on the end of each box. Boxes and forms for retirement of records will be furnished by the BTRS Records Management Officer, on request.

d. Records to be retired also must be listed on Standard Form 135, Records Transmittal and Receipt (Exhibit 1), and the continuation sheet SF-135A (Exhibit 2). On an attachment to the SF-135 describe the records showing organizational location, subject content, inclusive dates, and the contents of each box (Exhibit 5). The office retiring the records should keep one copy of the SF-135 and forward the original copy to the DIBA Records Management Officer, Room 2061, Main Commerce Building.

e. Special care should be taken to determine the item in the Schedule that covers each box of records retired. The number of this item should be cited in Item 6(h) on SF-135, Records Transmittal and Receipt, in the manner shown in Exhibit 1, and also in the lower left hand corner of the end of each box.

f. To facilitate servicing and ultimate disposition of the records, a separate transmittal (SF-135) should be prepared for each file, unless two or more files are retired that cover the same period of time and have the same retention that cover the same period. The boxes covered by each transmittal should be numbered consecutively starting with 1.

g. Any restriction on the availability or use of the records should be stated in Item 6(g) on the SF-135.

h. File folders or boxes containing retired records will be returned on loan to DIBA employees by the Records Management Officer upon receipt of a request by telephone (377-3430).

5. Transfer of Headquarters Records to Washington National Records Center. All records earmarked in the Schedule for transfer to the Washington National Records Center (WNRC) will first be retired to BTRS. Subsequently, the Records Management Officer will make the necessary transfer arrangements and take all other steps necessary to ensure that ultimate disposition of the records is made in accordance with law and regulation.
6. Transfer of Regional Office Records to Federal Archives and Records Center. Each regional office holding records eligible for transfer to FARC in accordance with this Schedule is responsible for treating them in the following manner:
 - a. Use only Federal Archives and Records Center boxes (15" X 12" X 10") for arranging and packing the records.
 - b. Separate the papers being treated according to files (series). Using this Schedule as a guide only put records in each box that have the same disposal date. Never mix temporary and permanent records in the same box.
 - c. Number the boxes in the upper left corner of the 10" X 12" end of the box that is not stitched. Begin with No. 1 of (total number), etc. Address the boxes on the 15" side to the nearest Federal Archives and Records Center. For the nearest FARC see Federal Property Management Regulation 101-11.410-1.
 - d. Place letter-size material in the box with guide cards and tabs facing the numbered end. Put legal-size material in the box with tabs facing the left of the box as you face the numbered end. Leave all guides or tabs in the file that will help provide reference service on it. Do not over pack the boxes, taking care to leave some space in each box so that the material is loose enough to work.
 - e. Each consignment of records transferred to FARC must be described on standard form 135 and 135A, Records Transmittal and Receipt, and Continuation (Exhibits 3 and 4). In addition, on a separate sheet of paper which will be attached to the SF-135 copy being transmitted to the DIBA Records Management Liaison Officer, show the organizational location, subject content, and inclusive dates of the records. Whenever necessary for the purpose of controlling or finding material or information, list each case or file folder packed in the boxes. (Exhibit 5)

f. Complete the form as follows:

- Item 1 - Mailing address of the appropriate FARC.
- Item 2 - Signature and title of Records Management Liaison Officer.
- Item 3 - Name, Office, and telephone number of Records Management Liaison Officer who serves as the representative with FARC.
- Item 4 - Leave Blank.
- Item 5 - Mailing address of the District Office.
- Item 6(a) thru (c) - Leave Blank.
- 6(d) - Show the number of boxes being transferred.
- 6(e) - Self-explanatory.
- 6(f) - List the title of the file as found in the Records Control Schedule and the inclusive dates of the records.
- 6(g) - Specify any national security classification and/or any other restrictions that apply to the records.
- 6(h) - Indicate Job Number assigned to Records Control Schedule, which is NC 1-151-77-1. Under this number enter the item number(s) in this Schedule that apply(ies) to the records transmitted.
- 6(i) - Applying the Records Control Schedule, enter the month and year in which records may be destroyed.
- 6 (j) thru (n) - Leave Blank.

g. Prepare Forms SF-135 and 135A in an original and four copies. The originating office should hold one copy and forward the original and three copies to the Regional Records Management Liaison Officer at least twelve days in advance of the planned transfer.

h. The Regional Records Management Liaison Officer shall forward the original and one copy to FARC, hold one copy in suspense and transmit one copy of Forms SF-135 and 135A covering each transfer to the DIBA Records Management Officer, Department of Commerce, 14th and Constitution Avenue, N.W. Washington, D.C. 20230.

i. The Regional Records Management Liaison Officer is responsible for making all necessary arrangements with FARC for transfers of records and for their maintenance thereafter in accordance with law and regulations.

7. Records Disposal. In those cases where the Schedule provides for nothing more than the disposal of papers (described in a given item) after the expiration of a specified period, it is intended that they be destroyed on site. Supervisors, and recordskeepers are urged to do this and to immediately notify the DIBA Records Management Officer in writing of the volume of papers destroyed (one full file drawer equals 2 cubic feet).

Offices need not be concerned about records they have retired to BTRS or FARC, earmarked for disposal at some later point in time, since the DIBA Records Management Officer or the Regional Records Management Liaison Officers will take care of the matter. Before any records in BTRS (or any Federal Records Center) are destroyed, the DIBA Records Management Officer will secure the approval of the operating official having primary interest.

8. Review of the Schedule. The Schedule will rapidly lose its usefulness unless professionals, supervisors, records liaison officers and recordskeepers frequently review that portion of the Schedule that pertains to their records. As a minimum requirement these people should review the Schedule at least annually.

9. Revision of the Schedule. To make revision of the Schedule as easy and effortless as possible, Form CD-282 is provided for this purpose (Exhibit 6). A supply of the form may be obtained by calling the DIBA Records Management Officer or the Regional Records Management Liaison Officer.

a. Professionals, supervisors and recordskeepers should submit a revision of the Schedule anytime that they find an opportunity to improve it, e.g., by clarifying the description of the records, by adding a new item (file), by deleting an item which no longer accumulates, or by providing a better retention period.

b. All revisions will be submitted to the DIBA Records Management Officer who will compile them on a SF-115, Request for Authority to Dispose of Records and forward it to the Archivist of the United States. When the SF-115 is approved and returned, the DIBA Records Management Officer will process and distribute appropriate pages of the Schedule which will reflect the approved changes.

10. Coordination of Filing Practices. The Records Disposition Management and Files Management elements of the program are so closely interrelated that the work steps and techniques used in each of these areas must supplement one another. For instance, the ease with which papers can be processed and retired is dependent on the

file being arranged so that eligible papers can simply be taken out of a file drawer in toto and packed in Federal Records Center boxes.

- a. Subject or name files arranged alphabetically present the greatest number of problems when the time comes to retire them. Most generally, these files are built without any thought of what will have to be done when they are retired to BTRS. In such cases, recordskeepers usually reduce the volume of these files by selecting file folders from them for retirement. This is a most unsatisfactory practice that can be avoided by arranging alphabetical files first by fiscal or calendar year, if the volume involved is large enough.
- b. Short-term and long-term papers should never be intermingled or made a part of the same file. When papers that must be kept only two years are filed with others that must be kept only five years, practical considerations generally require retention of all of them for the longer period. By reviewing the Schedule, recordskeepers can acquaint themselves with the short and long-term papers that most commonly occur in DIBA. This will enable them to restructure their files to separate papers having different retention values.
- c. Restricted and unrestricted records should never be intermingled in the same box. It is Official Commerce policy that records restricted to the public under the Freedom of Information Act (includes national security classified papers) and those which are available to the public (i.e., unrestricted) shall not be boxed together as set forth in DAO 205-12.
- d. Screening files on a paper by paper basis is a most undesirable and uneconomical practice. The need for such screening need never occur. The need for it can almost be eliminated if all professionals and supervisors will make it part of their daily regimen to earmark papers of only marginal value for inclusion in a separate Temporary File. This is a very worthwhile practice when it is considered that it is less costly to keep file drawer of papers as long as ten years than it is to have a professional or supervisory employee screen the papers. More importantly, the residual documentation after screening is inadequate because it is usually incomprehensible.

e. A label should be put on every file drawer showing the title of the file as it appears in the Schedule. This may seem a bit redundant at first, however, it is essential to identify the papers themselves, by the same title that is given them in the Schedule.

f. A record copy of every "official" or action paper prepared in the Department is required by the United States Government Correspondence Manual adopted by the Department, April 1, 1969 (see DAO 214-0). It is also specifically required that this record copy be prepared on yellow tissue. All units should comply with these requirements without exception, since the presence or absence of yellow copies are prime factors used to determine the legal status of a given file and to evaluate it.

g. Non-record material should never be included in an official file (see DAO 205-1). Some examples of this type of material are as follows:

- Extra copies of documents preserved only for convenience of reference. This group includes "reading file" copies, "tickler" or "follow-up" copies, if their use is temporary.
- Carbon or "hot" copies or informational memoranda and incoming transmittal letters which do not affect or aid in determining the action to be taken on the documents transmitted.
- Preliminary drafts or work sheets that do not represent significant steps in the preparation of other documents.
- Stock of blank forms, publications and processed documents.
- Surplus copies of mimeographed, multilithed, dittoed, printed, or processed circulars, memoranda, or forms.
- Shorthand and other notes, tapes and dictation records (unless specifically described in this Schedule) that have been transcribed.

- Routine requests for publications and acknowledgements.
 - Library and museum material made or acquired and preserved solely for reference or exhibition purposes.
 - Memoranda or other papers that do not serve as the basis of official actions; for example, charity appeals and notices of activities of Government associations or unions.
- h. Nonrecord material may be disposed of when it has served its purpose without any special authority.

11. Library and Technical Reference Materials. Many DIBA units accumulate and maintain technical and general reference materials on shelves, in bookcases and file cabinets, and on window ledges. This reference material consists of such items as Bureau of the Census reports on manufactured materials and commodities, reports on manpower and transportation from other agencies like the Department of Labor and the Department of Transportation, reports from the United Nations, copies of the Congressional Record and Federal Register, text books and encyclopedic material, vendor catalogues, professional journals and magazines.

Since much of this material is maintained in the Department Library, and special items like United Nations and Bureau of the Census reports have public as well as internal use, consideration should be given to greater library use and less office maintenance of these materials.

Office space and equipment should only be employed for frequently used and limited interest type reference items. Office reference holdings should be reviewed annually for the purpose of justifying item maintenance and identifying and destroying needless items. In addition, every effort should be made to set a ten year age limit on reference materials available from other sources in the Department.

All reference material over ten years old referred to above and maintained in DIBA offices must be justified in writing to the Office of Management and Systems for an exception to keep them in office space.

12. If additional advice or assistance is needed, please call the DIBA Records management Officer, 377-3031.

Exhibit 1

Federal Archives and Records Center
General Services Administration

Washington National Records Center
Washington, D.C. 20409 STOP 386

Patricia Mann, ITA Records Mgmt. Officer

Charles J. Brett 377-3430
Office of Management and Systems

U.S. Department of Commerce
Industry and Trade Administration
Room 2061, Commerce Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230 STOP 206

Bureau Director's Program File NC 1-151-77-1 Nov. 1975-Oct. 1976 Item No. 1382

9 1 thru 9

Florence Agreement-Duty-free N NC 1-151-77-1 Entry Application File Item
No. 1390 July 1, 1972-June 30, 1973

Exhibit 2 (blank)

Exhibit 3

Federal Archives and Records Center
General Services Administration

(Regional FARC Address)

Records Mgmt Liaison Officer

Weldon W. Tuck, Director
Richmond District Office 703 560-4000

U.S. Department of Commerce
Industry and Trade Administration
District Office
400 North 8th Street
Richmond, Virginia 23240

6 1 thru 6 Office Space/Building Fund 1970-1975 NC 1-151-77-1

Exhibit 4 (blank)

Exhibit 5

Attachment To SF-135, Records Transmittal and Receipt

Show organizational position of the office that created or maintained the records, for example:

Office of Field Operations
Office of the Director

Brief statement of the major duties or functions of the office that created or maintained the records. Mention the law under which it operates if it is pertinent.

Fully describe the type of records being retired, such as correspondence, memoranda, reports, contracts, etc. Include the arrangement of the records (alphabetical, numerical, decimal classification, etc.) and the inclusive date coverage of the records.

Give the title of the file as listed in the Records Control Schedule (e.g. Country File, Export Licenses, Tariff Subject File, Administrative Subject File, Import-Export General Correspondence, Division Program Subject File, etc.) and then underneath the title, list the contents of each box. In many cases, only the first and last folders in each box need be listed. Whenever necessary for purpose of controlling or finding material or information, list each case or file folder separately.

Example:

Director's Program Subject File, 1972-1975

Box 1 A-L

Box 2 M-P

Box 3 Q-Z

Exhibit 6

Form CD 282

RECORDS CONTROL SCHEDULE REVISION

TO: Records Management Officer
 Industry and Trade Administration
 Office of Management and Systems
 Room 3012, Main Commerce Bldg.

UNITED STATES DEPARTMENT OF COMMERCE
Industry and Trade Administration
Washington, D.C. 20230

MAY 1, 1978

MEMORANDUM FOR Records Management Liaison Officers
 (All Deputy Assistant Secretaries, Office Division
 Directors)

SUBJECT: Records Control Schedule for the Industry and Trade Administration

In October 1977 the records management function was transferred from the Office of Administrative Services and Procurement (OAS&P), Office of the Secretary, to the Office of Management and Systems, ITA. This included The Records Staging and Holding Facility in Room 2061. Records management is concerned with achieving economy and efficiency in the creation, use and maintenance, and disposition of records. With respect to the latter element—disposition, ITA will now enforce its own disposition program which includes (1) preservation of records of continuing value, (2) scheduling records for disposal and retention, (3) transfer of records to records center or to an archival agency, and (4) surveys and audits of disposal operations. Item 2 is accomplished by a Records Control Schedule that describes all or part of the records of an agency, specifies records to be retained permanently, and authorizes on a continuing basis the disposition of specified recurring series of records. The provisions of such a schedule are mandatory in the U.S. Government.

The attached schedule was developed by OAS&P during the years 1972-1976, approved by the National Archives and Records Service (NARS) in 1977, and finally issued this year. The organizational structure in the schedule is outdated because of the recent reorganization, but each office will be able to locate its files and ascertain its retention and disposition periods.

Each individual in your area should be made aware of this schedule and what it requires. If ITA is to achieve an efficient and economical disposition program, all employees must be aware and participate in the use of this schedule.

(Continued)

2.

Records Management Liaison Officers are responsible for maintaining an up-to-date Records Control Schedule for their area as well as working with the ITA Records Management Officer in implementing this schedule and such other records management steps as may be needed. Revised or new pages with appropriate instructions will be provided to you as they are issued. The schedule should be readily accessible to individuals in your area. A binder will be provided within the next two months for easy reference and maintenance of the schedule.

Additional copies are available to those offices having a need. I am located in Room 3012 and can be reached on 377-3031.

Patricia L. Mann
ITA Records Management Officer
Office of Management and Systems

Attachment

World War II and the decade which followed was a period of monumental industrial activity and general economic prosperity. It was also a period in which the Bureau of Domestic and Foreign Commerce underwent numerous reorganizations to cope with the requirements of the world's economy. World War II, and later the reconstruction of Europe and parts of the Pacific area, created an unusual demand for American materials. Later, in the 1950's, the Korean War shifted the direction of demand for materials and the accompanying flow of currency.

In 1953, the Bureau of Domestic and Foreign Commerce was replaced by the Business and Defense Services Administration and the Bureau of Foreign Commerce. The Business and Defense Services Administration assumed responsibility for national and defense production, mobilization readiness, and national business and industrial services. At the same time, the Bureau of Foreign Commerce took on the task of promoting U.S. products through foreign trade fairs, reducing and removing export restrictions, and putting out a new publication called, World Trade Information Service.

In the late 1950's, U.S. trade relations were endangered by an unfavorable balance of payments. In 1961, to stimulate exporting, the Bureau of Foreign Commerce was replaced by the Bureau of International Operations and the Bureau of International Programs.

In 1963, the Office of Domestic and International Business was established as part of the continuing effort to increase exports and create a favorable balance of payments. Along with this change the Bureau of International Programs and the Bureau of International Business Operations, which had only been constituted two years earlier, were absorbed by the newly founded Bureau of International Commerce.

To stimulate trade the Office of Domestic and International Business intensified its program for increasing exports. The Office of Domestic and International Business promoted U.S. products at trade fairs and trade centers and worked for removal of export restrictions. In 1972 the Bureau of East-West Trade was established in the Office of Domestic and International Business to promote and facilitate the expanding trade relationship with the socialist world.

Jan 76

On November 17, 1972, the Office of Domestic and International Business became the Domestic and International Business Administration (DIBA). DIBA undertook the mission of promoting U.S. industry and commerce both at home and abroad, stimulating the expansion of U.S. exports, and preparing and executing plans for industrial mobilization readiness. Today, 1975, in striving to accomplish its mission, DIBA is served by five bureaus and seven staff units. The line units are the Bureaus of (1) Domestic Commerce, (2) International Economic Policy and Research, (3) East-West Trade, (4) International Commerce, and (5) Resources and Trade Assistance. The staff units are the (1) Office of Public Affairs, (2) Office of Field Operations, (3) General Counsel, (4) Office of Personnel, (5) Office of Management and Systems, (6) Office of Administrative Support, and (7) Office of Budget.

Major programs of DIBA will be described in more detail under the major organizational subdivision that has prime responsibility for them.

Accounting and payroll services are performed for DIBA by the Central Accounting Division, Office of the Secretary. Personnel Management is provided by the Personnel Division, Office of the Assistant Secretary for Domestic and International Business. Record copies of DIBA documents pertaining to these functions are maintained in the office performing the service.

DIBA collects a large quantity of secondary source materials (printed and processed) from other government agencies organizations in the private sector in this country, and from various sources in foreign countries. Most of this material is nonrecord in character and is not treated in this schedule. However, where such material poses a problem, it is included in the schedule to help resolve the problem.

Binder. Although this schedule is presented in an organizational format, a change of title or organizational location of any unit shall have no effect on its provisions so long as the files described continue to accumulate and serve the same purpose.

Jan 76

All provisions of the General Records Schedules issued by the General Services Administration are superseded by the provisions of this schedule which includes all general and housekeeping records of the Domestic and International Business Administration.

All disposal schedules, covering records of DIBA and predecessor agencies, issued prior to the approval date of this schedule are hereby superseded. Specifically superseded are disposal authorities bearing the following job numbers:

<u>Job No.</u>	<u>Date of Approval</u>
345-S296	June 8, 1945
346-S80	October 17, 1945
346-S263	March 29, 1946
II-NNA-1007	April 19, 1954
NN-164-21	September 25, 1963

Disposal lists are not listed since they do not provide any continuous authority to dispose of records.

ASSISTANT SECRETARY FOR
DOMESTIC AND INTERNATIONAL BUSINESS

As the chief executive of the Administration, the Assistant Secretary is responsible for the development and direction of all programs and activities conducted by it.

For purposes of records and archival management the files created by the Office of the Assistant Secretary will be treated as a part of the records of the Office of the Secretary.

1. Correspondence Subject File - Correspondence handled by the Assistant Secretary personally or prepared for his signature by other offices. Arranged alphabetically by subject.

Permanent. Start a new file every 2 years, retire to Staging and Holding (SHA, Room 6047), transfer to WNRC 3 years later. Offer to NARS when 20 years old.

Jan 76

2. Export-Import Subject File - Correspondence with the private sector and other government agencies on export- import matters including foreign economic policy, labor management, tariffs, and trade and legislative files in the field.

Start a new file every 3 years, retire to SHA and transfer to WNRC 2 years later.
Dispose when 10 years old.

3. Committee Files - Documentation including reports, membership lists, minutes, agenda and proposals for consideration of committees on which the Assistant Secretary either serves or is interested in.

Permanent. Retire to SHA when there is a change of Assistant Secretary and transfer to WNRC 2 years later. Offer to NARS when 20 years old.

~~4. Commodity File - Documentation of commodities that are either short supply, involved in tariff considerations, or in proposed trade agreements.~~

~~Start a new file every year, retire to SHA and transfer to when 5 years old.
Dispose when 10 years old.~~

5. Country File - Papers relating to trade and economic conditions of, and negotiations with, foreign countries.

Start a new file every 3 years, retire to SHA and transfer to WNRC 2 years later.
Dispose when 10 years old.

6. Briefing Papers - These contain background information prepared by various offices about individuals or groups with whom the Assistant Secretary or Secretary expect to meet.

Start a. new file every year, retire to SHA and dispose when 3 years old.

7. Speech File - Invitations to speak, acceptances, and copies of speeches made by the Assistant Secretary.

Jan 76

Start a new file every year, retire to SHA and dispose when 3 years old.

8. Administrative Subject File ~~These are office copies of paper on matters such as time and attendance reports, personnel actions, budget, space, requisitions, for services and other objects and similar housekeeping requirements.~~ NC1-151-82-5

Dispose when 2 years old.

ASSISTANT GENERAL COUNSEL

The Assistant General Counsel serves as the legal advisor to the Assistant Secretary for Domestic and International Business Administration (DIBA). In this capacity, the General Counsel assists in the development and coordination of legislative programs, and in the handling of legal matters pertaining to foreign trade, taxation, consumer affairs, and other related domestic and international activities.

For purposes of records and archival management the files created by the Assistant General Counsel will be treated as part of the records of the Assistant Secretary for DIRA.

9. Subject File - Incoming and outgoing correspondence and other papers concerning foreign trade, tariffs, consumer matters, environmental affairs, taxation, foreign investment, patent rights, licensing, legislation, and other matters relating to domestic and international business.

Start a new file every 4 years. ~~Transfer to SHA 2 years later and~~ dispose when 8 years old.

10. Administrative Subject File - Contains office copies of papers on such matters as affairs, directives personnel management, office space and equipment, business travel, parking, and similar management housekeeping activities.

Dispose when 2 years old.

Jan 76

OFFICE OF PUBLIC AFFAIRS

~~The Office of Public Affairs provides information services, conducts publication programs, provides speech writing and scheduling services, and provides advice and guidance on all phases of public affairs and information services to DIBA officials and organization elements.~~

~~11. Subject Correspondence File—This contains documentation generated by the Staff Director pertaining to the public affairs program aimed at keeping the business community informed of the activities of the Bureau through utilization of all segments of the news media. The activity also includes an effort to keep before the American business community, the potential of and opportunities for export trade.~~

~~Start a new file when there is a change of the Staff Director, retire to BTRS 6 months later. Dispose when 10 years old~~

~~12. Press Releases—These are case folders arranged chronologically which contains a copy of the press release as issued, background papers and a copy of the printing requisition. Also included in the file are activity reports on the production of the unit.~~

~~Dispose of cases when 2 years old.~~

~~13. Technical Information File—This contains typescript, printed and processed material generated or collected by the unit for use in the preparation of speeches, press releases, and other presentation to keep the business community informed of the current U.S. position in the export trade. Typical subjects found in the file include export success stories, field services, Office of Minority Business Enterprise, sample displays, reports, mailing lists and the like.~~

~~Dispose of individual document or the contents of individual file folders when no longer needed for current business.~~

~~14. Information Specialist's Background and Work Files—These contain convenience copies of typescript material maintained elsewhere in official files along with printed~~

Jan 76

~~and processed material containing background data on the U.S export trade position. These papers are collected for use in the preparation of presentations for news media to keep the American business informed of opportunities and potential of export trade.~~

~~Dispose of individual documents or contents of file folders when they have served their purpose.~~

Speakers

~~15. Biographical File— This contains name folders containing biographical data on secretarial and other key officials of the Department. These data are used for various purposes by the public affairs activities.~~

~~Dispose 2 years after separation of the subject official.~~

~~16. Speaker's Staff General File— Documentation generated and collected by the Director BIC speakers staff pertaining to selection and provision of speakers as requested by government agencies and private organizations. Also included are some housekeeping papers such as the chronological file, requisitions, travel, and time and attendance papers.~~

~~Dispose when 5 years old.~~

~~17. Regional and Field Office Conferences— These are requests for speakers from regional offices to address conferences that are scheduled to occur once or twice per year. The papers showing the action taken are filed with the request by the name of the conference. In some cases a transcript or report of the conference proceedings is included.~~

~~The file also includes requests for speakers submitted by Department of Commerce Field Offices with related papers.~~

~~Dispose when 10 years old.~~

Jan 76

~~18. Associations File— This contains request from trade and other associations primarily in the private sector for speakers to address conferences, seminars and similar meetings. Also included are papers showing the action taken on the request and printed and processed material containing background information on the associations. The papers are arranged alphabetically by association name.~~

~~Dispose of individual file folders when the association has been in an inactive status 5 years or upon dissolution of the association, whichever is sooner.~~

Publications

~~The Staff is responsible for developing publications that will keep the American business community informed of foreign markets for U.S. exports and of foreign economic trends having an impact on these markets. The staff also produces special studies which provide U.S. exporters, or potential exporters, with in-depth information on foreign markets for commodities selected on a timely basis.~~

~~The publications released by the staff constitute one of the principle channels of communication used by the Bureau to educate U.S. businessmen and keep them informed of the opportunities of international commerce.~~

~~19. General Correspondence File— This contains incoming and outgoing correspondence primarily concerned with printing and other technicalities involved in the preparation of the publications issued by the staff. There is, however, some correspondence of a more general nature pertaining to the subject content, distribution, etc., of the publications.~~

~~The papers are arranged chronologically.~~

~~Dispose when 2 years old.~~

~~20. Administrative Subject File— This file is mostly comprised of printing requisitions with a much smaller quantity of the usual kinds of housekeeping papers such as, time and attendance reports, copies of personnel, actions, and the like.~~

Jan 76

~~These are office convenience copies of which record copies are maintained in the Office of Publications, Office of the Secretary and elsewhere.~~

~~—Dispose when 2 years old.~~

~~21. Printer's Offset Negatives—The printer's negative for each publication is kept until there is little or no likelihood there will be any need to reprint the issue.~~

~~a. Overseas Business Reports Negatives—Dispose when 5 years old.~~

~~b. All other negatives—Dispose when 2 years old.~~

~~22. Record Set of Publications—The BIC publications staff gets out each year well over a hundred issues of publications on international commerce. Some of these are serial issues, others are special studies, or one-time special purpose publications.~~

~~Subject matter areas covered include: overseas business reports, exhibitor export market guides, world markets for U.S. exports which covers foreign economic trends by country, and special publications.~~

~~Special publications recently issued include, Global Market Survey—Pumps, Valves and Compressors, January 1972; U.S. Multinational Enterprises and the U.S. Economy, January 1972; and Trends in Direct Investments Abroad by U.S. Multinational Corporations 1960 to 1970, February 1972. Arranged by subject; thereunder by date.~~

~~Permanent. Transfer to WNRC when no longer needed for current business, and offer to the National Archives 10 years later.~~

~~23. Printing Control Cards (DIB 97)—A 5 X 8 control card is prepared for each publication issue by the staff. It shows the title of the publication, printing requisition number, name of initiating person and, office, editor's name and the date he received the job, printing status, and estimates of printing costs.~~

~~Dispose of individual cards when no longer needed for current business.~~

Jan 76

OFFICE OF MANAGEMENT AND SYSTEMS

The Office of Management and Systems provides management, organization, and systems analysis assistance to organization components of ITA. The Office of Management and Systems make management and organization planning studies, conducts a management position program, coordinates ADP systems and the ITA information system, and performs committee management and records management functions within ITA.

The activities of the Office fall in three functional areas:

1. Management Support—This includes development and maintenance of the DIBA issuance system; coordination of the DIBA Managers Improvement, and Manpower Utilization Programs; carrying out organization plans; committee management; paperwork management; and the conduct of management surveys and analytical studies as required.

2. Data Processing Systems—This involves serving as "translator" between program offices and the Data Processing Division in developing new ADP systems, review and evaluation of requests for data processing services, and the establishment of priorities and target dates for completion of ADP projects.

3. Report Coordination—Coordinates input, edits, secures clearances, reproduces and distributes reports on bureau wide development. Among those presently involved are the following:

- Monthly Report to the Secretary
- Monthly and Quarterly Improvement Projects
- Semi-monthly Intelligence Report
- Semi-monthly Open Projects Report
- Special Reports as requested.

The Office has a close working relationship with the staff of the Office of Organization and Management Systems, Assistant Secretary for Administration.

Jan 76

~~24. Management Operating File—Documentation of the development and implementation of the directives system staffing patterns, functional and organizational structure requests for ADP services and related incoming and outgoing correspondence having general application to DIBA management activities. These papers are arranged alphabetically by subjects which reflect the primary responsibilities of the Division.~~

~~Start a new file every 5 years, retire to BTRS, transfer to WNRC one year later.
Dispose when 10 years old.~~

~~25. DIBA Issuance System File—This contains a printed copy of the BIC Administrative Manual with copies of significant drafts of comments, clearances, and related papers covering the development of the manual and the authorization on which it is based. Also included is a printed copy of each page of the manual as revised, with similar supporting documentation.~~

~~Permanent. Retire to BTRS when no longer needed for current business transfer to WNRC 2 years later. Offer to NARS when 20 years old.~~

~~26. General Technical Information File—This contains copies of management reports on ADP applications and systems, papers on the Manager's Improvement Program, DIBA resources, directive systems and management information retrieval. These papers contain technical data used in planning and implementing the management activities of the Office.~~

~~Start a new file every 5 years, retire to BTRS, transfer to WNRC one year later.
Dispose when 10 years old.~~

~~27. Committee Management File—This contains papers pertaining to the establishment, functions membership and statements of DIBA's interests in various international and interdepartmental and other committees. Also included are some copies of committee reports and other documents of special interest to DIBA. The purpose of the file is to service all committees with which DIBA is primarily concerned and to monitor BIC representation, if any, on such committees. The file~~

Jan 76

~~is closed when the committee is terminated or when DIBA is no longer related to it.~~

~~Retire closed cases to BTRS at the end of every 5 years, transfer to WNRC one year later. Dispose when 10 years old.~~

~~28. Forms Control File—This contains the printed copies of the forms used by DIBA and the negative or other medium used to reproduce it, if any. A Forms Control Card record and a Historical File including all DIBA forms are maintained in the Records Management Division, Office of the Secretary.~~

~~Dispose of the negative (or print reproducible) and all printed copies of the form when a revised—printed copy and negative are received.~~

~~29. Register of Forms—This is a historical register of all DIBA forms ever used or in use. The forms are designated "IA" (IA-57)." The forms are entered in the register by number and thereunder shows the requisition number, date, number of copies, reprint and GPO jacket number. A line is drawn through the entry for forms that are discontinued.~~

~~This is an essential worktool which must be kept in close proximity to the staff member responsible for forms management for the Bureau. However, a record copy of a forms control is maintained in the records Management Division, Office of the Secretary.~~

~~Dispose when no longer needed for current business.~~

~~30. ADP Program Development Assistance File—This contains papers concerning the development and analysis of DIBA units that propose to automate some or all of its functions. Special assistance is provided in identifying and defining the major inputs, outputs, and special requirements of the proposed system. Also included is documentation of such feasibility data as may be necessary.~~

~~Start a new file every 5 years, retire to BTRS—and transfer to WNRC 1 year later. Dispose when 10 years old.~~

Jan 76

~~31. ADP Technical Information File— This contains printed and processed material collected from a variety of sources, and some work papers and other papers generated by the Division which contain technical information on the ADP discipline. Included are such subjects as time sharing, word processing, equipment, software sources descriptions of data systems, data banks and the like.~~

~~Dispose of individual documents of the contents of file folders when no longer needed for current business.~~

~~32. Reports File— This contains copies of recurrent or one-time reports required by higher authority and submitted to the Division by other DIBA units for editing and computational. Among these are included the Semi-monthly Open Projects Report, Quarterly Improvement Projects Reports, and the Major Accomplishments Report. Record copies of these reports are retained in higher echelon offices.~~

~~Dispose when 10 years old.~~

OFFICE OF BUDGET

~~The Office is responsible for planning and preparing the Secretarial, Office of Management and Budget (OMB), and the Congressional budget submissions for DIBA. As needed, staff members attend budget hearings and/or brief DIBA officials for such hearings. Appeals from allowances are prepared as necessary.~~

~~The Office is also responsible for budget execution functions which include the following:~~

- ~~o Oversees budget and financial management of Bureau.~~
- ~~o Prepares apportionments and allots funds to operating units.~~
- ~~o Supervises development of operating units' fiscal plans; reviews and recommends reprogramming when necessary.~~

Jan 76

- o ~~Monitors the DIBA operating budget to insure that funds are handled in accordance with law; maintains the necessary commitment ledgers by office and cost category in order to certify as to funds availability.~~
- o ~~Regular and special budgetary reports for use of the DIBA, Department, and higher authorities.~~
- o ~~Interprets budgetary policy decisions for the guidance of DIBA officials.~~
- o ~~Handles reimbursable agreements with other agencies.~~

~~The Office maintains liaison with Departmental budget officials and those of other Commerce Department units. It also provides liaison of budgeting matters with the Office of Financial Management Services, Office of Personnel for DIB, Bureau program officials and Foreign Service personnel overseas.~~

Office of the Director

~~33. General Correspondence File—This contains selected papers generated by all elements of the office which require review or signature of the Director or Assistant Director. Included are papers containing authoritative and technical information on accounting, apportionments, trade missions, interagency fairs, and special requests re: legislation, receivables, payables, reports, budget estimates and submissions, and some information copies of documents.~~

~~The Director and Assistant Director devote their time to the decision making process necessary to budgeting and maintaining financial control of the resources for DIBA. Consequently, record copies of action documents pertaining to specific transactions are retained in that section of the Office having primary responsibility for the subject transaction.~~

~~The file also includes intra office memorandums and papers documenting guidelines and procedures, and the Director's and Assistant Director's approval of specified action on given transactions. These papers are filed under the subject heading of operating correspondence.~~

Jan 76

~~Start a new file every fiscal year, retire to BTRS when 3 years old, transfer to WNRC when 5 years old. Dispose when 10 years old.~~

~~34. Budget Submissions—All elements of DIBA submit proposals/plans for new activities or programs, and for projected levels of operations of established programs and projects. With this input from various elements of DIBA a complete budget is prepared.~~

~~This presentation is submitted to the Secretary of Commerce. Any changes or additions made by the Secretary are included in the submission to OMB. After hearings by OMB, the submission to Congress is prepared reflecting such additional changes as may be necessary. Appeals to the House Allowance may also be submitted to the Senate.~~

- ~~a. Secretary's Submission—(one copy each) Retire to BTRS when 3 years old, transfer to WNRC when 5 years old. Dispose when 8 years old.~~
- ~~b. OMB Submission—(one copy each) Retire to BTRS when 3 years old, transfer to WNRC when 5 years old. Dispose when 8 years old.~~
- ~~c. Congressional Submission, including appeals—(one copy each) Retire to BTRS when 3 years old, transfer to WNRC when 5 years old. Dispose when 8 years old.~~

~~35. Briefing and Back up Books for Budget and Submissions These books contain factual, analytical, and narrative data compiled by the Budget Office to support and validate each of the budget estimates as submitted (Secretarial, OMB, and Congressional).~~

~~Briefing books are used for "dry runs" and contain questions most likely to be asked at each of the budget presentations, with the information that the official testifying will need to appropriately answer such questions.~~

~~Retire one complete set of each to BTRS in annual consignments when 10 years old, transfer to WNRC when 11 years old. Dispose when 15 years old.~~

~~36. Administrative Subject File—These are convenience copies of housekeeping papers such as time and attendance reports, travel orders and vouchers, personnel actions, requisitions for services and things, requests for space,~~

Jan 76

notices of fund drives, typewriter repair receipts, and the like.

Dispose when 2 years old.

~~37. Reading File—This consists of a tissue copy of every outgoing item prepared by the Director or Assistant Director used for convenience of reference and to keep all members of the staff informed of current developments.~~

Dispose when 1 year old.

Budget Formulation and Operations Division

~~38. Budget Formulation Support Papers—These consist of collected materials and papers generated in the entire process of analyzing the submission from various DIBA component elements and drafting the final submission to appropriate higher authority. More specifically, this involves preliminary tabulations on spread sheets, compilations of preliminary data after further analysis and copies of the first and all subsequent drafts of the subject budget estimates as presented.~~

~~a. Secretary's Submission with Flash Estimates—Retire to BTRS when 3 years old, transfer to WNRC when 5 years old. Dispose when 8 years old.~~

~~b. OMB Submissions—Retire to BTRS when 3 years old, transfer to WNRC when 5 years old. Dispose when 8 years old.~~

~~c. Congressional Submissions and Appeals—Retire to BTRS when 3 years old, transfer to WNRC when 5 years old. Dispose when 8 years old.~~

~~39. Special Studies and Project File—This contains copies of proposed legislation involving the possibility of new or functional expansion of DIBA. Also included are papers concerning possible expansion of international programs the effect of which would broaden current DIBA responsibilities. Special studies prepared for the use of higher authority to determine the impact of certain international developments on DIBA's budget and similar papers are also included.~~

~~a. Papers Pertaining to Established Programs or Projects—Move forward to appropriate Budget Formulation Support File.~~

~~b. All Others—Dispose when 5 years old.~~

Jan 76

Funds Management And Reports Division

~~40. Project Files: Trade and Industrial Exhibits Trade Centers, Trade Development Centers, and Trade Missions— These contain correspondence relative to the development and operation of each trade fair, center, and mission.— More specifically, the files contain papers covering all facets of such specific project from initiation of promotion activities through termination.~~

~~Also included are cables and Forms IA-113 (Budget Authorization) which provide funds for each project through the State Department and American Embassies. Central Accounting Division, Office of the Secretary, receives and maintains the record copies of the Forms IA-113 transferring funds overseas. Forms SF-108 (Accounts Current) and paid vouchers supporting overseas expenditures are forwarded to the Central Accounting Division by the American Embassy involved.~~

~~Start a new file every fiscal year, retire to BTRS when 2 years old, transfer to WNRC and dispose when 6 years old.~~

~~41. Contracts Awarded Overseas for Trade Promotion Projects— These are contracts awarded overseas by the General Services Officer for sites, space, construction, exhibit installations, dismantling, design, market research, etc. for trade fairs trade centers and trade development centers. Record copies of authorized funds and expenditures for the contract are maintained in Central Accounting Division, Office of the Secretary.~~

~~Start a new file every fiscal year, retire to BTRS when 2 years old, transfer to WNRC and dispose when 6 years old.~~

~~42. Fiscal Assistant, Trade Fair Operation Records— A manager from Washington, a Director of Marketing Activities, and a Fiscal Assistant are assigned to each show. The Fiscal Assistant is responsible for documenting the operations and transactions of the show.~~

~~When the show is terminated the Fiscal Assistant forwards the records to the Office of Budget, DIBA and they are included in this file.~~

Jan 76

~~Start a new file every fiscal year, retire to BTRS when 2 years old, transfer to WNRC and dispose when 6 years old.~~

~~43. Reimbursable Agreements File— This contains copies of reimbursable agreements with other government agencies and subdivisions of the Department for personal services, and other services. Record copies of all fiscal documentation flowing from these agreements are maintained in the Central Accounting Division, Office of the Secretary. The agreements and related papers contained in this file are office copies used for budget and finance control purposes.~~

~~Start a new file every fiscal year, retire to BTRS when 2 years old, transfer to WNRC and dispose when 5 years old.~~

~~44. Recurrent Reports— These are copies of recurring reports submitted to higher authority by the Budget Division, DIBA, such as Balance of Payments, User Report, GSA Space Rentals, Monthly Obligation Outlays and Employments, Analysis of Travel and others.~~

~~Dispose when 10 years old.~~

~~45. Operating Budget Controls— All DIBA funds are allotted to the Director, DIBA and he provides funds to each of the DIBA operating units based on their approved fiscal plans for the fiscal year. The file includes fiscal plans and copies of Forms SEC 589 for each operating unit, as well as monthly reports of obligations incurred by each operating unit. These controls are used to periodically advise the operating units of the balance of funds that are available to them for the remainder of the fiscal year.~~

~~Start a new file every fiscal year.— Dispose when 3 years old.~~

~~46. Accounting Advices— This includes corrections of various accounting printouts, accrued expenditures and GPO billings.~~

~~a. Accrued Expenditures— Dispose when 3 years old.~~

Jan 76

b. ~~All Other Papers—Dispose when 2 years old.~~

~~47. Domestic Hospitality File—American firms and individuals participating in overseas trade promotion events a portion of their participation fee for the reception of foreign dignitaries who visit this country. These are case files under the name of the dignitary entertained which contain record copies of the authorization of the hospitality and the expenditures for it. The Central Accounting Division, Office of the Secretary pays the expenses upon receipt of a memorandum authorization from the Budget Division.~~

~~Dispose when 6 years old.~~

~~48. Job Orders and Requisitions—This consists of job orders for work to be performed by GSA, requisitions for printing, and copies, of purchase orders for services and things. The record copies of these papers are maintained in Central Accounting Division, Office of the Secretary.~~

~~Start a new file every fiscal year and dispose one year after payment.~~

~~49. General Correspondence and Technical Information—These contain incoming and outgoing correspondence concerning matters of general application to all overseas trade promotion projects, State Department administrative support, procedural matters applying to all projects, and typescript, printed and processed material pertaining to the professional and technical discipline of promoting, structuring, and operating successful trade promotion projects overseas.~~

~~Dispose of individual documents or the contents of file folders when superseded or when they have served their purpose, whichever is sooner.~~

~~(ADP Printouts)~~

~~50. Batch Proof Listings—These are comprised of:~~

~~Fail Edit Listings—Personal Services~~

~~Fail Edit Listings—Other Objects~~

~~JV Proof Listings—Manual Journal Vouchers~~

Jan 76

These are intermediate computer runs that are produced as part of the make ready for preparation of the Detail Batch Listings. They are used to check the data stored in the computer and the accuracy of keypunch and machine operations. The nature and extent of these intermediate runs may vary from time to time depending on changes in the system and the demands on it. Record copies are maintained in the Central Accounting Division, Office of the Secretary.

~~Dispose when superseded by new issue.~~

51. Monthly Detail Batch Listings—These include the following types of batch listing issued monthly by CAD:

<u>Type of Detail</u>	<u>Batch Numbers</u>
Undelivered orders (month end obligations),	083, 084
Refunds, Corrections & misc.	025, 026
Personal Services	033-035, 038-039, 042-043
Foreign accruals	056
Leave and benefits	058-059, 063-065
Month end accruals	085-086
Cost transferred in	093
Accounts payable, other objects, — including adjustments	101-131, 300-331, 2 401-431, 600-631

These listings are the books of original entry showing the complete accounting classification (bureau, appropriation, project, cost center, cost category, subobject class, and subcost category). They also show document and batch numbers. The Formal Cost Statements with the detailed data arranged in various sequences are automatically prepared from these listings except that the document and batch numbers are dropped.

~~Dispose when one year old.~~

52. Disbursements Monthly Detail Batch Listings—These include the following:

Disbursements/Foreign—Batch No. 057
 Personal Services Disbursement Batch Nos.—070-074

Jan 76

~~Accounts Payable/Disbursements/Other Objects
—Batch Nos. 201-231
Accounts Payable/Disbursements/Transportation
—Batch Nos. 501-531~~

~~These listings are the books of original entry showing needed detail (bureau, appropriation, and cost category). Also shown are the document, schedule, and batch numbers. The entries in these listings are not included in the Formal Cost Statements. These listings are primarily used for purposes of reconciliation and for establishing an audit trail.~~

~~Dispose when one year old.~~

~~53. Preliminary Cost Statement—These statements are primarily used by the accounting operations branches to establish the accuracy of the entries in the Undelivered Orders and Accruals Monthly Batch Listings stored in the computer. The Preliminary Cost Statement establishes the accuracy of the totals used in the Formal Cost Statements. The Preliminary Cost Statements cite pennies while the Formal Cost Statements are rounded to the nearest dollar. Accordingly, it is useful as a reference for correction of errors, because precise accounting adjustments must be made.~~

~~Dispose when 3 years old.~~

~~54. Monthly, Quarterly, and Annual Formal Cost Statements—These are cost statements Nos. 1, 2A-2C, 3, 4, 13, 21, 22, 23, 24, 25, 26, 27, 28, 29, and 30. These contain essentially the same information the Preliminary Cost Statements. They are prepared for distribution to the primary operating units served, with the sequence of entries arranged in the manner requested by client unit.~~

- ~~a. Monthly and Quarterly issues—Dispose when superseded.~~
- ~~b. Annual issues—Dispose when 3 years old.~~

~~55. Personal Services Listings—These include 12 biweekly listings on Personal Services and Personal Benefits data, and monthly reports on overtime and cumula-~~

Jan 76

~~tive manhours and costs. They are all by product listings produced from the Comprehensive Payroll and Master Payroll data stored in the computer.~~

~~In general, they are used by accounting operations branches and Payroll Section to establish accuracy of accountability. Client units also use some of them for procedural and production analysis and other managerial purposes. Thus, they are of short term value since the data base changes very rapidly.~~

~~Dispose when one year old.~~

~~56. Accounting Listings—These include the following monthly reports:~~

~~Bridge Report~~

~~Cash Disbursement~~

~~Accounts Payable—Other Objects~~

~~Accounts Payable—Transportation~~

~~Discrepancies between Payments and Accruals—Other Objects~~

~~Discrepancies between Payments and Accruals—Transportation~~

~~Matched Accruals and Payments—Other Objects~~

~~Matched Accruals and Payments—Transportation~~

~~These are by product listings derived from Undelivered Orders, Accruals, and Disbursements Detail Batch Listings. In general, they are used by accounting operations branches to make detailed reconciliations and for the preparation of monthly reports. Client units use them for various internal purposes.~~

~~Dispose when one year old.~~

~~57. Status Reports File—This contains work and support papers behind monthly status of funds reports, current year fiscal plans, funding and program papers for each unit of DIBA, and related papers pertaining to re-programming funds as required for about forty organizational sub-divisions.~~

~~The papers in this file pertain only to activities based in Washington, except that summary statements of funding for trade shows are occasionally included in reports on an as-needed basis.~~

Jan 76

~~The final copies of the reports, plans, and special studies are on file in the Office of the Director, Office of Budget. The record copies essentially duplicate the papers in this file.~~

~~Start a new file every fiscal year, retire to BTRS when 3 years old. Dispose when 5 years old.~~

~~58. Trade Fair Fiscal Plans and Authorization— This contains a fiscal plan for each approved trade fair that is prepared prior to the opening of the subject fair. With each plan are related cablegrams authorizing funds for the fair and budget authorizations that confirm the terms of the cablegrams.~~

~~When the fair is terminated the last fiscal plan and the last budget authorization are moved forward to an historical file and at the same time the identification of all budget authorizations and the amounts involved are posted on a ruled sheet and made a part of the historical file on the fair. All other papers are then destroyed.~~

~~a. Historical File— Dispose when 10 years old.~~

~~b. All Other Papers— Dispose when the last fiscal plan and the last budget authorized are moved to the historical file after termination of the fair.~~

~~59. Report on Status of Approved Budget (IA 119)— This is a monthly report of status of funds submitted by the Manager of each trade fair. It shows the total approved budget, obligated commitments, estimated future costs, total estimated costs, and anticipated final balance of approved budget.~~

~~Dispose when 3 years old.~~

~~60. Market Research Budget Authorizations— These are budget authorizations of funds for market research with supporting work papers.~~

~~a. Move the last budget authorization to an historical file upon termination of the fair. Dispose when 10 years old.~~

Jan 76

~~b. All Other Papers—Dispose when the fair is terminated and the last budget authorization has been moved to the historical file.~~

~~61. Cashiers Surety Bond—These are copies of surety bonds for designated cashiers receiving cash amounts for disbursement overseas in connection with trade fairs and centers, with related papers.~~

~~Dispose 6 years after termination of the subject cashiers designation and settlement of his account.~~

~~62. Monthly Report of Obligations and Expenditures (Forms IA 173 and RFC 60) These are submitted by American Embassies responsible for overseas expenditures in connection with trade fair centers, and missions. They show amounts authorized, expenditures, obligations, and unobligated balance.~~

~~Dispose when 3 years old.~~

~~63. Overseas Transactions Review File—A copy of the purchase order, voucher, bills contracts, or other documentation of an expenditure made overseas for trade fairs, centers or missions is submitted for review and transmission to the Central Accounting Division, Office of the Secretary. Each transaction is reviewed for conformance with administrative, budget, and DIBA policy. As the documents are reviewed complete data on each transaction are posted on tabulation sheets and notifications of all exceptions are prepared and sent to the Regional Exhibits Director, the Fair Manager and/or other appropriate officials.~~

~~Dispose of individual documents or file folders when 3 years old.~~

Program Planning and Analysis Division

The Division has functional responsibilities in four areas:

- ~~1. Program evaluation. Studies selected outputs in relation to program objectives and planning assump-~~

Jan 76

tions; develops and reviews unit cost measures for quantifiable DIBA outputs; analyzes, advises on program alternations; assists offices to develop planning factors and work measures when outputs are not readily quantifiable.

- ~~2. Program measurement. Develops and maintains an output reporting system for Bureau management and control, Departmental reporting requirements, and program memoranda and budget inputs; and coordinates and reviews preparation of annual plans of outputs and other measures.~~
- ~~3. Program planning, budgeting, and management. Coordinates development and selection of topics for program issue studies (new program proposals), and participates or coordinates in their preparation; prepares the flash budget narrative, draft program memorandum for the Secretarial budget submission, and the final program memorandum for the OMB budget submission; analyzes and advises on program structure; and as appropriate, reviews, interprets, and communicates instructions and procedures concerning program planning, budgeting, and management.~~
- ~~4. Special studies. The Division also carries out special studies such as OMB's project to measure productivity in the Federal sector, and other analytical program studies as required.~~

~~64. Technical Information File—This contains printed and processed material collected from various sources, workpapers, and some tissue copies of papers produced by the unit including reports and studies on trade fairs, shows, missions, and other efforts to promote export trade. Also included are materials dealing with the process and technicalities of program organization and output measurement. The file arranged in accordance with a subject numeric classification.~~

~~Dispose of individual documents or contents of file folders when 3 years old.~~

~~65. Program Evaluation Subject File—Documentation generated or collected by the Division in the process of monitoring the program outputs of DIBA. More specifi-~~

Jan 76

cally, these include Report of the CIEP Task Force on United States Export Expansion, pending legislation, yearly fiscal plans of component units of DIBA, issue studies, incoming and outgoing correspondence concerning program, projects and operations adjustment to achieve or maintain maximum efficiency and accomplishment of established program output goals.

Start a new file every 5 year, retire to BTRS, transfer to WNRC one year later.
Dispose when 10 years old.

66. Program and Budget Analysis General File - This contains papers pertaining to the establishment and operations of program planning, budgeting, and management including submissions from component units of DIBA, instructions from higher authority, operating reports, evaluations, and recommendations, supporting documentation for portions of the several budget submissions.

Retire to BTRS, transfer to WNRC 2 years later. Dispose when 10 years old.

OFFICE OF ADMINISTRATIVE SUPPORT

The Office of Administrative Support provides correspondence management, parking and space management, personnel and facility security and safety management, and procurement and travel management support services to all organization elements of DIBA. In addition, the Office of Administrative Support maintains and coordinates all communications between the Department of Commerce and all posts abroad.

67. Procurement File - This consists of requisitions, purchase orders, work orders, blanket orders, requests for Imprest Funds and copies of contracts that have been awarded. Pending items are held in case file folders until completed and then the order is closed and filed numerically. These are office copies of which the record copy is maintained in the Central Accounting Division and supported by a procurement copy in the Procurement Division, Office of the Secretary.

Jan 76

Start a new file at the beginning of each fiscal year. Dispose when 2 years old.

68. Foreign Subscription and Distribution List - This is a card record of purchases of single publications and for subscriptions to recurrent publications of foreign countries for DIBA offices and units. The distribution made of each item is also posted on the card.

Dispose of individual cards when replaced by a new card or when obsolete whichever is sooner.

69. Card Record of Domestic Publications - This record shows the title and distribution of publications purchased for various units of DIBA.

Dispose of individual cards when replaced by a new card or when obsolete, whichever is sooner.

70. Request to Purchase Publications (Country File) - These are copies of airgrams and other requests to U.S. Embassies and missions to procure the publication listed for the indicated DIBA organizational unit. These papers are arranged alphabetically by name of country.

Dispose of individual documents or the contents of file folders when one year old.

71. Orders for Telephone Service - These are office copies of orders requesting telephone installations and service. The record copy is maintained in the Central Accounting Division, Office of the Secretary.

Dispose when 2 years old.

72. Printing Requisitions - These are office copies of printing requisitions duplicated by record copies maintained in the Office of Publications and in the Central Accounting Division, Office of the Secretary. These requisitions are arranged numerically, thereunder by month.

Dispose when one year old.

Jan 76

73. Administrative Subject File - This contains office copies of housekeeping papers on such matters as accountability, building maintenance, delegations of authority, equipment, letterheads, parking, personnel actions, procurement space, timekeepers' payroll list, time and attendance reports, and travel. Also included are requests for and copies of security and other clearances.

- a. Parking Log Requests and Related Papers - Dispose when the space is withdrawn from the employee or released by him.
- b. Payroll Lists - Dispose when one year old.
- c. Security Clearances - Dispose one year after separation of subject individual or termination of the Clearance.
- d. All Other Papers - Dispose of individual documents or contents of file folders when 2 years old.

74. Executive Reserve Papers - These include the Executive Reserve Manual, and a log of building passes, civil defense and executive reserve, other restricted material, and number passes and identification cards issued to members of the Executive Reserve.

Dispose of individual documents when superseded or obsolete, whichever is sooner.

75. Telephone Directory Service - This consists of a card locator file showing the location and telephone extension for each DIBA employee and copies of revisions of the telephone directory submitted to the Office of Administrative Services and Procurement, Office of the Secretary.

- a. Locator Card - Dispose upon termination of subject employee.
- b. Revisions of Telephone Directory - Dispose upon receipt of the new issues of the directory.

Jan 76

76. Exhibitors Property and Equipment Files - These contain copies of the Exhibitors Participation Agreements, Authority/Receipt for Disposition of Exhibitor's Property, marketing data forms with attachments, Product Characteristic (Design Check-Off List) and related correspondence pertaining to the display of the products of American business firms at trade fairs and commercial exhibits abroad.

When the show is closed these records are forwarded to the Administrative Services Branch, Comptroller's Staff by the Fiscal Representative or Manager of the show for final disposition of the products or equipment that were exhibited. In some cases when one show closes the equipment is transshipped to another show. In these cases a new case file covering the equipment at the new show is opened by completion of a new Participation Agreement and a new Authority/Receipt for Disposition of Exhibitor's Property with the American firm involved. The old case for the closed show is forwarded to Washington.

When these case files from a closed show are received in Washington, each case is reviewed to make certain that the equipment covered has been disposed of in accordance with the exhibitor's instructions. Adjustments or arrangements are made to meet this requirement and the case is closed.

Retire closed cases to BTRS every 6 months (June 30 and December 31), transfer to WNRC 6 months later.
Dispose when 10 years old.

77. Insurance File - This contains policies and related papers concerning Comprehensive Liability and all Risk Insurance carried by the Bureau to cover loss of certain exhibits and injury or loss to third parties.

Dispose of policy and related papers 2 years after expiration or termination of the policy.

78. Printout of Trade Promotion (Government) Property Inventory - This is a computer printout produced periodically to show all Government property assigned to trade centers including date of allocation, allocating document number, supplier, quantity, description of the item, location and purchase value. Each center submits an annual revised inventory to Washington.

Jan 76

Dispose of the inventory and related papers when one year old.

79. Employees Accountability File - This consists of a (3X5) card record of accountable items issued to employees such as room keys, executive dining room passes, parking spaces, building passes, official credentials, books, cameras, portable typewriters and the like.

Dispose of individual cards and related papers upon separation of the subject employee and clearance of his accountability.

80. Inventory of Machines - This is an inventory of all machines assigned to employees or organizational units at headquarters. It shows the date of assignment, location, serial number, purchase order number, and the purchase price.

Dispose of individual cards when replaced by new cards or when the machine is disposed of.

81. Foreign Contracts - These are copies of contracts awarded overseas for market research, leasing of buildings, alteration, employment of aliens, repair and improvement of buildings, building maintenance, and for the procurement of certain equipment and material. These contracts are awarded through American Embassies for the purpose of promoting trade by operation of fairs, exhibitions, and trade centers. The contracts are administered by the Managers or Fiscal Agent of the subject trade show with the assistance of the State Department. The record copies of these contracts are maintained in the appropriate American Embassy where they are audited by representatives of the General Accounting Office. After receipt of copies of the contracts at headquarters in Washington, D.C. an administrative review is made of each contract.

Retire to BTRS June 30 and December 31 of each year. Dispose when one year old.

82. Travel Orders - These are copies of travel orders, vouchers, and related papers on travel performed by DIBA and BDC personnel in this country and abroad. These copies are maintained for control purposes only, since

Jan 76

the record copy is retained in the Central Accounting Division, Office of the Secretary, long enough to meet all requirements.

Dispose when 2 years old.

83. Travel Reservations - These are (5X8) card records of reservations made on carriers of employees traveling on official business. These cards show times of departure and arrival at various points on the traveler's itinerary and his name.

Start a new file every year and dispose when 2 years old.

84. Travel Registers, Schedules and Other Control Records - These consist of registers of transformation requests issued to employees, voucher and schedules of payments, proposed foreign travel, completed record of gifts and bequests and similar control records related to travel of employees on official business.

a. Register of Transportation Requests Issued - Dispose when 6 years old.

b. All Other Papers - Dispose when 2 years old.

85. Charity Campaign and Employees Funds - This includes papers pertaining to the Combined Federal Campaign, collection and expenditures of funds for flowers and other expressions of empathy from funds contributed by employees.

Dispose when 2 years old.

Communications Management Division

The Communications Management Division has been assigned the responsibility for coordinating and maintaining all communications between the Department of Commerce and posts abroad. It provides a Department-wide system for the receipt, analysis, control, action assignment, reporting appraisal, distribution, and clearance and

Jan 76

dispatch of all foreign communications. The Division also provides liaison between the Department of Commerce and other Government agencies in the United States on foreign communications.

86. Department of Commerce (DOC) Incoming Communications File - State Department airgrams, State Department telegrams, Operational Memoranda, and Department of Commerce telegrams received from foreign service posts. Filed by geographic area, thereunder by embassy, and thereunder chronologically.

- a. State Department Airgrams and Telegrams - Dispose when 3 months old.
- b. Operational Memoranda and DOC Telegrams - Hold for 6 months. Transfer to BTRS and dispose after one year.

87. Department of Commerce (DOC) Outgoing Communications File - All DOC communications, except for the U.S. Travel Service, that are sent to foreign service posts. Filed numerically by communication number.

- a. Tissue Copies – Dispose when 3 months old.
- b. File Copies - Hold 6 months. Transfer to BTRS and dispose after one year.

88. State Department Outgoing Telegrams File - Outgoing communications receive by the Department of Commerce for informational purposes.

Dispose when 6 months old.

89. State Department Outgoing Airgrams File- Outgoing communications received by the Department Commerce for informational purposes.

Dispose when one year old.

Jan 76

DIBA Secretariat

90. Mail Control Records - These comprise a card record of all items of controlled mail for DIBA. A Form CD-93, Mail Control Record, is prepared for each item referred from the Executive Secretariat, Office of the Secretary, for all White House, Congressional, or other VIP mail addressed to the Assistant Secretary for Domestic and International Business, the Director or Deputy Director, DIBA.

The cards are filed in the following sub-series:

- a. White and Green Copies - These are filed by subject A - Z. The green copy indicates that the letter was referred from the Executive Secretariat and the white copy indicates that the item was addressed to the Bureau.
- b. Pink Copy - These are referrals from the Executive Secretariat filed numerically according to the Secretariat 6 digit control.
- c. Blue Copy - These control items addressed to the Bureau are filed numerically by their 4 digit control numbers.

All mail addressed to the officials enumerated above is delivered to this unit where it is opened and routed to the appropriate action office.

Dispose when 3 years old.

OFFICE OF PERSONNEL

The Office of Personnel provides and administers such services and programs as recruitment, selection, placement, executive-management, employee development, employee relations, position classification, labor-management relations, and equal employment opportunity for all organization components of DIBA.

Jan 76

91. Director's Subject File - Contains documents generated and received by the Director in the course of operating the DIBA Personnel Office. File contains data on awards, biographies, CSC inspection reports, classification appeals, EEO, hiring freeze, personnel management evaluation and emphasis reports, annual goals and objectives, merit systems, retirements, supergrades, personnel ceilings, field office visits, DIBA divisions, travel, and the like.

Start a new file every 2 years. Dispose when 5 years old.

92. Applicant Supply File - Contains applications for employment and related papers. Records consist primarily of SF-171's and/or resumes. Arranged by classification series and grade and cross-referenced by index cards alphabetically arranged by applicants name.

Dispose when 2 years old.

93. Certification Request File - Consists of documents pertaining to the filling of positions in accordance with Civil Service recruitment procedures. Records consist of log sheets, Certification Request, SF-39, Certificate of Eligibles, CSC 1844-A, Request for Non-Competitive Action, SF-59, and any supporting data.

Dispose when 2 years old.

94. Merit Promotion File - Consists of documents pertaining to the filling of positions in accordance with the Merit Promotion Plan. Records consist of Merit Promotion Certificate, CD-262, SF-171's, applicant rating sheets, and appraisal forms.

Dispose when 2 years old.

95. Chronological File - Correspondence and memos originated by the Division Chief and his staff.

Dispose when one year old.

96. Employment Division Subject File - Contains documentation of a correspondence nature relating to the general operation of the Employment Division. File

Jan 76

contains information on College Recruitment Program, Affirmative Action Plan, EEO Plans, classification, forecasting personnel needs, goals and objectives, and travel.

Start a new file every 2 years and dispose when 5 years old.

Employee Development Division

97. Application for Training File - Individual applications for employee training. Records consist of Applications for Training, DIB-254, and related correspondence. File arranged in chronological order by Bureau, then training control number.

Dispose when 3 years old.

98. Quarterly Personnel Statistical Report - A machine produced report showing total DIBA employment by grade, job classification, organization unit, and other categories. The record copy is maintained in the Office of Personnel, Office of the Secretary.

Dispose when one year old.

Employee Relations and Compensation Division

99. Administrative Subject File - Contains documents relating to the management operations of the office that are of a housekeeping or general administrative nature. Records consists of budget reports, space layouts, organizational charts, purchase requisitions, equipment brochures, meeting arrangements, travel requests and authorizations, and similar housekeeping requirements.

Dispose when 2 years old.

100. Inspection File - Contains reports and related correspondence on the inspections and reviews of personnel management operations in field and headquarters units by CSC, GAO, and Department survey teams.

Jan 76

Dispose when 10 years old.

101. Employee Relations and Activities Subject File - Contains correspondence and reports relating to all aspect of the organizations employee relations activity. File contains data on such subjects as alcoholism, counseling services, executive reorganization, housing, merit system, personnel costs, unions, and grade reduction.

Dispose when 5 years old.

102. Health File - Contains documents on employee health and health maintenance. File contains data on blood donor program, flu shot, health service program, medical facilities, and employees compensation claims.

Dispose when 2 years old.

103. Leave Policies and Procedures File - Contains documents on employee leave and timekeeping procedures. File contains data on overtime procedures, time and attendance, leave requirements, jury deferments, and military leave.

Dispose when 2 years old.

104. Overseas Operations File - Contains documents on the various aspects of employee relations and assistance in foreign office operations. File contains data on foreign service locals, medical services, home service transfer allowance, investigations, benefits, voting assistance and related correspondences.

Dispose when 5 years old.

105. Pay Administration File - Contains documents relating to employee pay policies and procedures. File contains data on salary tables, severance pay, overpayment waivers, budget restrictions, and withholding taxes.

Dispose when 5 years old.

106. Policy and Procedures File - Contains documents on directives, policies, and procedures governing the handling or performance of gifts and donations, congressional correspondence, staff meeting, DIBA Announcements,

Jan 76

briefings, etc. Also covers relations with and data on Civil Service Commission and Comptroller General.

Dispose when superseded, revised, or no longer needed.

107. Publications File - Contains documents on public relations news items, newsletters, and pamphlets. File contains data on Departmental Newsletter, newspaper articles from Federal Employee columns, Trader mailing list, Trader Newsletter, speeches by DIBA officials, and administrative instructions.

Dispose when no longer needed.

108. Reports and Records - Contains reports and supporting documentation on various employee relations and management functions. File contains data on appeals report, BDC financial situation, personnel program emphasis, records disposal, personnel highlights, Ready Reserve Report, DIBA Employment Report, within grade increase reports, Whitten Review Report, and similar reports.

Dispose when 5 years old.

109. Separations File - Contains documents relating to the separation of employees from federal service. File contains data on death cases, reduction in force, mandatory and trial retirement, and retention register.

Dispose when 10 years old.

110. Training File - Contains document on employee training and training courses. File contains data on Civil Service Commission course evaluations, CSC course applications, training and courses for hearing examiners, and related correspondence.

Dispose when 2 years old.

111. Transfers-International File - Contains documents on the transfer of employees to foreign service posts. File contains data on transfers to State FSO's detailed to Commerce, State/Commerce exchange program, transfer of OEP to O/S, and related documentation.

Jan 76

Retire to SHA when 5 years old. Transfer to WNRC 3 years later, and dispose when 15 years old.

112. Employee Relations Case Files - These are name case files documenting situations or problems pertaining to individual employees which have been or are pending resolution by the Office. File includes within-grade increase denial cases.

Dispose of closed cases 2 years after separation of the employee from the Department.

113. Statement of Employment and Financial Interests - Statements of outside financial interests and employment filed by employees, in accordance with the Federal Personnel Manual, to avoid development of conflict of interest situations. Dispose 5 years after separation of employee.

114. Super Grade Position Folders - Copies of the Department's request for position descriptions, executive selection, and notifications of CSC actions for super grade positions in the Department. Folders include data on executive pay rates, position justification, and the like.

Retire closed cases to SHA when 10 years old, transfer to WNRC 2 years later. Dispose when 20 years old.

115. Position Descriptions – Copies of the description of positions showing their organization location, grade, responsibilities, and duties.

Dispose 5 years after position is abolished or description is superseded.

116. Classification Survey Files - Copies of reports containing findings and recommendations resulting from a classification audit of all position in a functional or organizational area. File also contains audit request and auditor's notes. File maintained by name of organization unit.

Dispose when 10 years old.

Jan 76

117. Position Audit Files - Review and evaluation of individual position. File contains requests to make audit, copies of Personnel Actions, auditor's evaluation statement and grade justification. File maintained by employee name.

Dispose when position is abolished.

118. Gold, Silver, and Bronze Honor Awards File - Papers include nominations, recommendations, approval authority, notification of award. Filed by type of award and then nominee.

Start a new file every fiscal year. Dispose when 3 years old.

119. Employee Recognition File - Contains papers supporting cash, achievement, and performance awards. File contains notification, memo, notes, and action recommendation.

Start a new file every fiscal year. Dispose when 3 years old.

Staff Records and Processing Unit

120. Recurring and Special Reports - Copies of recurring reports on established personnel management area on measurement standards for program analysis and evaluation. File includes special one-time reports on special situations and emergency problems.

Dispose when 3 years old.

121. Quarterly Personnel Statistical Report - Copies of printed statistical report of total employment by organization unit, grade, job classification, etc.

Dispose when one year old.

122. CSC Reports File - Copies of reports showing employment by occupation, minority group, group and salary.

Dispose when 3 years old.

Jan 76

123. Monthly Report of Federal Employment (SF-113) - Copies of report submitted to CSC showing total employment of DIBA.

Dispose when 3 years old.

124. Personnel Management Reports - Copies of reports on minority group employment, geographic distribution of employees, manpower by quarter, occupational distribution of employees, employee salary and wage distribution and similar subjects prepared by DIBA.

Dispose when 3 years old.

125. Re-employment Rights List - Re-employment priority list. Renewed and reissued semi-annually.

Dispose upon release of new list.

126. Official Personnel Folders - This is the official record of the civilian service in the Federal Government of the name employee. Papers authorized for disposal elsewhere are not included. Transfer folders of separated employees to an inactive file on separation in accordance with the Federal Personnel Manual.

Transfer closed folders to the National Personnel Records Center 30 days after separation of employee. Dispose 75 years after birth of employee or 60 years after date of earliest document in folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years.

127. Journals - Copies of all notification of personnel action arranged chronologically and used for verification purposes.

Dispose when 2 years old.

128. Alphabetic Roster - An alphabetic list of all employees served. Used primarily to answer inquiries and verify certain action.

Dispose upon receipt of new issue.

Jan 76

129. Change Edit Program - A printout showing rejected, erroneous, and missing data that is corrected or supplied to update the automated system.

Dispose when superseded.

130. Annual Geographic Distribution Report -An annual report showing the distribution of employees by pay plan.

Dispose when 2 years old.

131. Minority Report - A biennial report showing geographic distribution of employees by geographic location, sex, grade, series, and minority group. It is required by CSC.

Dispose when 3 years old.

132. Distribution of the Full-time Employees by Occupation - This shows geographic distribution of employees by pay plan and series.

Dispose when 2 years old.

133. Salary and Wage Distribution Report - This shows employee distribution by geographic area and pay plan.

Dispose when 2 years old.

134. Master File Display Program - A printout of all data stored in the computer on a given employee furnished on request for purposes of checking or verification of actions taken or needed.

Dispose when superseded.

135. Optional Retirement Program - A printout furnished by special request showing all employees eligible for optional retirement. It is used for planning purposes.

Dispose when superseded.

136. Organization Roster - A listing of employees by organizational unit, thereunder by grade. These are furnished to the requesting unit which uses them to resolve a variety of questions.

Jan 76

~~Dispose when 2 years old.~~

~~137. Separation File Display and SF 7 Display—A chronological listing of all personnel actions on each separated employee.~~

~~Dispose when 3 years old.~~

~~138. SF 113A Display—A bi-monthly report of total paid employment.~~

~~Dispose when one month.~~

~~139. Social Security Number Roster—A list of all DIBA employees in both alphabetic and Social Security Number order.~~

~~Dispose when superseded.~~

~~140. TICKLE—A report calling attention to up-coming personnel actions for individual employees.~~

~~Dispose when one month old.~~

Pages 44-84 superseded by NC1-151-83-3; in turn, this was superseded by NC1-151-82-9.

Office of Field Operations

~~The Office of Field Operation serves as the Department's principal contact with the business community and implements DIBA programs and policy at the local level. The Office of Field Operations is made up of a headquarters office and six regional offices which direct the activities of 37 district offices. The Office of Field Operations also publishes the "Commerce Business Daily" and serves as the Department's coordinator at the regional level for federal preparedness planning, crisis management, and emergency operations.~~

Office of the Director

~~141. Director's Subject Correspondence File—This consists of incoming and outgoing correspondence collected or generated by the Director in the process of giving~~

Jan 76

executive direction to the office including such subjects as organization, staffing and program planning for the DIBA field establishment. These are record copies of all correspondence received and/or signed by the Director with related material submitted to him by members of the staff. The senior staff members in the various program areas of the office generate correspondence over their own signature. However, the correspondence is confined to matters within the program area involved and does not document actions that have an impact on other elements of the office or of its program. This file is arranged alphabetically by subject.

Start a new file every 5 years, retire to BTRS and transfer to WRNC one year later. Dispose when 10 years old.

142. Field Office Correspondence - This contains copies of incoming and outgoing correspondence with the various field offices with related material.

Start a new file every 5 years, retire to BTRS and transfer to WNRC. Dispose when 10 years old.

143. Other Government Agencies and Bureau Correspondence - Incoming and outgoing correspondence with other bureaus of the Department and other Government agencies generated by the Director and other staff members. This correspondence pertains to the interrelationships of the program of OFO and that of the other organization units involved.

Start a new file every 5 years old, retire to BTRS and transfer to WNRC. Dispose when 10 years old.

144. Director's Administrative Subject File - This contains office copies of the usual housekeeping papers on such subjects as budget, audits, equipment, operating plans, meetings, procurement, activity and production reports, position descriptions, sick leave, space, speeches, time and attendance, training, travel, and the like. Also included are some internal papers on the administrative management of the office pertaining to goals and objectives, organization, staffing, work arrangements, etc.

Dispose when 2 years old.

Jan 76

145. Monthly Personnel Roster - This is a machine printout of file OFO personnel showing name, ID number, grade, salary, date of birth, and group level.

Dispose when one year old.

146. Personnel Files - This consists of a name folder for each employee on the OFO staff at headquarters and in all field offices. The folders contain convenience copies of personnel actions, recommendations for awards, certificates of training and awards, commendations, position descriptions and related documentation pertaining to the subject employees employment.

Dispose 6 months after separation of subject employee.

147. Job Application File - This contains copies of applications and related papers submitted to OFO by applicants seeking employment in the organization.

- a. Successful Applicant - Forward application to the Personnel Division, DAM.
- b. Unsuccessful Applications - Return to the applicant not later than 6 months after receipt.

148. OFO Operations Manual - This is a loose-leaf manual containing authoritative instructions for the field establishment including policy, program, and operations guidance.

Revision of the manual is accomplished by replacement of pages as required. Generally, the manual is revised on a one-year cycle.

A historical set of the manual pages will provide considerable insight on the development of the field establishment and on its objectives and accomplishments.

Record set (2 copies of each page issued) - Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC. Offer to NARS when 40 years old.

149. Management Studies and Reports - From time to time management studies of the field establishment are conducted by groups drawn from without or within the Depart-

Jan 76

ment to evaluate the operations and/or accomplishments of the field offices.

A record set of such studies has continuing research value since they constitute a large segment of the administrative history of the field organization..

Record set (1 copy of each report or study) - Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC. Offer to NARS when 20 years old.

(Domestic Commerce Program)

150. Field Office Correspondence - This contains copies of incoming and outgoing correspondence with the field offices on problems, and other matters of concern to the domestic business community. These are convenience copies maintained for easy reference by the staff in the domestic program area, since copies of all papers documenting substantive action are maintained in the Director's Field Office File. These papers appear to have no value after staff need for them is met.

Dispose of individual documents or contents of file folders when one year old.

151. Assistance and Review Files - This consists of records copies or reports prepared by the various professional members of the program area staff after having visited a field office to review and inspect the program, plant and facilities, procedures and production of the office involved. The report makes recommended changes and describes such assistance as may have been given during the visit.

Start a new file every 5 years retire to BTRS, transfer to WNRC. Dispose when 10 years old,

152. Emergency Readiness File - This contains copies of CADRES established in each of the field offices to participate in emergency readiness exercises.

Dispose when a new CADRE is established.

Jan 76

153. Emergency Readiness Subject File - This contains copies of correspondence, instructions, and printed and processed material pertaining to the plan and conduct of the Emergency Readiness Program.

Dispose of individual documents or contents of file folders when superseded.

154. Commerce Business Daily Director - Notices of Government contracts to be let are published in Commerce Business Daily for the convenience of contractors in the private sector who wish to submit bids. This file contains copies of the correspondence and related papers generated by the Director pertaining to the presentation and format of the publication as well as what material shall be included or excluded from the publication. Also included are special reports and studies on the effectiveness and efficiency of Commerce Business Daily.

- a. Annual Report to Senate Select Committee on Small Business - Special studies and other reports, and policy correspondence - Dispose when 5 years old.
- b. All Other Papers -Dispose of individual documents or contents of file folders when 2 years old.

155. Special Reports and Projects - This contains copies of correspondence, speeches, GAO audit reports, monthly activity reports, field office studies and related project descriptions and papers generated or collected by the Director of Commerce Business Daily.

Dispose when 5 years old.

156. OFO Operations Bulletins and Notices - This consists of a record set of two copies of each operations Bulletin or Notice issued by the Office of Field Operations. Arranged chronologically.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC. Offer to NARS when 20 years old.

157. Commerce Business Daily - This is a record set of two copies of each issue of the publication. Arranged chronologically.

Jan 76

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC. Offer to NARS when 20 years old.

158. Director's Trade Mission File - The Director of Commerce Business Daily participates in trade missions as required. This file contains correspondence and related papers concerning his participation, and supports the report which he submits on each mission. A record copy of the report is in the Director's Subject Correspondence File.

Dispose when 5 years old.

159. Associate Office Program Files - Chambers of Commerce, Boards of Trade and similar organizations in the private sector are designated Associate Offices. Under the terms of their designation these organizations agree to serve as first hand sources of information about emerging business trends and related developments in their respective communities. The file contains a copy of the designations and related correspondence for each associate office. Arranged alphabetically by field office, thereunder by geographical designation.

Dispose of designations and correspondence when the organization withdraws from the program.

160. Associate Office and Federal-State Relations Correspondence - This is general correspondence that does not apply to any single program element or activity and that usually either requests or transmits useful information.

Dispose when one year old.

161. Domestic Program Development File - Contains copies of incoming and outgoing correspondence, printed and processed material pertaining to the general aspects of the field office program to assist private enterprise. These papers were collected or generated by the head of the program area staff at that time. The file also contains technical data useful to the specialists involved. The papers are arranged alphabetically by subject.

Dispose of individual documents or contents of file folders when 3 years old.

Jan 76

162. Field Office Program Development Correspondence - This is incoming and outgoing correspondence and related papers with field offices pertaining to all aspects of the program conducted to assist private business. The papers are arranged alphabetically by name of field offices.

Move active papers or files forward and dispose of all other papers when 3 years old.

163. Domestic Technical Business Services File - This contains convenience copies of correspondence and printed and processed material generated or collected by the head of the program area responsible for developing a program to provide technical business services to the business community in the private sector.

Copies of all documents representing a substantive action by OFO are retained in the Director's or some other official file. The documentation here is used primarily as a source of data used to improved, evaluate, or implement field programs of a domestic nature.

Dispose of individual documents or contents of file folders when 3 years old.

(Government Procurement Conference Program Area)

164. Business Opportunity/Federal Procurement Conference File – These conferences are held to provide businessmen with an opportunity to meet with procurement specialists from federal agencies, federal prime contractors, and local government purchasing agents and to acquaint them with export opportunities available to them through the Department of Commerce, Procurement specialists at these conferences counsel businessmen on (1) Federal procurement and contracting, (2) Aids and services of Government to business and (3) Opportunities to sell to federal agencies and prime contractors.

A folder is established in the file for each conference that is held. It contains a list of the counselors designated by participating agencies, a fact sheet

Jan 76

giving the particulars of the conference such as sponsors name, date, place, names of coordinators, etc. The file also contains a copy of Commerce Business Daily carrying a notification of the conference report, requests for publications, and answers to the letters of invitation and related papers.

Dispose of individual documents or contents of file folders when 10 years old.

(International Trade Program Area)

165: Regional and District Offices Correspondence – Incoming and outgoing correspondence with related papers pertaining to the coordination, promotion, and implementation of the export expansion program in regional and district offices.

The first section of the file consists of a folder for each district office containing the correspondence with it. The second section consists of folders for each regional office containing its correspondence.

Start a new file at the end of every year, retire to BTRS and transfer to WNRC one year later. Dispose when 6 years old.

166. Export Expansion Program Subject File - This file contains incoming correspondence and printed and processed material pertaining to other related federal and state government programs in the field of export expansion. Notable among the subject heading found in the file are Asian Development Bank, Foreign Credit, Interchange Bureau, International Management and Development Institute, Japanese Export Seminar Program, Multiplier Program, Trade Opportunity Program, Targeting Program, Trade Missions and the like.

The file is devoted to technical or general data needed by the specialist to plan and coordinate a dynamic export expansion program for the benefit of U.S. businessmen. It does not contain specific data on ongoing activities or functions of field offices.

Jan 76

Start a new file every 5 years, retire to BTRS and transfer to WNRC. Dispose when 10 years old.

167. Export Expansion Conference - A conference is held periodically for the purpose of bringing together the senior staff member from each field office for the purpose of indoctrination the latest developments and methodology involved in conducting a productive export expansion program.

The file contains copies of the planning papers, agenda, evaluation sheets, handouts, discussion and other supporting papers for the last conference.

With a few exceptions these papers will have no value after the expiration of a short period following the next conference, since an updated version of these papers is generated for each succeeding conference.

- a. Planning and other Select Documents - Retain and move forward.
- b. All Other Documents - Dispose 6 months after the next conference is held.

168. Trade Centers, Shows and Commercial Exhibits File - Under an agreement with the Bureau of International Commerce this office recruits and counsels exhibitors for foreign Trade Centers and Shows and Commercial Exhibits.

This file contains the correspondence pertaining to recruitment of exhibitors and the counseling given them. It also contains related papers such as the Weekly Export Operations Officer Report, copies of OFO Operations Bulletin and special reports submitted by National Export Marketing Managers.

Dispose of files for closed shows at the end of each fiscal year.

169. Reports and Studies File - This contains copies of the Regional Export Marketing Manager's Report (quarterly), Three Month Post Event Exhibitor Call Report, Field Distribution sheets and copies of special studies and, surveys. Data from the reports enumerated above are compiled manually or electronically processed to produce, reports submitted to higher authority.

Jan 76

The studies and surveys are produced on an as-required basis. Although these papers have administrative value for a period of time, they have no value after administrative needs have been served, since they are essentially duplicated elsewhere.

Start a new file ever 3 years, retire to BTRS and transfer to WNRC. Dispose when 10 years old.

(Printouts)

170. Export Promotion Data/Firms Taking Initial Export Actions and Dollar Values - This is a computer printout which statistically reports the number of firms that were assisted by field offices in entering export trade or a new market and the dollar value of the trade of such firms. Similar statistical data is given on OITP Participation Agreements and on an Account Executive Program (Target Industries).

Dispose when 10 years old.

ALL REGIONAL OFFICES

(Administrative Files)

171. Administrative Subject Files - These are office copies of papers on matters such as personnel management, budget, space, requisitions for services and material and similar housekeeping requirements. Also documentation on bond campaigns, employee relations, health benefits, and general civil service information, and community relations.

Dispose when 2 years old.

172. Administrative Management Subject File - Papers generated by the Director, or subordinate concerning all aspects of administrative management including such sub-

Jan 76

jects as contracts, boards of survey, bills of lading, publications sales vouchers, travel vouchers, and travel reports.

Start a new file every 2 years. Transfer to Federal Archives and Records Center (FARC) and dispose of 3 years later.

173. Director's File - These are official copies of correspondence, special reports, and other papers pertaining to the Directors' association with external agencies such as Chamber of Commerce, Federal Executive Board, Regional Export Council (REC), and the like.

The file also contains documentation generated or collected by the Director and retained for his convenience in the process of maintaining executive direction of the office.

Dispose of individual documents or contents of file folders when 3 years old.

174. Departmental and Government Agencies Correspondence – Copies of correspondence usually reviewed and/or signed by the Director to and from headquarters. Also copies of correspondence to and from other DIBA field offices, and other Government agencies.

Dispose when 4 years old.

175. General Correspondence – File copies of letters, memorandums, telegrams, and the like of a general nature pertaining to the activities and programs of the office.

Start a new file annually. Hold for one extra year and destroy.

176. Federal/State Relations - Documentation concerning Federal/State relations in the areas of commerce and trade.

Move active agreements forward and dispose of all others when 4 years old.

177. Long Island Association - Copies of correspondence, memos etc. relevant to activities of the LIA which support DIBA programs.

Dispose when 4 years old.

Jan 76

Regional Export Program - Committee reports and other documentation relevant to REP activities within the region.

Dispose when 4 years old.

179. Regional Conferences - Information generated at yearly regional directors' conferences.

Dispose when 4 years old.

180. Area Abstracts - Yearly synopsis of pertinent statistical data concerning domestic and international business activities of the region.

Dispose when 4 years old.

181. International Trade Surveys - Documentation concerning past surveys in the area of international trade.

Dispose when 3 years old.

182. Agent/Distributor Service - Literature and reference information relevant to trade services performed by agents/distributors.

Dispose when 3 years old.

183. American Embassy File - Copies of correspondence between DIRA and American Embassies.

Dispose when 4 years old.

184. Reading or Chronological Files - Extra copies of correspondence prepared and maintained by the originating office, use solely for the convenience and information of personnel.

Dispose when 1 year old.

185. Personnel Files - Copies of personnel actions, performance ratings, promotion evaluations, etc., filed by name of employee.

Dispose 1 year after employee is terminated.

Jan 76

186. Time, Cost and Attendance Reports - Office copies of official time and attendance reports of regional personnel. Filed alphabetically by name of employee, and therein, chronologically by date.

Dispose when 2 years old.

187. Speeches - Copies of speeches by the director and other staff members at various trade functions.

Dispose when 4 years old.

188. Meetings and Visitors - Records of special visitors to regional office and visits of foreign trade mission representatives. Program notes on special meetings initiated by regional office.

Dispose when 2 years old. Move forward any special file of continuing value.

189. Field Activity Reports - Monthly, weekly, or annual activity reports prepared by region staff personnel. They include Records of Substantive Inquiries, Business Calls Report, Weekly Intelligence Reports and Fact Sheets, and Monthly Field Office Reports to central office.

Start a new file every year. Retire closed file to FARC.1 year later. Dispose when 5 years old.

(Domestic Trade Program Area)

190. Associate Office Files - Contains documentation of the designation of local Chambers of Commerce as "Associate Offices". In addition contains routine correspondence with the Associate Office.

- a. Designations - Dispose when associate office withdraws from program.
- b. Correspondence - Dispose when 2 years old.

191. Industrial Mobilization - Documentation such as letters, memorandums and special reports, addressed to subject. Included are Industrial Mobilization Data, civil defense material, emergency readiness plans, and related classified material.

Start a new file every 2 years and retire to FARC. Dispose when 10 years old.

Jan 76

192. Executive Reserve File - Personnel files of key industry executives who have been assigned specific duties in event of a national emergency.

Dispose of after assignment is terminated.

193. National Defense Executive Reserve Program - Contains information concerning board of directors' meetings and semiannual seminars of NDER, and related papers.

Dispose when 3 years old.

194. Government Agency Correspondence - This consists of correspondence with Federal, state, and local government agencies pertaining to programs, plans, and activities of mutual interest.

Break files annually. Hold one additional year and destroy.

195. General Correspondence - Copies of incoming and outgoing correspondence related to domestic trade, filed alphabetically by name of individual or company.

Break files annually. Hold one additional year and destroy.

196. Company Correspondence - Correspondence with companies pertaining to trade opportunities, regulations, problems and other matters of concern to the domestic business community.

Break files annually. Hold one additional year and destroy.

197. Visits to Firms - Activity reports of regional representatives showing number of visits made to firms, meetings attended, etc.

Dispose when 2 years old.

198. Special Reports - Copies of regional reports regarding matters of domestic business such as Minority Business Reports, Quarterly Activity Reports, etc.

Dispose when 2 years old.

199. Consumer Reports - A compilation of various publications and reports available from private sources and other documentation related to inquiries concerning regulations of the President's Phase II program.

Jan 76

Dispose when 2 years old.

200. State Technical Information Files – Statistical and other data published by various state agencies such as Agriculture, Finance, Fish & Game and Human Resources Development. Filed alphabetically by agency, and chronologically by date.

Break files annually. Hold one additional year and destroy

201. Technical Patent Information - Files of general interest material issued by the U.S. Patent Office and organized by topic such as abstracts, attorneys, classification, fees, laws treaties, and the like.

Hold indefinitely as reference material, and dispose when obsolete or superseded.

202. Request for Publications and Sales Orders - Transitory correspondence from various sources requesting copies of Commerce publications and/or information.

Dispose when one year old.

203. GPO Records – Office copies of requisitions, debit vouchers, inventories, monthly statements of accounts, and deposit receipts pertaining to sales of commerce publications. Record copies are maintained at headquarters.

Break file every 2 years. Forward to Federal Archives and Records Center (FARC) for 3 more years and destroy.

(International Trade Program Area)

204. Trade Fairs and Shows - Letters, brochures, announcements, schedules, reprints of articles, criteria and other informational material which bear on the trade fair programs. Filed alphabetically by country and by sponsoring activity

Hold file until 3 years after close of fair, or show and destroy.

205. Trade Missions - Contains general information guidelines to industries on procedures, policies, and prospects for organizing trade missions in foreign commerce. Material organized by general topic, and by area or country if volume warrants.

Dispose when 3 years old.

Jan 76

206. Administrative File - Office copies of personnel actions vacation schedules, requisitions for supplies and services, record of telephone calls, time and budget attendance reports, travel orders and vouchers and fiscal papers, and similar housekeeping documents.

Dispose when 2 years old.

207. Census Import-Export Statistics - Bound volumes of Bureau of the Census Statistics. File chronologically by year.

Hold two past census years and current year building. Dispose of all others.

208. "E" Award File - A compilation of statistics and supporting data as evidence of nomination for the "E" Award. Filed alphabetically by name of company nominated or receiving award.

Dispose when 3 years old.

209. Meeting and Visitors - General administrative files on foreign and official visitors, seminars and meetings. Filed chronologically.

Dispose when 2 years old.

210. Consular Invitations - Copies of invitations issued to foreign representatives for the purpose of conducting trade related visits to the U. S.

Dispose when 4 years old.

211. Departmental Correspondence - Copies of incoming and outgoing correspondence pertaining to specific activities of the International Trade Program. Sometimes these files are arranged alphabetically by topic headings derived from the DIBA organizational manual.

Start a new file every 2 years. Hold closed files one additional year and destroy.

212. General Correspondence - Copies of general correspondence organize alphabetically by names of individuals or firms.

Start a new file every 2 years. Hold closed files one additional year and destroy.

Jan 76

213. Export Control - General informational material derived from a variety of official sources such as International Traffic Control in Arms Shipments; U.S. Export Control Regulations; and Proof of Exports for Taxes. Arranged alphabetically by topic such as shippers, procedures, control notes, regulations, etc.

Dispose when obsolete or superseded.

214. Emergency Applications for Export License - Copies of export license applications which were processed on an emergency basis.

Dispose when 3 years old.

215. Amendments to Export Licenses - Copies of amendments to export licenses.

Dispose when 3 years old.

216. License Amendments & Import Certificates - A digest of various laws and regulations affecting imports as promulgated by their controlling government agency.

Dispose when superseded or revoked.

217. Validated Import Certificates & License Amendments - Copies of Import Certificates issued by the appropriate government agency. File chronologically by date of issue.

Hold current certificates until expired or revoked then forward to FARC for 3 years and destroy.

218. Registration File - List of companies in the area served by the district office and recorded in the American International Traders Register. Filed alphabetically by name of company.

Dispose when card file is established.

219. American International Traders Index Files - This is a card printout from 1A-57 sent to Central Office. Filed by SIC classification code.

Dispose of cards when superseded or canceled.

Jan 76

220. Agent Distributor Service - Correspondence and related material pertaining to foreign firms capable of representing American Manufacturers in foreign commerce.

Break file every 2 years. Hold 3 additional years and destroy.

221. United Nations Development Program - A series of U.N. produced pamphlets by country, containing economic and statistical information, and projected (usually 5 years) programs for economic development.

Hold 5 years, or to end of study period and dispose.

222. Trade Opportunities - A series of trade leads, by country and type of commodity, published by the Department of Commerce. Material is filed numerically by Standard Industrial Classification (SIC) Code. Material has very little value after 6 months.

Hold file copy for 1 year and destroy.

223. Microfilm Files Export/Import Census Statistics – Several hundred reels of microfilm tape, published by the Bureau of the Census containing monthly accumulations, annual summaries of import/export statistics.

Hold Annual Summaries for 2 census years and destroy. Hold monthly accumulations for current and previous year only.

NOTE: Microfilm Import/Export statistics are available only in New York and San Francisco offices.

224. Trade Agreements Program - A compilation of various documents such as reports, studies, correspondence and circulars pertaining to international commerce such as Kennedy Round; State Department, GATT, NATO, general world agreement and trade acts.

Dispose of obsolete or superseded material every 6 months.

225 Target Industry - Special trade lists and publications such as World Market for U.S. Exports and Global Market Reports. Arranged chronologically by International Market Information Service Number. Information on file is used as basis for five year projections.

Jan 76

Dispose when 5 years old.

226. Trade Centers - Informational material about permanently established trade centers, filed alphabetically by city where centers are located. Purge files periodically and destroy obsolete or superseded material.

227. Technical Reference File - Informational material such as laws, regulations, news releases and special reports published by such agencies as Export-Import Bank of U.S., Foreign Credit Insurance Association; American International Traders Index; and the like. Filed alphabetically by office of issue.

Purge files every 6 months and destroy obsolete or superseded material.

228. Program Promotion File - Copies of reports, bulletins, bid opportunities, and public relations material such as NATO Bid opportunities, Overseas investment opportunities, AID Press releases, AID Procurement bulletins, FR-23 Export Expansion Seminars, and Management Aids for small manufacturers designed to stimulate overseas business opportunities for U.S. manufacturers. Filed chronologically by subject.

Purge files annually and destroy obsolete or superseded material.

229. U.S. Government - Compilation of laws and regulations published by various Federal agencies such as the Department of Agriculture, the Department of the Interior, and the Department of Treasury, affecting international commerce. Filed alphabetically by agency.

Purge files periodically and destroy obsolete or superseded material.

230. Import-Export Statistics - Compilation of statistical reports and press releases from various State and Federal agencies and manufacturers and trade associations on a variety of topical subjects such as export statistics - Jet Aircraft; Pacific Coast & Hawaiian Foreign Trade; Foreign Trade reports and the like. Filed alphabetically by subject.

Dispose when 5 years old.

Jan 76

231. Miscellaneous Reports - A variety of reports on International Commerce such as Foreign Service Dispatch Loans, World Trade Directory Reports; Foreign Trade Orders and Requisitions. Filed alphabetically by subject.

Cut off files after 1 year. Hold one additional year and destroy.

232. Country Market Digest - Filed alphabetically by name of country.

Destroy when obsolete or superseded.

ALL DISTRICT OFFICES

Under the guidelines and priorities established by the Director, Office of Field Operations and the Regional Director, the office ascertains the needs and desires for information and assistance relevant to the private economy that fall within the scope of Commerce's responsibilities; delivers to business and industry export promotion and expansion programs, information, and services; maintains and operates domestic informational services and related activities; maintains liaison with business and professional organizations, state and local government agencies, educational institutions, and other appropriate organizations.

As in the case of the regional offices, the records found in district offices are grouped and described under center headings by type of content or function. This arrangement of the descriptions of records does not restrict the application of the schedule and all items in this section should be applied to the records described wherever they are found in the district regardless of the categorical arrangement of the items. Should a district office hold records that are not described in this section of the schedule but are described in the section devoted to regional offices, the item and retention period prescribed there shall apply to the records in the district office so long as they are the same and serve the same purpose.

To provide maximum coverage and facilitate records disposal in district offices some duplication, and overlap of items have been intentionally incorporated in this portion of the schedule.

The abbreviation "FARC" is used to denote the Federal Archives and Records Centers operated by the General Services Administration.

Jan 76

(Administrative Files)

The records described in this subsection are usually maintained in the Director's office.

233. Director's Subject File - This contains incoming and outgoing correspondence from Headquarters offices, regional offices, State and local governments, industrial firms and private individuals pertaining to program activities, policy procedures, and rulings and decisions on matters and situations related to DIBA activities.

Start a new file every year. Dispose of when 2 years old.

234. Administrative Subject File - This contains incoming and outgoing correspondence pertaining to housekeeping and operations, such as budget, delegations of authority, funds, personnel, space, time and attendance reports, travel, requisitions for service and things and fund drives.

Dispose when 2 years old.

235. Congressional Correspondence - This consists of incoming letters (records of telephone conversations) and outgoing replies to Congressmen.

Dispose when 2 years old.

236. Management Plan - Projection of how employees' time will be allotted during the fiscal year.

Dispose when 3 years old.

237. Personnel Folders - Personnel folders for each employee maintained in the manner and style of the official personnel folder. However, these folders contain only office or convenience copies of actions paper filed in the Official Personnel Folder which is maintained in the Personnel Division, DAM, Domestic and International Business Administration, Department of Commerce, Washington, D. C.

Dispose upon separation or the transfer of subject employee.

238. Employee Record Card (SF-7) –

Dispose or transfer to another agency on separation of employee.

Jan 76

239. Position Descriptions - A description of each job allocated to the district.

Dispose when position is abolished or description is superseded.

240. Health Unit P. H. S. - Copies of employee physical exams, etc.

Dispose when 2 years old.

241. Certificate of Eligibles - Lists of eligibles provided by Civil Service Commission for vacancies.

Dispose 2 years after date of certificate.

242. Personnel Security Clearance Status File - Showing security clearance status of individuals, either in the form of lists or rosters or as individual case files.

Dispose of lists or rosters when superseded or obsolete; dispose of case files upon transfer or separation of related individual.

243. Time and Attendance Records Form CD-238 - Files accumulate in the course of processing and preparation of the payroll.

- a. Filed by pay period - Dispose of 6 months after end of pay period.
- b. Filed in folders alphabetically by employee - Start a new file at the end of the leave year, hold 1 year and destroy.

244. Travel - Passenger transportation records pertaining to reimbursements to individuals, consisting of copies of travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers relating to official travel of employees, dependents, or others authorized to travel by law. Accountable copies of these papers are maintained at headquarters.

- a. Travel administrative unit copies - Dispose after 2 years.
- b. Obligation Copies - Dispose when funds are obligated.

Jan 76

245. Press Conferences - Contains formal information releases and publications, such as press releases, press conference transcripts, and official speeches.

Start a new file every 2 years, hold 2 years and destroy.

246. Financial File - This file contains copies of the Personnel Resources Allocation Plan which represents the estimate of funds required to perform the program functions of the District Office. Original is forwarded to the Department. Also included are copies of monthly Register of Expenditures, the original of which is forwarded to the Department.

Dispose 1 year after close of fiscal year covered by the budget.

247. Office Space/Building Fund - Correspondence with GSA-PBS re space.

Transfer to FARC when no longer needed for current business. Dispose when 10 years old.

248. Procurement - Orders under \$25.00 - Orders for expendable items and other things procured on a non-competitive basis.

Dispose when 2 years old.

249. Monthly Narrative Report of Travel Expenditures - This file consists of a monthly narrative report to the Department in Washington concerning travel expenditures, to which are attached the travel vouchers to be paid.

Dispose 1 year after close of fiscal year.

250. General Services and Supply - Document relating to the maintenance, utilization and control of office equipment, supplies, utilities, and space; documents relating to telecommunications, transportation, printing, publication, custodial, and other services. Included are duplicate copies of SF-44; CD-45, Supply, Equipment or Service Order; GSA-50, Requisition for Printing and Duplicating Services; Annual Report of Equipment Needs; Space Assignment Record, GSA Form 65, bills of lading, and the like.

Start a new file annually, hold 1 year and destroy.

Jan 76

251. Machine Service Record Cards - These are Forms CASP-59, documenting service on office machines.

Dispose when equipment is removed.

252. Inventory Record Cards - These are 3 x 5 cards showing item, service number, date received, model number, cost and location.

Destroy individual card when equipment is disposed of.

253. Field Activity Report Form DIB-710 - This is a District Office activity report reflecting the extent of promotional activity, the number of firms taking initial export actions and dollar value, plus OITP Participation Agreements signed during the month. Also included is a narrative report. Original is forwarded to Department of Commerce, Washington, D. C.

Start a new file every year and dispose when 2 years old.

254. Annual Report of Selected Records Management Activities - This report reflects the volume of records on hand at the beginning of the year, volume transferred to FARC, and volume disposed. Headquarter's copy is retained indefinitely.

Dispose when 2 years old.

255. Special Projects - This file consists of incoming and outgoing correspondence regarding special projects such as President's Program on Price Control, Guidelines for Dividend Payments, Industrial Energy Conservation Program, Environmental Statements, Federal Regional Council, 1976 Boston Plan (American Revolution Bicentennial Commission).

Remove from active file when project is completed and destroy 2 years later.

256. Federal Executive Board File - This file consists of incoming and outgoing correspondence regarding FEB activities, copies of FEB announcements, Annual Reports, National FEB Bulletins and Newsletters. Also included is correspondence regarding FEB Committee assignments and activity.

Jan 76

Start a new general file every year. Dispose 1 year later. Retain committee assignment file, and transfer to successor upon completion of committee assignment.

257. Emergency Planning File - This contains copies of correspondence relating to administration and operation of the emergency planning program.

Dispose when 2 years old.

258. Basic Data Fact Sheet - Department of Commerce - Sent annually to Department of Commerce. Lists area served, important cities, population figures, number of manufacturing firms, etc.

Dispose when 5 years old.

259. Director's Program Records on Associate Offices - This contains incoming and outgoing correspondence generated or received by the Director pertaining to DIBA activities involving Associate Offices and associations such as Area Councils for economic development and Chambers of Commerce. Also contains correspondence regarding Federal Procurement Conferences and State organizations for purpose of generating business opportunities within the community.

Dispose when 2 years old except for initial Agreement.

(Domestic Trade Program Area)

260. Subject File - Contains copies of incoming and outgoing correspondence with Department Headquarters and industrial firms pertaining to program activities, policy, procedure, and rulings and decisions on matters related to various projects such as Industrial Energy Conservation Program, selected industries, business opportunity conference, trade shows, and National Alliance of Businessmen.

Start a new file every year. Retire to FARC 1 year later and dispose when 10 years old.

261. Operational Plans File - This file contains copies of the Annual Operation Plan and Allocation of Resources for Program Implementation. These reports are submitted annually to Department Headquarters. Also included in

Jan 76

the file is the Domestic Trade Operational Plan which is submitted quarterly to Department Headquarters.

Dispose 1 year after close of fiscal year.

262. Area Abstract Report - This report, submitted annually to the office or Field Operations, DIBA, lists population and monetary data regarding business activity in the district, as well as international trade activity.

Start a new file every 5 years, transfer to FARC 1 year later. Dispose of when 10 years old.

263. Subscription File - Copies of correspondence and copies or purchase orders, CD-45, covering subscriptions for various publications and replacements for Commerce publications.

Cut off annually hold 1 year, and dispose.

264. Transmittals and Requests for Information/Publications - This file contains copies of transmittal letters forwarding news releases and publicity to radio and T/V News Directors, as well as transmitting Commerce publications, and requests for information and/or publications.

Dispose when 1 year old.

265. Field Activity Report Form DIB-710 - This is a monthly report submitted to Commerce Department HQ reflecting contacts, seminars, business calls, trade leads, export promotion data, and agreements signed. Sometimes prepared as a feeder report to be incorporated in the report prepared in the Director's office.

Start a new file every year and dispose when 2 years old.

266. Report of Field Calls - Form DIB-700, Business Calls Report includes name of firm visited, date and subject discussed. Original is submitted to Commerce HQ monthly.

Dispose when 2 years old.

267. Report on Forums, Conferences, and Seminars - Contains copies or Form DIB-701, submitted to Commerce HQ monthly, indicating sponsorship or participation in above meetings in the business community.

Dispose when 2 years old.

Jan 76

268. Fact Sheet on Area Served - This is a narrative report submitted to Commerce HQ annually, providing historical data on area covered by the district office. This report describes the economic, employment, and business conditions prevailing in the area.

Dispose when superseded.

269. Request for Publications, FO-28 – These forms cover requesters made to Commerce HQ for publications. Date of receipt is noted on copy of FO-28 which is then filed.

Start a new file every year, and dispose 1 year later.

270. Mailing Lists - These lists are maintained by commodity and are used for mailings originating in the activity.

Dispose when superseded or obsolete.

271. Industrial Mobilization File - This file contains correspondence to and from members of Executive Reserve Program regarding nominations for participation in the program, staffing pattern, attendance at conferences, and operation of the program.

Dispose when 5 years old.

272. Emergency Planning File

- a. Correspondence files relating to the administration and operation of the emergency planning program.

Dispose when 2 years old.

- b. Case file consisting of a record copy of each plan as directed, with related background papers.

Move inactive file when superseded or obsolete to closed files. Transfer to FARC when no longer needed for current business. Dispose when 10 years old.

- c. Copies of plans and directives, other than those maintained in case files described above.

Jan 76

Dispose when superseded or obsolete.

d. Report of Operations Tests.

Permanent. Transfer to FARC when no longer needed for current business.
Offer to NARS when 20 years old.

- e. Operations Test Files - Consists of papers accumulating from tests conducted under emergency plans such as instructions to members participating in the tests, staffing assignments, messages, tests of communications and facilities, and returned copies of reports.

Dispose when 3 years old.

273. District Export Council (DEC) Association - Mailing list of association offices. This list is revised and updated once a year D.E.C. minutes, correspondence, seminar proceeding, etc., are also included.

Permanent. Transfer to FARC when no longer needed for current business. Offer to NARS when 20 years old.

274. Teletypes - Record (register) of all teletype messages received during current fiscal year.

Dispose when 5 years old.

(International Trade Program Area)

275. Trade Opportunities Subject File - Correspondence generated or received by a district office regarding trade opportunities with foreign firms. Includes correspondence directed to American Embassies regarding trade program under their jurisdiction. Also includes Form D.I.B.-27P, U.S. Trade Opportunity.

Start a new file every year. Dispose when 2 years old.

276. Promotional Subject File - Correspondence generated or received regarding promotion meetings such as World Trade Conferences, Export Clearance Meetings and Export Marketing and Promotion Workshops. Includes Form D.I.B.- 701, Report on Forums, Conferences, and Seminars.

Start a new file every year. Dispose when 2 years old.

Jan 76

277. Company Correspondence – Correspondence with individual companies filed in alphabetical order by company name.

Dispose when 2 years old.

278. International Business Information - Correspondence, advertising brochures, other information from companies interested in engaging in international business. Filed in alphabetical order.

Hold and dispose of superseded or obsolete material at the end of each year.

279. Commerce Notes - This information, published monthly by district offices, contains items of interest to activities participating in the DIBA program. These notes are mailed to banks, Chambers of Commerce industrial firms, transportation companies, etc.

Start a new file every year. Dispose 1 year later.

280. Mailing Lists – These are copies of mailing lists for distributing information to T/V, Radio Stations, Newspapers, Chambers of Commerce, Export Managers, Airlines and Steamship companies.

Dispose when superseded.

281. "E" Award and "E Star" Award File - This contains correspondence between district office and industrial firms regarding President's "E" Award for participation in export programs. Includes copies of D.I.B.-476, Application for President's "E" Award for Export Expansion and Form D.I.B.-473, American International Traders Index. Also included is Notification of Scheduling of an "E" Award Ceremony. Application is forwarded to Commerce HQ, where record copy is kept. Filed in individual folders alphabetically by company.

Start a new file every 5 years, Dispose 2 years later.

Jan 76

282. "E" Award Applications Withdrawn File - These are copies of applications which have been denied because of the failure of the applicant to meet the criteria.

Dispose when 2 years old.

283. Program Subject File - This consists of incoming and outgoing correspondence with various activities concerning the overall program, and information regarding International Import Certificate, Form FC-826/IRS 4522.

Start a new file every year. Dispose when 2 years old.

284. Trade Fairs - Trade Mission Case File - This file contains correspondence with participants on domestic and foreign Fairs and Missions, filed alphabetically by City and Industry Organized Trade Missions.

Start a new file every year. Dispose when 2 years old.

285. Trade Center Case File - Includes copies of correspondence with participants regarding Trade Centers. Filed by Centers and then by date.

Start a new file every year. Dispose when 2 years old.

286. Field Visit Report File – Form D.I.B.-700, Business Calls Report. Includes name of firms visited, address date and subject discussed. Originals filed by date. Copy is respective Trade Specialist's folder.

Start a new file every year. Dispose when 2 years old.

287. Field Activity Report, Form D.I.B.-710 - This is a monthly report submitted to Commerce Department, HQ reflecting contacts seminars, business calls, trade leads export promotion data. Feeder reports are consolidated in report prepared in the Director's office.

Start a new file every year. Dispose when 2 years old.

Jan 76

288. B.I.C. Conference Subject File - Contains copies of correspondence filed by activity under Bureau of International Commerce regarding conferences, international trade and investment, and export control regulations.

Start a new file every year. Dispose when 2 years old.

289. Visitors File – Contains correspondence generated or received regarding foreign visitors.

Start a new file every year. Dispose when 2 years old.

290. Foreign Consulates and Embassies Subject File - Contains copies of correspondence with foreign consulates and embassies on subjects such as, Commerce Newsletter service, and export promotion multiplier program.

Start a new file every year. Dispose when 3 years old.

291. Report on Sales File - Agents' report of sales is forwarded monthly to the Office of Field Operations, Commerce Department, with two copies of Form FO-105, Receipt for Sale of Processed.

292. Publications. One copy is returned to the district office for record. Daily Publications Register, FO-6, is also contained in this file.

Start a new file every year. Dispose 2 years later.

293. Trade Complaints File - Contains correspondence generated or received in district office regarding trade adjustment cases (complaints). Complaint is forwarded to Export Information and Services, B.I.C. who forwards complaint to Embassy involved. The foreign firm involved is contacted by Embassy, who reports results of investigation back to Field Office for transmission to complainant.

Start a new file every year. Dispose 1 year later.

Jan 76

294. Foreign Trade Events File - This file contains correspondence, press releases, notices of meetings for Foreign Trade Events and Association meetings. Filed by type of meeting (activity).

Start a new file every year. Dispose 2 years later.

295. Form DIB-701 File - DIB-701, Report of Forums, Conferences, and Seminars, documents sponsorship of attendance at such functions by the Trade Specialists. Originals are filed here, and activity is reported monthly to Commerce HQ on Form DIB-710.

Start a new file every year. Dispose 2 years later.

296. Departmental or Foreign Visitors File - This file contains copies of correspondence addressed to industrial firms advising of impending visit, including copy of visitor's schedule.

Start a new file every year. Dispose 2 years later.

297. Report of Global Marketing Interview File - This file contains original and copies of Form IA-1092, Report of Global Marketing Interview. Information is also contained on Target Industry Card File.

Dispose when 2 years old.

298. Target Industry Card File - These are 5 X 8" cards furnished by Commerce Department from the American International Traders Index, showing industry, address, number of employees, and general background information of selected industries involved in the expansion of U.S. export program. These cards are annotated whenever any activity occurs regarding these industries (visits, trade fairs, promotion programs, etc.) and are filed:

1. Alphabetically by name (master file)
2. Zip Code
3. Alphabetically by target industry.

Jan 76

Remove card when industry is no longer designated as a target industry and transfer to inactive file. Close inactive file every 2 years and dispose 2 years later.

299. Agent Distributor Service Case File – This file contains copies of correspondence and copies of Form DIB- 4424P, Request for Agent Distributor Service, submitted by U.S. firms locating potential agents or distributors in foreign markets. DIB-424P is forwarded to Commerce Department for processing to overseas post. When reply is, case is considered closed. This file is kept alphabetically by company.

Transfer closed cases to inactive file. Cut off inactive file every year and dispose 2 years later.

300. Overseas Visits by American Businessmen File - Contains correspondence copies of Announcement of Intended Visit by American Businessmen. This file is duplicated in Commerce Department, which notifies Embassies.

Start a new file every year. Dispose 2 years later.

301. American International Traders Index File – Contains copies of correspondence and Form DIB-473, American International Traders Index. DIB-473 is submitted by U.S. firms interested in receiving information regarding marketing, business opportunities, and assistance involving international trade. As a result of the submission of IA-57, the Commerce Department issues the three sets of 5 x 8" AITI cards noted in Target Industry Card File above.

Start a new file every year. Dispose 2 years later.

302. Exhibitions File - This contains incoming and outgoing correspondence and schedules for assigned and pending trade exhibitions filed by date.

Start a new file every year. Dispose 2 years later.

303. Export Awareness Advertising Follow-up File - This file contains copies of Form IA 1099, made as a result of Trade Specialist's visit to industrial firms participating in export activities. Original and copy are forwarded to Commerce HQ.

Jan 76

Start a new file every year. Dispose 2 years later.

304. TEAM Export Expansion Program File - Includes copies of incoming and outgoing correspondence regarding educational aid in conducting market surveys. District Office notifies Commerce of availability of student after contacting local universities.

Start a file every year. Dispose 2 years.

305. Marketing Information Subject File - This file contains printed material such as Export Market Digests, Economic Trend Report, U.S. Foreign Trade Schedules, Patents and Trademarks Data, Investment Lists, World Trade Bulletins, U.S. Tariff Information.

Dispose when superseded.

306. Foreign Trade Report - A series of Monthly and Annual Import and Export Statistics (printout) developed by Commerce Department, Bureau of the Census, filed chronologically by month and year of issue.

Retain monthly sets in office until annual summary is published then destroy.
Retain annual summaries for 2 previous census years. May be forwarded to FARC for 3 additional census years then destroy.

Nonrecord Material - No employee or official of the Federal Government may destroy or alienate Federal records without an authorization issued in accordance with the records Disposal Act and applicable regulations. By definition certain materials such as printed and processed materials, duplicate copies, etc. are exempt from the requirement and may be destroyed by the holder on his own authority without reference to any outside individual or organization unit.

A considerable volume of nonrecord secondary source materials are accumulated by the staff of OFO. These materials are essential to accomplish the mission of the office. Nevertheless, the constant accumulation of this material poses a

Jan 76

problem that can only be resolved by regular application of a common ground rule by all professional and supervisory employees. Accordingly, no nonrecord secondary source material over five years old shall be retained by any organization unit of the Domestic and International Business Administration, except the last issue of a publication that is printed and except last issues of publications issued to cover a period of two years or longer.

Although it is incomplete, the following list of nonrecord materials, with a suggested retention period for each item, is offered to help the user distinguish between record and nonrecord materials and to help him to dispose of nonrecord items as soon as they are eligible.

Bureau of the Census Publications:

- 0 Current Population Reports - Statistical reports, arranged numerically by report number. Published periodically.

Retain 3 years and destroy or send to public library.

- 0 Congressional District Census Statistics - Published annually and arranged alphabetically by state.

Destroy when the next issue is received.

- 0 Annual Survey of Manufacturers - Issued annually and organized by series number.

Retain last 3 survey reports.

- 0 Census of Fisheries and Minerals - Filed alphabetically by state. Published every 5 years.

Retain last 2 census reports and destroy or forward older copies to public library.

- 0 Current Construction Reports - Statistics on construction and housing tiled numerically by "C" number sequence.

Retain monthly issuances until annual summary is received then destroy. Retain annual summaries 3 years and destroy or forward to public library.

Jan 76

- 0 Transportation Census Reports - Published in 2 parts every 5 years. One part arranged by state and second part by commodity grouping.

Retain last 2 census reports.

- 0 Housing Census Statistics and Population Census Statistics - Supplementary reports, issued periodically to update the last decennial census. File by report number.

Retain 10 years, or until receipt of next decennial census.

- 0 Census of Governments - 5 year report, by state and subjected.

Retain last 2 census reports.

- 0 Census of Population and Housing - The paperbound copies of the 1970 decennial census.

When hardbound copy is received, discard all except for copies of 5 states region which may be retained for working file.

- 0 County Business Patterns- Issued annually and filed alphabetically by state.

Retain 3 years and destroy or forward to public library.

- 0 Census of Manufacturers - Published in 2 parts every 5 years by Bureau of the Census. Part 1 filed alphabetically by state, and part 2 filed numerically by SIC Code.

Retain last 2 reports then forward to public library or destroy.

- 0 Census of Construction Industries - Issued in 2 parts every 5 years and filed alphabetically by state, and by subject.

Retain last 2 reports then forward to public library or destroy.

Jan 76

- 0 Business Census - Issued every 5 years by Bureau of the Census. Initial distribution in paperbound followed by hardbound sets. Filed alphabetically by state.

Retain last 2 hardbound sets then forward to public library or destroy.
Retain paperbound set of current census for 5 regional states (Washington, Oregon, Alaska, Idaho, and Montana) and U.S. Summary for working file.

State and Local Governments Finance - Report published periodically and tiled by series number.

Retain 2 years and destroy.

- 0 Local Government Employment - Statistics published periodically and by series number.

Retain 2 years and destroy.

- 0 Retail and Wholesale Trade Reports - A compilation of monthly and annual statistics tiled chronologically by date.

Retain 3 years and destroy or forward to public library.

- 0 Census Use Studies - A special one-time report covering a variety of subjects such as computer mapping, family health survey, schools, etc.

Retain one copy indefinitely. Forward extra copies to public library.

- 0 Statistical Abstract - Issued annually. Contains a compilation of international statistics from numerous sources. Similar to World Almanac.

Retain latest 3 issued. Destroy old issues or donate to public library.

Jan 76

Other Publications:

- 0 Weekly Compilation of Presidential Documents - Filed chronologically by date of issue.
Retain 2 years and destroy.
- 0 Federal Register - Issued daily and filed chronologically.
Retain current year's issues only. Discard previous year's.
- 0 Commercial Standards - Issued periodically by National Bureau of Standards, filed numerically by report number.
Retain until superseded then discard.
- 0 Press Releases and Bulletins - These are informational materials received from various sources.
Retain latest 6 issues and dispose of all others.

Other Nonrecord Material:

Brochures and miscellaneous information received from various state government agencies. Organized by state and by name of agency within.

Review and purge files of obsolete material every 3 months.

- 0 Subscription materials, such as copies of magazines, periodicals, trade journals and the like.

Purge obsolete material every 3 months.

- 0 Domestic Collation File - Miscellaneous gatherings of informational material arranged alphabetically by subject or topic. The source of this is from Federal government agencies, State agencies, news clippings, reports, laws, special studies, universities and the like.

Jan 76

~~Review and purge files of obsolete material once a year.~~

~~Brochures and special studies published by service firms such as banks, transportation industries, manufacturers, and the like.~~

~~Destroy when they have served their purpose.~~

~~0—Country Files—Overseas business reports, economic trends, reports, and general interest articles affecting international Commerce. These files are usually organized under main subheadings such as Economic Conditions, Tariff Controls, Taxation, basic laws within each country.~~

~~Review and purge files of obsolete material every 3 months.~~

~~0—International Collation Files—Miscellaneous general interest material pertaining to individual countries such as business opportunities, projected growth, trends and the like.~~

~~Purge files of obsolete material every 3 months.~~

~~0—Export Mailing List—Reference copies of publication of foreign firms which can be used for contact purposes. Comingled with these however, are extra sale copies of each publication.~~

~~Purge file of obsolete material every 3 months.~~

~~No effort has been made to list the majority of Department of Commerce publications which interest OFO, since the staff members concerned with them are very knowledgeable of the purpose and usefulness of those publications.~~

ALL UNITS

Office of Field Operations

~~The retention periods provided for records described hereunder shall apply wherever they are found in the Office of Field Operations unless the item is attributed to a specific organization unit and described thereunder in the body of this schedule.~~

Jan 76

~~307. National Security Classified Documents— These are documents withheld from any but authorized inspection because they contain information that must be protected to maintain the national security. To provide such protection of their subject content, these documents are filed in special equipment separate from open papers, if there are any, that relate to the same function or matter.~~

~~Almost without exception the security classified material accumulating in the Office of Field Operations may be categorized in terms of the action(s) and responsibilities undertaken by the Office as a result of such material.~~

~~a. Documents security classified by the Office:~~

- ~~1. Copy kept in classifying office— Make disposition in accordance with retention period prescribed for the open file in which it would have been filed if it had been unclassified.~~
- ~~2. Information and supporting action copies in all other offices or units— Burn when the transaction is closed, or when the need to know has been satisfied, whichever is the case.~~

~~b. Documents classified by and received from other Government agencies or other elements of the Department:~~

- ~~1. Documents on which the Office took significant substantive action(s)— Make disposition in accordance with the retention period prescribed for open file, described herein, with which they would have been filed if they had been unclassified.~~
- ~~2. Information copies— Burn when the need to know has been satisfied.~~

~~308. "Chronological," "Reading," "Tickler," or "Suspense" File— These are extra copies of correspondence maintained for convenient reference or to flag a due date for an action. In some cases, the extra copies are removed from such files and used for cross reference and other purposes in subject files. This, of course, liquidates the extra copy file.~~

Jan 76

~~a. Legislative Chronological Files—Dispose of when 25 years old.~~

~~b. All Others Not Described Elsewhere—Dispose when one year old.~~

~~309. Reproducibles File—This includes manuscripts (camera copy); paper, photographic, and various other types of plates or media used to reproduce multiple copies of documents for distribution.~~

~~Dispose when no longer needed for reprinting.~~

~~310. Receipts for Classified Material—These are copies of a receipt form on which classified material is described and is signed by the person receiving the material.~~

~~Dispose when 2 years old.~~

~~311. Records/Logs of Mail or Telephone Calls—These consist of daily records of mail and telephone calls handled.~~

~~Dispose when one year old.~~

~~312. Press Releases, Statements, Speeches and Testimonies—These are information copies of the items specified in the title except those specifically listed under an appropriate organizational unit in the schedule. They are used as precedents and for other reference purposes. A record copy of this material is maintained as long as necessary in the office of origin.~~

~~Dispose when 2 years old.~~

Jan 76

BUREAU OF INTERNATIONAL ECONOMIC POLICY AND RESEARCH

The Bureau of International Economic Policy and Research conducts economic research and analyses to:

- (1) Achieve a competitive domestic economic environment to stimulate investment and productivity and dampen inflation,
- (2) Participate in developing a viable supportive international monetary system,
- (3) Reduce tariff and non-tariff barriers that impede U.S. access to foreign markets,
- (4) Promote exports by motivating, assisting, and informing more U.S. firms to achieve greater export activity, and
- (5) Contribute to energy policy development, stimulate production and the development of new energy resources.

Studies and forecasts produced by the Bureau are not designed for current decision making or policy development but rather are aimed at providing a concrete contribution to policies that will govern the competitiveness in world markets and in the international economic environment.

Office of the Deputy Assistant Secretary

The Office of the Deputy Assistant Secretary assists the Assistant Secretary for DIBA in the research, analysis, and formulation of international economic and commercial programs and policies relating to trade, competitive assessment, and investment and finance. The Office initiates and reviews trade research studies and represents the Department of Commerce in international trade negotiations.

313. International Economic and Trade Policy Subject File - Documentation pertaining to the international economy, balance of payments, International Monetary System, trade policies, trade barriers, export financing, loans and other economic matters.

The file also contains papers arranged under topical headings pertaining to current developments of the program and ongoing or proposed research projects.

Permanent - Start a new file every 5 years, retire to BTRS and transfer to WNRC 2 years later, and offer to the National Archives when 20 years old.

314. Committee and Meetings File - This contains papers generated or collected by the Deputy Assistant Secretary as a result of his membership on or special interest in various committees. Included are membership lists, agenda, minutes and reports and releases produced by some of the committees.

Also included are agenda, minutes, transactions and similar papers generated at meetings in which the Deputy Assistant Secretary participated.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives when 20 years old.

315. Administrative Subject File - These are office copies of papers on such matters as budget, arrangements for conferences, production reports, project controls and descriptions, applications for positions, staffing, personnel actions, requisitions for services and things, *time and attendance reports**, travel, work assignments and the like.
* NC1-151-82-5/1a. and 1b.: 6 years, GRS-2, Item 7.

Dispose when 3 years old.

INTERNATIONAL TRADE ANALYSIS STAFF

The International Trade Analysis Staff is a staff office in International Economic Policy and Research. The International Trade Analysis Staff is composed of a Director's Office and four sections. The four sections are the Foreign Trade Statistics Branch, Statistical Analysis Branch, World Trade Branch, and the U.S. Trade Branch.

The International Trade Analysis Staff provides economic analysis and compilation of statistical information concerning the foreign trade of the United States and other nations. Efforts include the analysis of trends in U.S. foreign trade, application of econometric models in forecasting of U.S. exports and imports, preparation of special analyses on foreign trade flows, evaluating shifts in U.S. share of foreign markets, compiling and publishing data and trend reports on trade between the free world and Communist areas., and collecting and publishing information on factors influencing American and world trade. The data developed by the International Trade Analysis Staff are used by Government and industry officials in formulating policies and planning future courses of action in foreign trade.

Director's Office

316. Director's Program Subject File – Contains data pertaining to such areas as commodity costs and volumes, currency values, economic and trade programs, export promotion, and legislation. Records consist of correspondence, memos, charts, and articles.

Move active folders forward. Dispose of all others when 2 years old.

317. Administrative Subject File - Contains office copies of the usual housekeeping papers on such matters as budget submittals, purchase requisitions, personnel training authorizations, job descriptions, press releases, speeches, and travel vouchers.

Dispose when 2 years old. NC1-151-82-5/1a and 1b

318. Chronological File - Contains a copy of each outgoing item prepared by the Director and the Director's immediate staff. File is arranged chronologically and is used for convenience of reference.

Dispose when 2 years old. NC1-151-82-5/3

319. Project Control Files - Contains data relating to request for and the assignment and control of statistical surveys and evaluations. Records consist primarily of

Jan 76

correspondence and memos pertaining to job assignments, cost estimates, schedules, progress, findings and conclusions.

Dispose 3 years after completion of project.

320. Annual Report to Congress on U.S. and Foreign Export/Import Transactions - Summary and evaluation of U.S. and foreign exporting-and importing data for Congressional review. Prepared and submitted annually to Congress.

Permanent. Retire to BTRS when 10 years old, and transfer to WNRC 5 years later. Offer to the National Archives when 30 years old.

(Foreign Trade Statistics Branch)

321. Section Management File - Contains data relating to U.S. and foreign Export/Import activities and general office management. Records cover such subjects as economic indicators, currency exchange, report formats, statistical methods, time and attendance, personnel training, and directives.

Start a new file each year. Dispose when 3 years old.

322. Technical Reference Files - Books, journals, charts, logs, graphs, maps, magazines, schedules, and tables containing information relating to such things as methodology, routes, codes, rules, standard practices, notes, laws, and summaries of past events.

Dispose when no longer needed for current business. NC1-151-82-5/17

323. Airgrams - Messages received from foreign posts covering such subjects as commodity sales/purchases, shipment quantities and values, and types of transport.

Dispose when 2 years old.

324. Workpapers - Handwritten tabulations, adding machine tapes, report drafts, notes, computer runs, newspaper clips, and similar papers used in the assembly and computation of data for the evaluation and analysis of foreign trade.

Jan 76

Dispose 1 year after completion of project or report. NC1-151-82-5/17

325. Commodity/Country Cumulative Export/Import Data Cards - Data cards used to enter annual or year-end cumulative quantity and value figures on commodity exports and imports.

Dispose after they have served their purpose.

326. Market Share Reports - Reports showing U.S. share of world import/export market. Provides relative type data on commodities sold to and/or purchased from foreign countries by year. Reports made by country and contrasts U.S. actions in that country with other key nations.

Permanent. Retire to BTRS when 10 years old, and transfer to the WNRC 5 years later. Offer to the National Archives when 30 years old.

327. Market Share Report Correspondence - Correspondence with the United Nations and foreign countries regarding the availability, reliability, processing, distribution, and cost of report data.

Dispose when 2 years old.

(Printouts)

328. United Nations Export/Import Data Printouts - Export/Import data corrected from foreign countries and processed, printed, and delivered to the Department of Commerce by the UN under contract. Reports cover the type, quantity, and value of commodities exported and imported by foreign countries. Data used to calculate U.S. share of the world market.

Dispose after they have served their purpose.

329. Country-by-Commodity Series Annual Reports - Reports made for some 87 foreign countries showing the quantity, value, and destination/origin of trading activity on about 880 commodities. Arranged by country; thereunder by date.

Permanent. Retire to BTRS when 10 years old, and transfer to the WNRC 5 years later. Offer to the National Archives when 30 years old.

Jan 76

(Statistical Analysis Branch)

330. Section Management File - Contains data relating to U.S. and foreign export/import activities and general office management. Records cover such subjects as economic indicators, currency exchange, report formats, statistical methods, time and attendance, personnel training, and directives.

Start a new file each year. Dispose when 3 years old.

331. Workpapers - Job specifications, handwritten tabulations, adding machine tapes, report drafts, notes, computer runs, newspaper clips, and similar papers used in the assembly and computation of data for the evaluation and analysis of foreign trade.

Dispose 1 year after completion of project or report. NC1-151-82-5/17

332. Classified Foreign Service Dispatches - Dispatches to and from foreign post relative to the gathering of export/import data.

Dispose when 3 years old.

333. Workpapers on Annual Report to Congress - Notes, calculations, extracts from printouts, summary drafts, and similar papers used in developing the Section's input to the report to Congress.

Dispose when 3 years old.

334. U.S. Department of Commerce - "INTERNATIONAL ECONOMIC INDICATORS AND COMPETITIVE TRENDS" - A quarterly publication presenting a wide variety of comparative economic statistics for the United States and seven major competitor nations. Report presents a review of economic prospects and trends, changes in key economic indicators, and basic data for indicators. Arranged chronologically by quarter.

Permanent. Retire one copy of each issue to BTRS when 5 years old and transfer to WNRC 2 years later. Offer to the National Archives when 30 years old.

Jan 76

(Printouts)

335. Bureau of the Census Printouts of Export and Import Data - Computer generated monthly and annual reports of U.S. exports and imports data compiled and printed in a variety of report formats by the Bureau of the Census. Reports present many arrangements of such factors as commodity description, quantity, weight, value, type of transport, and country of origin or destination. File contains about 20 printouts such as:

1. FT 410-U.S. Exports - Value of Schedule B Groupings of Commodities-Domestic Merchandise
2. EM 571 (F.a.s. Value)-U.S. Exports - Schedule B Number by End-Use Category
3. IM 171 (F.a.s. Value)-U.S. General Imports - In terms of 4 digit End-Use Categories by Selected Areas or Countries of Origin

Duplicate microfilm/microfiche copies are received for some but not all printouts received from Census. Census retains these records for 5 years from date of origin. The Trade Performance Division frequently needs them for longer periods.

- a. Printouts (Duplicate Microfilm./Microfiche Copy Available) - Destroy after receipt or current issue.
- c. Printouts (No Duplicate Microfilm/Microfiche Copy) - Retire to RSHF when 10 years old transfer to the WNRC 1 year later. Destroy when 20 years old.
- d. Microfilm/Microfiche Copies of Printouts - Retire to RSHP when 15 years old and transfer to WNRC 3 years later. Destroy when 30 years old.

(NCI-151-83-1/1a-c)

(World Trade Branch)

336. Section Service Data File - Contains information on U.S. and foreign trade activities. Records consist of charts and tables on exports and imports, articles from journals, newspaper clippings, newsletters from banks and financial research institutions, information notes from other federal agencies, foreign trade development publications, and annotated bibliographies.

Dispose when they have served their purpose.

Revised March 1983

337. Airgrams - Copies of messages from foreign posts and information services pertaining to foreign trade and currency.

Dispose when 2 years old.

338. Special Foreign Trade Economic Studies - Reviews, evaluations, and projections on current happening and events in the area of foreign trade. One time reports made on such subjects as "Measurement of Export Shares in World Market," and "Effects of Price Controls on U.S. Exports."

Retire to BTRS when 10 years old and transfer to WNRC 2 years later. Dispose when 25 years old.

339. Newspaper Articles for "Commerce Today" - Periodic reports covering such areas of foreign trade as new developments and trends, U.S. share of world market, and effects of energy crisis on world trade. File includes workpapers and drafts.

Dispose when 2 years old.

340. Trade Agreement Program of the President-Annual Report - A survey of world trade developments in the year and prospects for the future. Arranged by date.

Permanent. Retire to BTRS when 10 years old and transfer to WNRC 2 years later. Offer to the National Archives when 30 years old.

341. Workpaper for Trade Agreement Program of the President-Annual Report - Notes, computer runs, calculations, drafts and similar papers used in developing the annual report.

Dispose when 2 years old.

(U.S. Trade Branch)

342. Trade Section Subject File - Contains information on various phases of foreign trade and methods used in analysis. File contains such records as newspaper and magazine articles on trade happenings, newsletters, articles and handbooks on methods, and reports on commodities.

Dispose when they have served their purpose.

Jan 76

343. Trade Section Administrative File - Contains data pertaining to the general management and housekeeping chores of the Section. Records consist of such items as position descriptions, budget notes, time and attendance reports, travel vouchers, and purchase orders.

Dispose when 2 years old. (NC1-151-82-5/1a. and b).

344. Newspaper Articles for "Commerce Today" - Six to seven articles a year pertaining to currency exchange rates and foreign trade trends, and a regular semi-annual article on the "Outlook for Foreign Trade. File includes workpapers and drafts.

Dispose when 2 years old.

345. Historical Time Series - Monthly Exchange Rates in Index Form - An annual report presenting monthly exchange rates (in index form) for 67 countries in the Section's exchange rate model. Also trade-weighted averages are presented for the 67 countries and 14 industrial countries. Arranged by year.

Permanent. Retire to BTRS when 10 years old and transfer to WNRC 2 years later. Offer to the National Archives when 30 years old.

346. Measures of Exchange Rate Change in the U.S. Dollars-Monthly Report - Presents percentage changes in the value of 67 foreign currencies in relation to U.S. dollar and the trade-weighted average value of the dollar for current month.

Retire to BTRS when 5 years old and transfer to WNRC 3 years later. Dispose when 15 years old.

347. Measures of Exchange Rate Change in the U.S. Dollar-Mid-Year (June) and Year-End (Dec.) Reports - Presents percentage changes in value of 67 foreign currencies in relation to U.S. dollar and the trade-weighted average value of the dollar in the Mid-Year (June) and the Year-End (December) reports.

Permanent. Retire to BTRS when 10 years old and-transfer to WNRC 2 years later. Offer to the National Archives when 30 years old.

Jan 76

348. Monthly Review of U.S. Trade Developments - Monthly report covering U.S. export and Import commodity developments, quantity and cost of exports and imports, and trade developments between the U.S. and foreign countries and groups of countries.

Retire to BTRS when 5 years old and transfer to WNRC 3 years later. Dispose when 15 years old.

349. Annual Review of U.S. Trade Developments - Annual or year-end report covering U.S. export and import commodity development, quality and cost of exports and imports, and trade developments between U.S. and foreign countries and groups of countries.

Permanent. Retire one copy of each issue to BTRS when 10 years old and transfer to WNRC 2 years later. Offer to the National Archives when 30 years old.

350. Data Input Tab Cards - Tab cards used to input data to Monetary Exchange Rate and other computer programs.

Dispose 3 months after completion of report.

351. Computer Program Card Decks - Tab cards for such computer programs as Regression Analysis, Seasonal Adjustment, Monetary Model and Exchange Rates.

Dispose 1 year after program is superseded, revised, or discontinued.

352. Workpapers and Printouts - Notes, Census printouts, Section printouts, calculations, drafts, comments, and similar papers used in the preparation of reports.

Dispose 1 year after completion of report.

Jan 76

OFFICE OF COMPETITIVE ASSESSMENT

Through its Competitive Studies and Competitive Information Divisions, the Office of Competitive Assessment conducts and directs the conduct of studies pertaining to competitive factors within and between U.S. industrial sectors, prepares policy options for improving competitiveness of U.S. industries at home and abroad, and maintains a surveillance system for the continuous monitoring of factors affecting the competitiveness of U.S. industries.

Office of the Director and Deputy Director

353. Competitive Assessment Subject File - This file contains papers generated or collected by the Director and Deputy Director in the process of giving the office executive direction and creative leadership. Consequently, they maintain a minimum of files. Record copies of all such correspondence as they sign, review, or approve for submission to higher authorities are filed. The file also contains a quantity of papers of special interest to them and some printed and processed material containing information on similar programs operated by other organizations.

The papers are arranged alphabetically by subject and have a relatively short-term value after administrative needs have been met.

Start a new file every 5 years, retire to BTRS and transfer to WNRC. Dispose when 10 years old.

354. Administrative Subject File - This contains office copies of the usual housekeeping papers on such matters as arrangements for meetings and conferences, ADP requirements, budget, directives, and regulations, space, time and attendance reports, production reports, travel, work assignments, project descriptions and controls, and the like.

Dispose of individual documents or contents of file folders when 3 years old.

Jan 76

355. Personnel Name Case Files - This consists of a folder for each employee on the staff arranged alphabetically by name and contains copies of personnel actions, recommendations and related papers pertaining to the employee.

Dispose 6 months after separation of subject employee.

356. Reading File - This contains a copy of each outgoing item generated by the Office, chronologically arranged.

Dispose when 2 years old.

Competitive Studies Division

357. Project Case Files - This Division is responsible for drawing together information on the competitive position of American industries in domestic and foreign markets. The Division analyzes the data using five major determinants; (1) market share (foreign and domestic), (2) access to markets, (3) productivity, (4) price, and (5) quality. A great number of trade and economic factors and indicators affect these determinants. To achieve the required professionalism, the workload of the Division for each year is planned on a project basis. Each approved project represents an area to be studied and analyzed in a final report or study primarily for use in decision making processes. However, some of the reports and studies that are judged to have a very broad circulation potential may be produced for distribution to the public.

The project case folders contain incoming and outgoing correspondence concerning the substance of the project and selected papers containing significant source data on the conduct and content of the study.

These papers have no value after the expiration of the period specified following publication of the report or study. Dispose 5 years after publication of the subject report or study.

Jan 76

358. Competitive Studies - This is a record set (one copy each) of the competitive studies, reports, technical papers or similar presentations prepared by the Division. Arranged by date.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives when 20 years old.

359. General Subject File - This contains incoming and outgoing correspondence and printed and processed material containing general information that is needed for preparation of competitive studies, but is not suitable for filing in the appropriate project case files.

The secondary source material found in the file may or may not be of significant usefulness in the preparation of competitive studies depending upon the development of the issues surrounding the studies.

Dispose of individual documents or contents of file folders when 3 years old.

360. Administrative Management Subject File - This contains office copies of housekeeping papers arranged under subject headings such as the following: ADP requirements, announcements, BDC price/cost pressure model, cabinet officials, computer printouts, administrative orders, draft program plan, manual of administrative instructions, position descriptions, quarterly briefing, research notes, requisitions, travel and the like.

Dispose of individual documents or contents of file folders when 3 years old.

Competitive Information Division

361. Administrative Management Subject File - This Division is responsible for creating or structuring a broad based international data bank to provide the source data needed to assist the competitiveness of American business in the domestic and foreign markets. Creation of this international data bank is in its early stages at this writing.

The file contains incoming and outgoing correspondence and office copies of housekeeping papers concerning the technicalities, sources of machine readable data that might be used in the bank, and on the software and reporting requirements that need to be built in a computer installation for such a bank.

Move active folders forward.

Dispose of individual documents or contents of file folders when 3 years old

(Printouts)

362. Quick Query Reports and other Printouts - This is a record set (one copy each) of the reports or printouts produced by the Division for a study or client.

Retire to BTRS when no longer needed for current business, transfer to WNRC and dispose when 10 years old.

363. Outside Source Printouts - These are printouts collected by the Division from outside sources such as United Nations, Bureau of the Census, Organization for Economic Cooperation and Development, Bureau of Labor Statistics and similar bodies.

The Division acquires these printouts to extract source data from them for compilation and analyses. Once the data in these printouts have been extracted these printouts have no further-value.

Dispose upon completion of extraction and compilation of the selected data.

(Punch Cards)

364. Punch Cards - These are punch cards prepared by a contractor in accordance with specifications provided by the Division. Normally, the service bureau or contractor returns the punch cards to the Division after the data on them have been written on a tape or disc.

Dispose when the tape or disc has been reviewed and accepted.

Jan 76

OFFICE OF ECONOMIC RESEARCH

This office comprised of the Applied Research Division and International Economics Division, is responsible for developing and directing a program for international economic analyses and research to determine alternatives to present policies and their future impact on the international economic environment. The main thrust of the program is to make a contribution to plans and policies that will have the most favorable effect for American business in the future. A centralized file system is maintained for the entire Office.

365. Reports, Studies, Position Papers and Forecasts - This consists of a record set (1 copy each) of each of the documents enumerated above and similar papers that are generated by the Office. These documents are usually submitted to higher authority for use in making policy determinations. However, selected items are published and given wide distribution in the private sector. Arranged by subject; thereunder by date.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives when 20 years old.

366. Reports, Studies and Forecasts Supporting Papers - These are the research notes, spreadsheets, drafts, and similar documentation developed by the researcher in the process of producing a final draft of one of the subject documents.

Move active items forward and dispose of all other papers when their subject matter is no longer of any great concern.

367. Economic Research Subject File - This contains copies of incoming and outgoing correspondence pertaining to the development and operation of the program for international economic analyses and research. Also included are papers containing source data on similar programs operated by other agencies, governments, or countries. Some papers are found pertaining to the overall economic environment of foreign countries.

Jan 76

Papers pertaining to planned or ongoing projects of the office are filed under topical headings.

Move active files forward, retire all others to BTRS when 5 years old and transfer to WNRC 1 year later. Dispose when 10 years old.

368. Administrative Management Subject File - These consist of office copies of the usual housekeeping papers with a quantity of operating papers. Notable subject headings found in the file include budget, conferences, activity or production reports, copies of directives, classified document log, P & RS Weekly status report, personnel, requisitions for supplies and services, training, travel, time and attendance reports, and the like.

The file also includes a subgroup comprised of a name case file for each employee on the staff, which contains copies of all personnel actions and correspondence pertaining to his employment.

- a. Name Case Files - Dispose 6 months after separation of subject employee.
- b. Time and Attendance Reports - Dispose when 2 years old.
- c. All Other Papers - Dispose when 5 years old or when they have served their purpose whichever is sooner

369. Economic Research Source Data File - This is a subject numeric file containing source data arranged under the following subject groups.

100 Administration

200 Planning

300 (Reserved)

400 Export Promotion

500 Export Environment

600 (Reserved)

Jan 76

700 Economics

800 (Reserved)

900 Miscellaneous

1,000 International Marketing

The file contains incoming and outgoing correspondence, foreign dispatches, trade journals, newspaper clippings, and other secondary source material used by the staff to prepare position papers and forecasts on the international economic environment and its impact on the future competitiveness of American business in World markets.

These papers constitute a long term worktool that must be kept on a selective basis in close proximity to the professional staff using them.

- a. Administrative Files - Dispose when 2 years old
- b. Planning Files - Dispose when 5 years old
- c. All Other Papers - Dispose when they have served their purpose.

370. Researcher's Supporting Papers - These are notes, compilations, and related papers generated or collected by the researcher in the process of producing a final draft, report or study. These papers are essentially duplicated by the report and/or supporting papers submitted to the Director and they have only short-term value after such submission.

Dispose when 2 years old.

(Printouts)

This office has made arrangements to get printouts from tapes produced by United Nations, National Institute of Health, Bureau of the Census, and others. The agency producing the printout to the specifications of the Office of Economic Research is responsible for the disposition of the magnetic tapes or discs and any other media generated to put data in machine readable form.

Jan 76

371. Economic and Trade Data Printouts - These are quick query printouts generated by the Office to be used as input for the preparation of an analytical study or projection of a specific international economic subject area.

Dispose when 5 years old.

OFFICE OF FOREIGN INVESTMENT IN THE U.S.

This Office is responsible for obtaining and analyzing data on foreign investments in the U. S. and evaluating the impact of such investments.

Also analyzes trends of foreign investments, and carries out the staff function for the Interagency Committee on Foreign Investments in the U. S.

372. Foreign Investment Research Studies - This is a file of documents relating to the ongoing research studies regarding the nature and effects of foreign investments in the U.S. Studies pertain to the impact and effect of foreign investment on selected industrial sectors, domestic employment levels, national security, exports and imports, balance of payments, economic growth, and capital markets.

Move summary and final study report to reports file. Retire all others to BTRS annually and transfer to WNRC 3 years later. Dispose when 10 years old.

373. Individual Transactions File - This consists of incoming and outgoing correspondence and papers pertaining to specific individual foreign investment transactions in the United States. Documents pertain to construction or expansion of plants, proposed or actual acquisition of part or all of an existing company (or company's stock), review of company's financial situation and management, reports from various Federal agencies, and staff summaries and recommendations. This information is case-filed by company name.

Retire inactive files to BTRS annually and transfer to WNRC 1 year later.
Dispose when 15 years old.

Jan 76

374. Foreign Investment in U. S. Subject File - This consists of incoming and outgoing correspondence and related documentation pertaining to such subject areas as balance of payments, employment effects industry sectors, effect of investments on profits and control, exports and imports, state and local laws, and proposed legislation.

Move active files forward, retire all others to BTRS when 5 years old. Transfer to WNRC 2 years later and dispose 3 years later.

375. Interagency Committee on Foreign Investment in U.S. The Committee consists of representatives from Defense, State, Treasury, Council on International Economic Policy, President's Assistant for Economic Affairs, and the Department of Commerce. DIBA carries out the work program for the Committee.

File consists of analyses and staff papers submitted to the Committee, staff reports, minutes of meetings, agenda, correspondence between Government agencies and the Committee, and related papers.

Permanent. Retire to BTRS when 5 years old and transfer to WNRC 2 years later. Offer to National Archives when 20 years old.

376. Reports on Foreign Investments in the U. S. - This consists of all the reports generated by the Office, such as: Annual Reports, Staff Reports, Reports by Secretary of Commerce to the Congress pursuant to the Foreign Investment Study Act of 1974, other reports to the Congress, and published reports resulting from research studies.

Permanent. Record set (2 copies each) - Retire to BTRS every 2 years and transfer to WNRC 1 year later. Offer to National Archives when 20 years old.

Jan 76

377. Administrative Subject File - This contains copies of the usual housekeeping papers on such matters as budget, delegations of authority, work copies of directives, personnel folders, requisition for services and equipment, space, time and attendance, training, travel, work assignments, and the like.

Dispose when 2 years old.

378. Chronological File - This contains one copy of each outgoing item generated by the Office. File is maintained for convenience of reference.

Dispose when 1 year old.

OFFICE OF INTERNATIONAL TRADE POLICY

The objective of this program is to develop policies and programs designed to remove impediments to U.S. exports, and facilitate the operations of American business abroad. The Commercial Policy program is concerned primarily with the effect on U. S. commercial interests of U. S. and foreign government actions in the areas of international trade policy and transportation and insurance. In carrying out these responsibilities, the office represents the Department's view in interagency committees engaged in the formulation of U. S. positions on international trade issues.

In the field of trade policy, the office plans, supports, and participates in international trade negotiations, analyzes and prepares the Department's position on pending legislation and develops recommendations on new legislation concerning foreign trade, advises the President's Special Representative for Trade Negotiations of U. S. industry's interest in reducing foreign tariff and other trade barriers, and participates in developing and implementing U. S. courses of action in the multilateral context; e.g., in the General Agreement on Tariffs and Trade (GATT), the Organization for Economic Cooperation and Development (OECD), and the United Nations Conference on Trade and Development (UNCTAD).

In the field of transportation and insurance, the office assures consideration of export expansion objectives in the development of transportation policy by U. S. Government and international agencies, makes recommendations concerning discriminatory ocean freight rates and other

Jan 76

transportation cost factors adversely affecting export, carries out Commerce's statutory responsibilities for making findings of reciprocity as basis for exempting foreign air lines from payment of customs duties and excise taxes on aircraft supplies, and provides advice and assistance to U. S. business on international transportation and insurance matters.

Some of the specific responsibilities of the Office of International Policy Trade are:

- The development and coordination of the Department's position on bills before Congress involving U. S. international trade policy, particularly regulation of imports.
- Tariff negotiations in GATT with other countries to obtain compensation for adverse effects on U. S. exports caused by alternations in trade agreement commitments.
- To propose specific actions under the provisions of GATT's Article XXIII to offset the anticipated disadvantage to U. S. exports arising from the preferential trade agreements between the European Community and other countries based on an evaluation of the trade effects of these agreements.
- To prepare policy options and supporting justification for the Secretary of Commerce to recommend to the President with regard to Tariff Commission decisions on escape clause and unfair practices actions brought by U. S. industries. In addition, to develop Departmental positions on other Tariff Commission findings.
- To analyze the expected impact on U. S. trade and to prepare for GATT tariff negotiations with the European Communities as a result of entry of the United Kingdom, Ireland, Norway and Denmark into the Community in order to determine specifically where U. S. negotiation interests lie and provide a basis for objectives in negotiations.

Jan 76

- To develop detailed policy proposals and alternatives for interagency consideration with respect to treatment of imports of manufactures covered by the proposed U. S. generalized tariff preference scheme for the less developed countries, with special emphasis on the problem of safeguarding the interests of U. S. industries potentially sensitive to import impact and on the question of equitable burden-sharing with regard to the preference schemes of other countries.
- To furnish policy guidance from the standpoint of strengthening the competitive position of United States exporters in connection with formulation of new international rules to regulate the liability of air, ocean and intermodal carriers for loss or damage to goods, including preparation of the rationale for the need for substantial increases in existing carrier liability limits for goods in containers.
- To initiate policy proposals and participate in GATT negotiations for removal of nontariff trade barriers to U. S. trade with a view to obtaining increased market access for U. S. goods abroad. To assist in the development of U. S. proposals for a code on product standards which will remove present and prevent future technical barriers to U. S. exports.
- To provide replies to inquiries from Congressmen with regard to questions, complaints and suggestions on particular problems of U. S. trade policy as they specifically affect the interests of their constituents.
- To recommend specific provisions for an international code on environment practices as they affect foreign trade so as to insure that environmental standards which may be higher in the U. S. than abroad do not lead to an international competitive disadvantage for U. S. business.

Jan 76

- To develop proposals and participate in GATT negotiations for analysis of post-Kennedy Round tariff structures and trade flows including trend of most-favored-nation and preferential trade patterns in order to establish a basis for making policy recommendations on negotiating techniques and objectives.
- To develop policy approaches which would best protect the interest of United States exporters with respect to international actions on a wide range of transportation and insurance matters, such as measures to counteract protectionist insurance policies of foreign countries, regulation of international container traffic, development of international shipping legislation, unreasonable or disparate freight rates, and law of the sea issues.

Office of the Director

379. International Trade Policy Subject File - This is incoming and outgoing correspondence, and other papers generated or collected by the Director in the process of developing the position of the Secretary of Commerce on international trade policy and negotiating trade agreements within the established policy. More specifically, the file includes Council on International Economic Policy trade force reports, study memorandums, preparation of trade agreements, and similar papers. Also included are copies of notices of hearing and other issuances of the Office of the Special Representative for Trade Negotiations; Notices of U. S. intention to negotiate under the Trade Agreements Act of 1934, as amended and extended; issuances of U. S. Tariff Commission; incoming and outgoing airgrams and telegrams transmitted by the State Department; and copies of Trade Staff Committee papers. Since the office is responsible for representing the Department of Commerce on a host of interagency committees concerned with international trade policy, the activities, discussions and determinations of these bodies that are of interest to the office are also documented.

Jan 76

Much of the documentation in the file pertains to negotiations and other transactions developed under General Agreements on Tariffs and Trade (GATT).

Permanent. Start a new file every 10 years, retire to BTRS one year later, and transfer to WNRC 2 years later. Offer to the National Archives 20 years after transfer to WNRC.

380. Press Releases - These are copies of press releases concerning international trade policy that are of special interest to this office, Record copies of these releases are maintained by the Newsroom, Office of the Secretary.

Dispose when they have served their purpose.

381. Administrative Subject File - This contains office copies of housekeeping papers concerning such matters as budget, furniture, personnel actions, space, time and attendance, requisitions for service and supplies, travel, and the like. Record copies of these papers are maintained elsewhere long enough to meet all requirements.

Dispose when 2 years old.

382. United Nations Meetings File - These contain papers pertaining to meetings or conferences requested by various elements of the United Nations on trade and other functions of the Department. Also included are some papers on the subject matter of conferences and documentation of the arrangements for the meeting.

Start a new file every 5 years, retire to BTRS, transfer to WNRC 2 years later.
Dispose when 10 years old.

383. United Nations Reports File - This consists of copies of airgrams and other cables concerning the status of United Nations meetings in which the Department is involved or concerned. Record copies of this material are retained in State Department, United States Information Agency, and other originating agencies.

Dispose of individual documents or contents of file folders when 3 years old.

Jan 76

Legislative and Tariff Policy Division

The Division is responsible for reviewing and preparing comments containing a recommended position for the Department on legislation pertaining to tariffs, non-tariff barriers, quotas, and other international trade matters. In response to the needs of the business community, it also initiates legislation and monitors it throughout development and consideration by the Congress.

The Division maintains oversight of U. S. tariffs and non-tariff barriers and through a continuing analysis provides the necessary adjustments to keep U. S. origin commodities in the best possible competitive position at home and in foreign trade.

More specifically, the Division's functions include:

- developing and coordinating the Department's position on certain international trade legislation;

- preparing policy options and supporting justifications for recommendations to the President on certain Tariff Commission decisions and findings;

- developing detailed policy proposals and alternatives for interagency considerations with respect to the U. S. generalized tariff preference scheme for the less developed countries, with special emphasis on safeguarding U. S. industries;

- answering congressional inquiries concerning U. S. tariffs and non-tariff barriers and similar international trade problems.

The documentation of the Division is maintained at an official files station in the Office of the Director. All program papers, with the exception of those on individual commodities, are filed in a numeric subject file.

Jan 76

384. Tariffs and Trade Agreements Subject File - This contains documentation of all program functions of the Division. The papers are arranged according to ten primary subject headings which are as follows:

- I. Tariffs and Trade Agreements
- II. Tariff Adjustment and Other Adjustment Assistance
- III. Quantitative Restrictions
- IV. Special Duty Free Tariff Provisions
- V. Import Classification, Valuation and Administrative Problems
- VI. Unfair Trade Practices
- VII. U. S. Non-Tariff Barriers-General
- VIII. Other Provisions Affecting Imports
- IX. Studies and Projects
- X. Organizations

These headings are, of course, subject to revision to meet changes in the situation. The primary headings are appropriately broken down to secondary and tertiary subject headings to achieve a satisfactory degree of definition and aggregation of information on a single subject matter in an individual file folder(s).

Subject matter coverage of this file extends to the preparation and conduct of special trade negotiations such as Kennedy Round. The Kennedy Round negotiations resulted in the adjustment of U. S. tariffs and nontariff-barriers to improve the U. S. position in international trade. These adjustments produced the need for constant surveillance to keep commodities of U. S. origin in a competitive status.

Documentation in the file also includes extensive data on U. S. non-tariff trade barriers including Buy American Act, dumping practices, border taxes, countervailing duties and Federal procurement policies.

Jan 76

As would be expected from the above, the file contains copies of numerous studies, project reports, research reports and reports of recommendations on U. S. trade policy.

The remainder of the papers in the file, outside of the subject areas specially noted above, contain information concerning procedural and technical matters, or one-time corrective actions on inadvertent requirements placing a segment of U. S. industry in a noncompetitive position. These papers have no value after they have served their purpose as a staff worktool.

- a. Preparation, conduct, and Determinations of Special Trade Negotiations such as the Kennedy Round. Permanent - Retire to BTRS when no longer needed for current business, and transfer to WNRC 2 years later. Offer to the National Archives 20 years after transfer to WNRC.
- b. U. S. Non-Tariff Barriers papers. Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later. Offer to the National Archives 20 years after transfer to WNRC.
- c. Trade Policy Recommendations and Studies, and Research and other Project Studies. Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later. Offer to the National Archives 20 years after transfer to WNRC.
- d. All Other Papers - Dispose when 5 years old or when no longer needed for current business, whichever is appropriate.

385. Commodity File - This contains copies of technical reports, notes, memorandums, clippings, and other printed and processed material concerning the supply, production and market for each commodity appearing in the Tariff Schedules of the United States (Annotated). Also included are copies of legislation, Tariff Commission investigations, trade negotiations, transcripts of hearings, and similar papers, if any, pertaining to the subject commodity.

Jan 76

This file is used to prepare the position of the Secretary of Commerce for interagency consideration and for hearings on commodities with reference to changes of U. S. tariffs resulting from trade agreements.

Retire to BTRS when no longer needed for current business. Transfer to WNRC one year later and dispose when 10 years old.

386. Administrative Subject File - This contains office copies of papers on housekeeping matters such as budget, conferences and meetings, work copies of directives, personnel actions, requisitions, security (general), space, time and attendance reports, production and activity reports, travel and the like.

Dispose when 2 years old.

Trade Negotiations and Agreements Division

In broadstroke language the Division is responsible for monitoring international trade of industrial products to surface opportunities and negotiate agreements to improve the U. S. position in international trade. In more specific terms, its functions include:

- tariff negotiations in GATT with trading partners on industrial products -- e.g. Norway, Canada, Japan, India, European Community, Australia, South Africa -- to obtain compensation for adverse effects on U. S. exports caused by alterations in their trade agreement commitments.
- analysis of the expected impact on U. S. trade and preparation for GATT tariff negotiations with the European Community as a result of entry of new countries (United Kingdom, Ireland, Norway, Denmark) into the Community in order to determine specifically where the U.S. negotiating interest lies and to provide a basis for objectives in future negotiations.
- initiation of policy proposals and participation in GATT negotiations for analysis of post- Kennedy Round tariff structures and trade flows.

387. Country Files - These contain foreign service reports and printed and processed material pertaining to bilateral trade agreements, complaints, export control, trade negotiation agreements, dumping, government procurement and restrictive business practices and similar matters. The data in these papers are used and evaluated to surface opportunities to improve the U. S. international trade.

The file is arranged alphabetically by the names of countries.

Retire to BTRS when 3 years old, transfer to WNRC 2 years later. Dispose when 10 years old.

388. GATT Committee on Trade in Industrial Products Subject File - Documentation on international trade of industrial products pertaining to Non-Tariff Barriers (NTB) inventory examination, NTB solution findings exercise, customs and entry procedures, NTB standards and GATT tariff study papers. The file includes foreign service reports (cablegrams), printed and processed documents generated by the committee, GATT, and evaluations, proposals and other submissions generated by the Division.

The papers are arranged chronologically, thereunder by working groups.

Permanent - Retire to BTRS upon completion of the next GATT tariff study and transfer to WNRC 2 years later. Offer to the National Archives 20 years after transfer to WNRC.

389. General Subject File - This contains papers generated or collected by the Division having general application to trade negotiations. Although the file is arranged alphabetically by subject the file designations identify subject matter in two categories listed below.

Program and Technical Papers - These are papers pertaining to negotiation techniques, analytical and research studies, research projects, Kennedy Round, and other similar papers dealing in general with the development of international trade in industrial products.

Jan 76

Administrative Papers - These are office copies of housekeeping papers on subjects such as budget, conferences, personnel actions, requisitions, space, production reports and the like.

Record copies of these papers are maintained elsewhere long enough to meet all requirements.

(a) Program and Technical papers and related correspondence - Retire to BTRS when no longer need for current business, transfer to WNRC 2 years later and dispose when 15 years old.

(b) Administrative papers - Dispose when 2 years old.

390. Non-Tariff Barriers File - These contain papers generated or collected concerning practices of foreign countries (other than tariffs) that restrict international trade, such as border taxes, dumping, subsidies, restricting government procurement to products of domestic origin and similar practices.

The papers are arranged alphabetically by the titles of non-tariff barriers or the titles of the non-tariff action or procedure.

Retire to BTRS when 2 years old, transfer to WNRC 5 years later. Dispose when 20 years old.

Developing Nations Division

Develops and coordinates the Department's position on trade and commercial policy issues for countries classified as developing nations. The Division also prepares position papers for U. S. delegations to meetings and conferences, and represents the Department at interagency trade policy meetings.

391. General Subject Files - These contain printed or processed copies of various international organizations having a direct responsibility for international trade. With these are copies of documents prepared by the staff including proposals, comments and evaluations pertaining to specific international trade transactions or situations.

Jan 76

These proposals, etc. are generally developed before any formal action on the matter, such as a meeting, has been initiated. Thus, the file primarily documents the findings and discussions of such organizations as General Agreement on Tariffs and Trade (GATT) member countries, Organization for Economic Cooperation and Development, (OECD), United Nations Conference on Trade and Development (UNCTAD), and of the work groups or other subdivisions of these organizations.

The file also contains documentation with general application to functional areas as balance of payments, non-tariff, barriers, preferences, special trade agreements and supporting papers and commodities.

The papers in this file are arranged alphabetically by subject. For purposes of evaluation and disposition, papers in the file may be categorized as shown below.

- a. Tax and Government Procurement - Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later.
- b. GATT Article Supporting Papers - Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later.
- c. Meetings of International Organizations - Retire to BTRS when 2 years old and transfer to WNRC. Dispose when 5 years old.
- d. All Other Papers including those Supporting Special Trade Agreements and those pertaining to Meetings of International Organizations - Dispose when 5 years old.

392. United Nations Conference on Trade and Development (UNCTAD) Documents.

These are printed or processed copies of UNCTAD documents most of which are releases of the committee on manufacturers. The bulk of the papers were prepared prior to the committee meeting and relate to proposed agenda items or other factual reports needed for committee consideration.

The papers pertain to a development and expansion of international trade in manufacturers. Arranged by document number; thereunder by type.

Jan 76

Permanent - Retire to BTRS when no longer needed for current business, and transfer to WNRC 2 years later. Offer to the National Archives 20 years after transfer to WNRC.

393. GATT Documents Limited Series - This is one of each document issued by GATT in the limited series. The documents pertain to the findings, discussions and determinations of the contracting parties comprising GATT. Arranged by document number; thereunder by type.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later. Offer to the National Archives 20 years after transfer to WNRC.

394. Organization for Economic Cooperation and Development (OECD) Documents - This is a set of one copy of each document issued by OED including those of twenty-two working groups. These papers are used by the professional staff to keep abreast of development of other countries and to appropriately reflect these developments in a position on international trade that is most favorable to the U.S.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC on year later. Offer to the National Archives 20 years after transfer to WNRC.

395. International Monetary Fund (IMF) Documents – These are copies of annual review of the funding of member nations and their balance of payments position. These documents are studied by specialists to determine the impact of the funding and balance of payments positions of other countries on the international trade of the United States.

Dispose of individual documents when the next annual issues are received.

396. GATT Committee on Balance of Payments Documents - This is a set of one copy of each document issued by the committee showing what transpired at the meetings including discussions, consultations, findings and determinations.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later. Offer to the National Archives 20- years after transfer to WNRC.

Jan 76

397. GATT Press Releases - This consists of one copy of each press release issue by GATT. They are used by the professional staff to keep informed of current international trade developments in other countries that may require some alternation of the U.S. position in the future.

Dispose of individual documents or contents of file folders when 5 years old,

398. GATT Cotton Textiles Committee (COT) Documents - This consists of one copy of documents issued by the committee including agreements between the U. S. and other countries; agreements of other countries among themselves for trade of cotton textiles and other related papers.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later. Offer to the National Archives 20 years after transfer to WNRC.

399. Environmental Pollution Control Subject File - This contains incoming and outgoing documentation of proposed legislation for pollution control having an international aspect; other government efforts in offsetting pollution control costs; economic impact on pollution control; pollution control programs of foreign governments, and cooperative programs and pollution control standards. These papers are collected or generated in the process of determining the amount of increased costs of commodities represented by the portion of industries pollution control costs that is passed on to the consumer. The objective of this determination is to devise standards and arrangements for a degree of international pollution control harmonization so that the products of U. S. and other countries in international trade do not become disadvantaged, which might result in trade barriers such as higher tariffs, special taxes, and the like.

Retire to BTRS when 5 years old, (move active folders forward to new file), transfer to WNRC one year later. Dispose when 10 years old.

Jan 76

(Printouts)

400. Generalized Tariff Preference Study - Under a plan developed by United Nations, certain developed countries have submitted plans to give developing countries tariff preferences. These plans have now reached the point where the respective developed countries are beginning to implement them by the introduction of enabling laws in their respective legislative bodies. Before such legislation is submitted to the Congress it is necessary to know that the developed countries are equally sharing the burden of these tariff preferences.

As a member nation the U. S. receives copies of GATT tapes containing import data that can be used to ascertain the level of burden shared by each participating developed country.

From the GATT tapes subset tapes have been written to show percentage of the total U.S. Imports from developing countries that would be eligible for tariff preference. The same percentages are calculated for other developed countries.

Printouts are produced containing the aggregate of import data to be further analyzed for preparation of the necessary legislation. These printouts will be superseded in the form of a summary analysis after the preparation of the appropriate legislation.

- a. Preliminary Printouts - Dispose when 2 years old.
- b. Subset Tapes - Scratch one month after printout run has been completed.
- c. GATT (Master) Tapes - Scratch when superseded by a new generation master (GATT) import data tape.

(Punch Cards)

401. Punch Cards on which are transcribed import data for computer Input.

Dispose one month after receipt of the related printout.

Jan 76

Industrialized Nations Division

Office of the Director

402. Industrialized Nations Subject File - These files cover the numerous activities and interventions that governments undertake to foster high-technology industries, strengthen basic industry, accelerate economic developments, and make manufactured products more competitive throughout the world.

It consists mainly of airgrams, cablegrams, foreign newspaper clippings, state department memoranda, press releases, informational reports from foreign based agencies. File contains such notable headings as Agriculture and Fisheries, Aid, Aviation, Economic Affairs, Economic Integration, European Community, Trade Agreements, Organizations and Conferences, Environment, Standards Harmonization, Finance, Energy, Transportation and Communications.

Start a new file every 5 years, move active files forward and retire all others to BTRS. Transfer to WNRC one year later and dispose when 10 years old.

403. Country File - This consists of incoming and outgoing airgrams and cablegrams and some position papers generated by the Division. The file contains documentation related to the economic and trade features of specific countries. The file is arranged by country and thereunder by subject.

Start a new file every 5 years, move active file forward and retire all others to BTRS. Transfer to WNRC one year later and dispose when 10 years old.

404. European Community Files - File contains data relating to the regional grouping of nine European countries that are proceeding with economic integration. The countries in the community are: Ireland, France, Germany, Italy, Belgium, Luxembourg, Netherlands, Denmark, and the United Kingdom.

The file is arranged alphabetically by subjects, and contains such records as airgrams, cablegrams, bulletins, press releases, and correspondence relating to the EC activities.

Start a new file every 5 years, move active file forward and retire all others to BTRS. Transfer to WNRC one year later and dispose when 10 years old.

405. Industry Sector Advisory Committees - These are advisory committees' reports on foreign trade as related to such industrial sectors as automobiles, chemical and chemical products, rubber and plastics, leather and leather products, stone, clay, and glass, metal and minerals.

This file is considered to have long-term historical value because it captures the input of the committees which have been established under law.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later. Offer to National Archives when 15 years old.

406. Briefing Papers - This is background data developed for meetings between U.S. and foreign officials. Briefing papers primarily provide the definition of problem, suggested strategies, background on participants, economic and trade data.

The file may also include position papers, agenda and minutes of meetings, summary and comments on meetings.

Permanent - Retire to BTRS when they have served their purpose and transfer to WNRC one year later. Offer to National Archives when 15 years old.

407. Administrative Subject File - Contains office copies of housekeeping papers on such matters as budget submittals, purchase requisitions, personnel, training authorizations, job descriptions, press releases, speeches, and travel vouchers.

Dispose when 2 years old.

408. Correspondence File - This consists of one copy of each incoming and outgoing memoranda and letters. Papers filed in chronological order.

Start a new file every year and dispose when 5 years old.

Canada-Western Europe Staff

409. Program and Policy File - This file contains documentation relating to the development and application of trade programs with Canada. It contains program papers pertaining to biographical data on Canadian representatives, briefing material for VIP meetings, Canadian-American Committee, Economic Council of Canada, country profile and action plans developed by the staff.

Start a new file every 5 years, move active file forward and retire all others to BTRS. Transfer to WNRC one year later and dispose when 15 years old.

410. Special Trade and Economic Program File - Contains program and policy documentation relating for U.S.-Canadian trade affairs. Concerns such subjects as joint U.S. Canadian Committee on Trade and Economic Affairs, briefings for Secretarial Officer visits to Canada, Canada-U.S. Interparliamentary Group meeting summaries, Executive Visits-Secretary of Commerce and the President, Trade Policy Cases, and Industry Sector Advisory Reports for Multilateral Trade Negotiations. Arranged by subject.

Permanent - Retire to BTRS when 10 years old and transfer to WNRC one year later. Offer to National Archives when 15 years old.

411. Canadian Trade Finance Subject File. - Contains documents pertaining to export financing and insurance, balance of payments, banking and foreign investments. Records consist mainly of airgrams, cablegrams, and related memorandums.

Start a new file every 5 years and retire to BTRS one year later. Dispose when 5 years old.

412. Canadian Multilateral Trade Subject File - This file consists of documentation pertaining to tariff and trade committee meetings, and summaries and analyses of non-tariff measure positions. Multilateral trade meetings are held at up to ten-year intervals. For working purposes records must be maintained in the office until the next meeting.

Start a new file every 11 years, move active files forward and retire all others to BTRS. Transfer to WNRC one year later, and dispose when 20 years old.

413. Canadian Automobile Agreement - Papers in this file are generated in the conduct of automobile trade negotiations between U.S. and Canada. Notable headings in the file are remission schemes, hearings, and agreements, policy debates, comprehensive consultations and reviews, marketing, employment, and statistics.

Start a new file every 5 years, move active files forward and retire all others to BTRS. Transfer to WNRC 2 years later, and dispose when 10 years old.

414. Canadian General Subject File - This file contains incoming and outgoing correspondence and airgrams and cablegrams. File contains such subjects as agreements, Canadian-U.S. relations, labor economics, fuels and energy, foreign trade and commodities.

Start a new file every 5 years, move active files forward and retire all others to BTRS. Dispose when 2 years older.

415. Spain, Portugal, Greece, Nordic Files - Contains data on most phases of each country's economy and trade relations with the U.S. and other nations. File primarily made up of cables, airgrams, policy and position papers, IMF reports and correspondence. File divided into such subjects as: economic developments, financial developments, restrictive trade practices, regional economic developments (including trade agreements), etc.

Start a new file every 5 years, move active files forward and retire all others to BTRS. Transfer to WNRC one year later and dispose when 10 years old.

416. OECD (Organization for Economic Cooperation and Development) File –Contains data on issues in economic and trade field being considered by OECD committees as well as summary cables of committee meetings. Also contains briefing books prepared for commerce delegates to OECD meetings.

- a. Start a new file every 5 years, move active papers forward, retire policy and position papers to BTRS, and dispose of all others when they have served their purpose.
- b. Transfer policy and position papers from BTRS to WNRC after one year, and offer to the National Archives when 15 years old.

417. Country (Austria, Malta, Switzerland and Yugoslavia) Files - Contains information on issues and developments in the economies and trade relations of these countries as well as corresponding micro and macro statistical data.

The files are organized according to the State's Records Classification Handbook into several subjects such as; Economic Affairs (General), Finance, Foreign Trade, Industries and Commodities and Special Topics such as Science and Technology.

The files are made up of cables, airgrams, State Department memoranda, newspaper clippings, magazine articles, press releases, policy and position papers, IMF reports and correspondence.

Start a new file every 5 years, move active files forward and retire all others to BTRS. Transfer to WNRC one year later and dispose when 10 years old.

418. Yugoslavia Briefing Book - Briefing book prepared for the October 1973 Visit to Yugoslavia by Secretary of Treasury Shultz, and Secretary of Commerce Dent. The book contains schedule of meetings, biographical data on meeting participants and dignitaries, and 38 background and position papers on U.S.-Yugoslav economic and trade relations.

Permanent. Retire to BTRS 3 years after meeting, transfer to WNRC 2 years later, and offer to the National Archives when 20 years old.

419. UN (United Nations) Files - These files cover the activities of the ECE (especially the Committee on Development of Trade, and the issues connected with Industrial Cooperation in the ECE region), UNIDO, UNCTAD, UNCITRAL, and some aspects of the Law of the Sea Conferences (LOS). In addition, file contains ECOSOC papers that go back to early stages of the Commission's activities. The files are organized according to the UN Documentation Handbook and the State's Record Classification Handbook (Special Instruction; International Organizations and Conferences). They consist of UN documents, press releases, position papers, and some early UNCTAD briefing books.

Start a new file every 5 years, move active files forward, and, retire all others to BTRS. Transfer to WNRC one year later and dispose when 10 years old.

East-West Trade

420. GATT (General Agreement on Tariffs and Trade) File - Contains information on the accession of several East European countries to GATT. Records consist of cables, airgrams, and background papers.

- (a) Start a new file every 3 years, move active papers forward, and retire inactive Policy and Position papers to BTRS and dispose of all others when they have served their purpose.
- (b) Permanent. Transfer Policy and Position papers from BTRS to WNRC after one year, and offer to the National Archives when 15 years old.

421. Country Files (U.S.S.R., Bulgaria, China, Czechoslovakia, (but not East Germany), Hungary, Poland, Romania). - Contains general and national information on issues and developments bearing upon the growth of East-West Trade. These are "historical files", predating and continuing the issue of economic "rapprochement" between the U.S. and the countries of Eastern Europe. They were left with IND/OITP long after BEWT was organized. They consist of cables, airgrams, press releases, background papers, and CIEP studies.

(a) Start a new file every 3 years. Move active papers forward, send policy and position papers and files on issue of economic "rapprochement" between U.S. and East European Countries to BTRS and dispose of all others when they have served their purpose.

(b) Transfer Policy and Position Papers and files on U.S.-East European economic rapprochement issue to WNRC after one year, and offer to the National Archives 15 years later.

Japan Staff

422. Japan Trade Policy Subject File - File contains documentation pertaining to U.S. economic and commercial relations with Japan, New Zealand, Australia, and South Africa. File contains such subject headings as agriculture, economic affairs, finance, investments, fuel and energy, foreign trade industries and commodities, labor and manpower, policy studies, and science and technology, and trade promotion.

Records in this file are primarily made up of short term papers having an application value of not more than two years. Papers consist of newspaper clippings, airgrams, cablegrams, press releases, bulletins and memoranda.

Start a new file every 5 years, move active files forward and dispose of all others when they have served their purpose.

423. Briefing Books - These are briefing books prepared by the staff in preparation for meetings with Japanese dignitaries and trade officials. Briefing materials cover such items as location of meeting, biographical data on meeting participants and dignitaries, meeting agendas, background data on discussion topics, and planned or suggested strategies. Material kept in loose-leaf binders by meeting name.

Permanent - Retire to BTRS 3 years after meeting and transfer to the WNRC 2 years later. Offer to the National Archives when 20 years old.

European Community Staff

424. European Community File - File is made up of records pertaining to the bloc of countries that comprise the European Community - France, Germany, Italy, Belgium, Luxembourg, Netherlands, Denmark, Ireland, and the United Kingdom. Information in the file concerns the Community's efforts to improve the trade position of its membership through such programs as the "Rules of Origin" (product free of tariff in Community if totally or largely made by one or more of the member countries.) Records consist of hearing reports, industry studies, community history,

cables, airgrams, copies of agreements, copies of rules, State Department memos, newspaper clips, press releases and similar papers.

At the end of 5 year period:

- a. Move active papers forward.
- b. Retire inactive Policy and Position papers to BTRS and transfer to WNRC one year later. Offer to the National Archives when 15 years old.
- c. Dispose of all other papers.

425. (European Economic Community) EEC Country File - (France, Germany, Italy, Belgium, Luxembourg, Denmark, Netherlands, Ireland, and the United Kingdom) - Contains data on all phases of each member country's economy and trade with U.S. and other foreign nations. File primarily made up of cables, airgrams, State Department memos, newspaper clips, magazine articles, press releases, policy and position papers, IMF reports, and correspondence. File divided into such subjects as Economic Affairs, Finance, Industries and Commodities, Political Affairs, and Foreign Trade.

At the end of each 5 year period:

- a. Move active papers forward.
- b. Send inactive Policy and Position Papers to BTRS and transfer to WNRC one year later. Offer to the National Archives when 15 years old.
- c. Dispose of all other papers.

OFFICE OF INTERNATIONAL FINANCE AND INVESTMENT

Office of the Director, Deputy Director and Assistant Director

This Office is responsible for the formulation and implementation of programs in the fields of international finance, business practices, and investment.

By delegation of authority from the Director, each of the Division Directors has planning and direction responsibilities for his specific program, subject to review by the Office of the Director. Consequently, very few official file copies are retained in this office, since the Divisions are responsible for maintaining the official files for the programs under their respective jurisdiction.

426. General Subject File - This contains copies of papers collected or generated by the Director, Deputy, Director and Assistant Director in the process of giving executive direction to the various component divisions of the office which deal with international finance, international monetary affairs, foreign business practices, investment policy and services.

The file contains the official record copies of papers prepared by the Director and his immediate staff, However, the record copies of all other papers pertaining to the functions for which they are responsible are maintained in the Divisions. For the most part the papers found in this file document an overview of the international finance, monetary and business environment. Although the information in this file is almost entirely duplicated by the files in the Division, this file has value for a reasonable period of time because it represents a compaction of the actions of the Director and his immediate staff.

Move active files forward and retire inactive files to BTRS at the end of every 2 years and transfer to WNRC 1 year later. Dispose when 10 years old.

427. Administrative Subject File - This contains office copies of the usual housekeeping papers on such matters as arrangements for meetings, budget, conference rooms, parking spaces, personnel actions, requisitions for services and things, routine or transitory correspondence, productivity reports, training, travel, with assignments and the like. The file also contains copies of regulations and other directives and papers pertaining to the internal conduct or operation of the program.

- a. Personnel Name Case Files - Dispose 6 months after separation of employee
- b. All Other Papers - Dispose when 2 years old.

428. Chronological File - This consists of a copy of each outgoing item maintained for the convenience of reference. This file does not contain yellow copies of correspondence.

Dispose when 2 years old.

429. Circulating Reading File - This consists of one copy of each outgoing item collected and circulated among staff members for their information.

Dispose when 1 month old.

430. Technical Reference File - This contains copies of printed and processed material and duplicate copies of correspondence studies and technical papers in the field of international finance and investment. They are arranged alphabetically by subject.

Dispose of individual documents or contents of file folders when they have served their purpose.

Foreign Business Practices Division

The Division participates in the development of policies and legislation to provide favorable U.S. tax treatment of exports consistent with other national objectives and international undertakings, and in the promotion of exporter awareness and use of tax benefits.

It insures that antitrust policies do not impede U.S. exports through participating in the formulation of policies in the restrictive business practices field. The Division also promotes the formulation of Webb-Pomerene (Export Trade) associations.

The Division helps protect U.S. Patent and Trademarks rights abroad so that their unauthorized use does not result in the loss of foreign markets for U.S. exports or inhibit vigorous export promotion by U.S. firms.

It provides information to assist businessmen in licensing their technology and know-how abroad.

It seeks to insure that U.S. policies reflect a realistic assessment of the impact of the transfer to technology on the U.S. economy.

It assesses developments in foreign laws affecting U.S. commercial interests abroad and encourages foreign governments to eliminate provisions in legislation which unreasonably impairs or discriminates against U.S. interests.

It promotes the development of international commercial arbitration facilities and their use so that U.S. businessmen will have a convenient alternative to costly litigation for resolving trade and investment disputes with their foreign service associates.

It helps identify products where international standardization is important to trade and participates in activities of private and governmental groups to draw up principals to govern the harmonization of international standards and certification systems.

431. Program and Operations Subject File - This contains copies of incoming and outgoing correspondence and collected printed and processed secondary source materials on all of the activities and subject areas for which the Division has responsibility. The file contains copies of recommendations, reports and studies prepared for the use of higher authority in determining the position or policy of the Department or U.S. Government on selected foreign business practices.

The papers in this file are arranged alphabetically by subject and they constitute an essential worktool for the professionals concerned. After they have served this purpose they appear to have no further value, since the information in the studies, reports, and related papers is essentially duplicated in an official issuance at higher level, or the information is available in other sources.

Retire inactive files to BTRS at the end of every year, transfer to WNRC 1 year later and dispose when 10 years old.

432. Chronological File - Prior to December 31, 1973 the yellow copy of outgoing items with the related incoming item has been maintained in this file. After January 1, 1974 this practice will be discontinued and the yellow copies of all outgoing items will be filed in the appropriate folder in the Program and Operations Subject File described above. Thereafter, a copy of each outgoing item on manifold tissue (any color except yellow) will be maintained in a chronological arrangement for convenience of reference.

- a. Yellow Record Copies Dated Prior to December 31, 1973 - Retire to BTRS and transfer to WNRC. Dispose when 10 years old.
- b. Chronological Copies Dated After January 1, 1974 - Dispose when 1 year old.

433. Country Files - This contains copies of incoming and outgoing correspondence generated by the Division with quantities of printed and processed secondary source materials pertaining to each foreign country with which the Division is concerned.

The information in these papers is essentially duplicated in documents maintained at a higher level or in other sources.

Retire inactive files to BTRS at the end of every year, transfer to WNRC 1 year later and dispose when 10 years old.

434. Administrative Subject File - This contains office copies of housekeeping papers on matters such as arrangements for meetings, budget, conference rooms, field service, production reports, personnel, requisitions, time and attendance, training, travel orders, work orders, work assignments and the like.

Dispose when 2 years old.

(Licensing and Patents Program)

435. Patents, Trademarks, Copyrights and Other Technical Property Rights and Licensing File - This contains copies of incoming and outgoing correspondence, airgrams, telegrams, and printed and processed material containing data on the laws, regulations and business practices of foreign countries on patents, trademarks, copyrights, other technical property rights and licensing that have an advantageous or adverse effect on U.S. firms desiring to establish a plant in a foreign country.

This information is used to advise and assist U.S. firms relative to problems they encounter abroad on piracy of rights and unfair trade practices. The data is also analyzed and used to prepare forecasts and position papers for the use of higher authority in making new or alternative policies and for their use in negotiating a widening spectrum of international agreements on the transfer of intellectual property rights.

These papers are arranged alphabetically under country names. The papers concerning each country are filed in separate folders for (1) laws and regulations (2) correspondence, reports and position papers.

- a. Laws and Regulations - Dispose of individual documents or contents of file folders when superseded.
- b. Correspondence, Reports and Position Papers - Move active files forward and retire all others to BTRS at end of each year. Transfer to WNRC 2 years later. Dispose when 25 years old.

436. International Agreements on the Transfer of Intellectual Property Rights - This contains incoming and outgoing correspondence with related printed and processed material relating to the transfer and protection of intellectual property rights under international agreements.

The data in this file are analyzed and used in the preparation for and negotiation of such agreements which are the concern of a host of international organizations that convene numerous conventions to bilaterally consider universal problems in the field.

The position and other papers generated by the professionals concerned are interfiled with secondary source material.

Position and Others Papers Generated by the Staff - Move active files forward and retire all others to BTRS at the end of every 5 year period. Transfer to WNRC and dispose when 25 years old.

International Monetary Affairs Division

The Division analyzes and advises on important international monetary developments and problems and on the relationships between these and the Department's concerns with foreign trade, foreign investment and the balance of payments, so that policies and programs in the latter areas can be formulated and carried out with adequate consideration of their monetary aspects.

Specifically, the Division is concerned with developments relating to the international monetary and payments system, proposed reforms of that system, balance of payments difficulties, exchange rates, currency crises, international reserves, international credit markets, price levels in different countries, the policies of the International Monetary Fund, and other international economic developments which relate closely to the foregoing.

437. Program Subject File - This contains record copies of all papers produced in the Division pertaining to international monetary affairs including incoming correspondence with related-replies, reports, studies, projections, recommendations and similar analyses.

The papers are arranged alphabetically by subject. Printed and processed material, workpapers and similar material generated or collected as a data source, or to serve transitory purposes are not placed in this file.

Start a new file every five years, retire to BTRS and transfer to WNRC 1 year later. Dispose when 20 years old.

438. Committee File - This contains copies of papers created by members of the staff who are members or participants in committees or organizations concerned with international monetary affairs. Arranged by type of committee thereunder chronologically.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC. Offer to NARS when 20 years old.

439. Administrative Subject File - This contains office copies of housekeeping papers on such matters as activity reports, arrangements for conferences and meetings, budget, general administration, personnel, requests for things and services, space, time and attendance, training, travel, work assignments and the like.

Dispose when 2 years old.

440. Technical Information Subject File - This contains copies of typescript, printed and professed material and telegrams collected from a large number of sources used as a source of technical data on a wide spectrum of international monetary and related subjects. The file also contains workcopies of papers created by the Division to serve a transitory purpose. Record copies of papers documenting a substantiative action of the Division are not filed in this file.

Dispose of individual documents or contents of file folders when they have served their purpose.

International Finance Division

The Division has three prime functions, as follows:

- (1) Participates in formulation and implementation of policies to insure that U.S. exports are provided financing comparable to that of other trading nations,
- (2) Participates in formulation and implementation of policies relating to U.S. and multilateral foreign assistance to insure that U.S. commercial interests are appropriately weighed, and
- (3) Participates in analysis, development and review of measures to achieve balance of payments equilibrium.

More specifically staff members share in review of Government assisted export financing and foreign developmental lending policies and transactions through participation in activities of the National Advisory Council on International Monetary and Financial Policies, Development Loan Committee, Export-Import Bank Board of Directors, Export Expansion Advisory Committee, and Board of Directors of Overseas Private Investment Corporation. The staff also continuously examines and compares U.S. and foreign credit financing programs, consults business as to needs for improved financing arrangements; recommends and supports appropriate policy and legislative changes; participates in OECD efforts to avoid unfair and excessive national export financing arrangements.

The Division maintains its official files at a file station in the Office of the Director.

441. International Finance General Subject File - This contains documentation of all programs and activities of the Division. The file is composed of six major subgroups as follows:

- Administrative - This file contains housekeeping papers. These are office copies of papers on subjects and things such as boost file, budget, commercial officers conferences, foreign service reporting (general); DIB and OCFP functions, briefing papers on policy issues, work programs and staffing, IFD functions, monthly and other activity reports, operating procedures, personnel, requests for keys and other things, security, time and attendance, training, travel and the like.
- Agency - Comprised of copies of papers generated or collected by staff members concerning the transactions of various committee and organizations having responsibilities for international finance such as the National Advisory Council, Development Loan Committee, and Development Loan Staff Committee. More specifically, the papers found for each agency include agenda, minutes, reports, studies, and a host of related papers on the transactions of the organization.

- International Agency - Contains the same kinds of papers as those described above under Agency for international bodies such as Asian Development Bank, Development Loan Committee, Development Loan Staff Committee, GATT, International Monetary Fund, International Bank for Reconstruction and Development, International Development Association, Inter-American Development Bank, International Finance Corporation, Organization for Economic Cooperation and Development, Development Assistance Committee, Export Credits and Guarantees, and United Nations.
- U.S. Agency - Contains the same kinds of papers as those described above pertaining to activities of U.S. agencies involved in international finance, such as, Agency for International Development, Department of Agriculture, Department of Defense, Export-Import Bank, Federal Reserve Board, and Department of Treasury.
- Technical Subject - Contains copies of papers collected or generated by staff members that contain information on a great variety of international finance subject areas or organizations. Specially significant subject areas include: Balance of Payments, Debt Studies and Problems, Debt Relief Operations, Export Expansion Fund, Export Financing of other countries, Foreign Aid policies and procedures, Investment - Foreign, Investment Guarantees-U.S., and Textile and other industry Problems.
- Country - Contains printed and processed material, loan documents, telegrams and some papers created by the staff relating to international financial status of foreign countries. This file is arranged alphabetically by country.

- (a) Administrative - Dispose when 2 years old.
- (b) Agency - Permanent - Move active files forward and retire all others to BTRS at the end of each year and transfer to WNRC. Offer to the National Archives 20 years later.
- (c) International Agency - Permanent - Move active file forward and retire all others to BTRS at the end of each year and transfer to WNRC. Offer to the National Archives 20 years later.
- (d) U.S. Agency - Move active files forward and retire all others to BTRS at the end of each year. Transfer to WNRC and dispose when 10 years old.
- (e) Technical Subject - Move active files forward and retire all others to BTRS at the end of each year. Transfer to WNRC and dispose when 10 years old.
- (f) Country - Retire to BTRS when no longer needed for current business and dispose when 3 years old.

Investment Policy Division

The Division prepares and publishes studies on the nature, trends, and economic impact (employment, trade, balance of payments, economic development) of foreign investments by multinational companies; assesses the policy implications; formulates recommendations on policies, programs, measures and legislation bearing on such investments. Participates in investment analyses and policy deliberations of international organizations, including the OECD and the International Labor Organization (ILO).

442. Foreign Investment Subject File - This contains incoming and outgoing correspondence and quantities of printed and processed material, foreign service reports (airgrams and telegrams) pertaining to American investments abroad and foreign investments in the United States and related subjects. Special emphasis is

placed upon multinational corporations in the file. Also included are the usual housekeeping documents covering such matters as budget, arrangements for meetings, personnel, requisitions, travel and the like.

Arranged by geographical regions alphabetically by country.

- a. Administrative or Housekeeping Papers - Dispose when 2 years old.
- b. All Other Papers - Dispose when superseded or obsolete.

443. Studies, Reports Analyses and Recommendations - This is a record set of one copy of each such end-product paper submitted to higher authority for purposes of policy or decision making. Arranged by subject.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later. Offer to the National Archives 20 years after transfer to WNRC.

444. International Economists Subject File - There are several international economists in the Division each of whom is assigned a geographic area such as the Third World Countries, South America and Europe. Each of the economists is responsible for monitoring and analyzing American investments in his area and investments from that area in the country.

In the process of making these analyses and determinations each of the economists accumulates or generates the same types of papers on the same subject area as are found in the Foreign Investment Subject File.

The substance of these papers is captured in the reports and studies described above and earmarked for permanent retention.

Dispose of individual documents or contents of file folders when superseded or obsolete.

Transportation And Insurance Division

The Division is responsible for furnishing policy guidance on the formulation of new international, rules to regulate the liability of air, ocean, and intermodal carriers for loss or damage to goods, including preparation of the rationale for the need for substantial increases in existing carrier liability limits for goods in containers. Specific functions includes:

- policy guidance on measures to counteract protectionist insurance policies of foreign countries.
- preparation of Department's position on regulation of international container traffic.
- development of international shipping legislation.
- preparation of policy guidance on disparate freight rates, and law of the sea issues.
- working with international organizations to standardize the gauge of railroads, and to establish uniform trucking regulations for major international highways.
- working with international organizations to adopt a standard airbill, and to establish an international aviation organization.
- publication of Free Trade Zones Abroad, as necessary, to call to the attention of U.S. exports the particulars of the operation of the zones.
- answering requests from Government officials and U.S. exporters.

The Division is not directly concerned with individual rate making transactions, but rather in establishing the policy approach based on an analysis of rates, practices, and other factors of transportation and insurance having an effect on the competitive position of the U.S. in international trade.

445. Transportation Country Files - This contains a folder filed alphabetically for each country in which quantities of informational material pertaining to the subject countries are filed. The papers pertain to the transportation practices and problems of the subject country. Copies of position papers, reports, and evaluations prepared by the Division are also in the file along with transmittals and other routine papers generated by the office or received from other elements of the Department or government.

The bulk of these papers is used for informational purposes only and has a short-term value. The same applies to the routine documentation.

- (a) Position Papers, Reports, Evaluations and other than routine correspondence. Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC one year later. Offer to the National Archives 20 years after transfer to WNRC.
- (b) Informational and Routine Papers - Dispose when 3 years old.

446. Insurance Country Files - These contain papers arranged alphabetically by the names of foreign countries pertaining to insurance regulations, restrictions and practices of each foreign country that affect U.S. insurance companies operating abroad, and U.S. investors in foreign countries.

Most of the papers are informational copies such as lists of insurance companies statistics and similar items. However, copies of U.S. position papers, reports, laws, regulations, evaluations and supporting papers are included in the file. The remainder of the papers serve only as a worktool and are of short-term value.

- (a) U. S. Position Papers, Laws, Regulations, Reports, Evaluations and Supporting Papers. Permanent - Retire to BTRS when no longer needed for current business, transfer to WNRC one year later. Offer to the National Archives 20 years after transfer to WNRC.
- (c) All Other Papers - Dispose when 5 years old.

447. Insurance Subject File - This contains incoming and outgoing correspondence, reports, evaluations, and related papers concerning specific types of insurance, international insurance practices, international insurance markets and international underwriting policies.

The papers are arranged alphabetically by subject and they contain information used for precedents in problem solving. Accordingly, they appear to have significant long term value for research needs above and beyond their usefulness for operating purposes.

Permanent - Start a new file every 10 years, Retire to BTRS one year later and transfer to WNRC 2 years later. Offer to the National Archives 20 years after transfer to WNRC.

448. Free Trade Zones and Customs Privileged Facilities Abroad File - This file contains papers relating to the regulations and practices of free trade zones with respect to facilities available, operations authorized, and potential uses by U. S. exporters. The papers are arranged alphabetically by country, thereunder by zone. They are primarily used to prepare the Free Trade Zones and Facilities Abroad published intermittently to keep the information current. The papers are also used to answer requests for information.

Dispose when 10 years old.

449. Ocean Shipping Subject Files - These contain documentation of the division of trade between two countries, flags of convenience, U. S. and foreign maritime labor problems (dock strikes, union treatment of containers and LASH vessels, shipping legislation and cargo preferences). These papers contain basic data used for determination of the U. S. position and policy on ocean transportation.

Segregate inactive folders every 3 years, and retire to BTRS. Transfer to WNRC one year later and dispose when 15 years old.

450. Aviation Subject File - Documentation of reciprocity agreements between U. S and other countries, air carriers liability for passengers and freight under the Warsaw Convention, airway bills and of international aviation organizations, The file also contains the U. S. position and policy papers on air transportation developed from the supporting data which are included.

Segregate inactive folders every 3 years, and retire to BTRS. Transfer to WNRC one year later and dispose when 15 years old.

451. Facilitation File - This contains papers on the standardization and simplification of international trade procedures, documentation and customs practices.

Segregate inactive folders every 3 years, and retire to BTRS. Transfer to WNRC one year later and dispose when 15 years old.

452. Law of the Sea File - This contains papers on sea bed mineral extraction (mining manganese, cobalt, nickel, etc.) oil pollution, territorial waters, safety and international organizations concerned with the Law of the Sea. The file also contains papers produced in preparation for international Law of the Sea meetings.

Segregate and retire inactive folders to BTRS when 5 years old. Dispose when 7 years old.

453. International Organizations File - This contains copies of reports and other papers relating to international organizations (OECD, UNCTAD, GATT, ECE and ECAFE) concerned with international transportation and insurance. Most of these papers are copies of agenda, minutes of meetings, reports, task force papers, and the like created by the various organizations.

Dispose of individual documents or contents of file folders when superseded, or when they have served their purpose, whichever is sooner.

454. Highway Subject File - Documentation of international highway transportation including standardization of road signs, trucking regulations, major international highways and similar matters.

Dispose of individual documents or contents of file folders when 3 years old.

455. Railway Subject File - Documentation of international organizations' work on gauge standardizations, facilitation rail equipment movement and U. S. export rail rate problems.

Dispose of individual documents or contents of file folders when 3 years old.

456. Administrative Subject File - This contains office copies of housekeeping papers on such matters as budget, conference rooms, personnel actions, requisitions for supplies and services, time and attendance reports, space, travel and the like.

Dispose when 2 years old.

BUREAU OF DOMESTIC COMMERCE

Office of Deputy Assistant Secretary

457. Program and Operating Subject File - The Deputy Assistant Secretary as the head of the organization provides leadership and executive direction to all components of the Bureau and has general responsibility for and oversight of all its activities.

The Deputy Assistant Secretary retains copies of only those papers which he personally generates and copies of those submitted to him on which he takes some substantive action, or in which he has some special interest. Record copies of all other papers handled in his office are maintained at the office or division level as appropriate.

The file contains documentation on program plans, policy, position papers, and decisions on a great variety of operating matters. Arranged alphabetically.

Permanent - Retire inactive files to BTRS at the end of every year and transfer to WNRC 2 years later. Offer to National Archives 20 years thereafter.

458. Deputy Director's Subject File - The Deputy Director by delegation from the Deputy Assistant Secretary has decision making responsibility for all Bureau operations and for oversight for all program projects in progress. He also is responsible for coordinating the activities of the Bureau with those of other government agencies and private organizations having similar or related programs.

The Deputy Director retains only such documentation as he personally generated or on which he takes some such substantive action, or in which he has a special interest. Office and division heads have delegations of authority to complete actions on the vast majority of daily transactions at their level, and record copies of the resultant papers are maintained in their offices.

Permanent - Retire inactive files to BTRS at the end of every year, transfer to WNRC 2 years later and offer to National Archives 20 years thereafter.

459. Deputy Assistant -Secretary Reading Files - This consists of a copy of all outgoing items created by the heads of offices and divisions forwarded at the end of each day for the information of the Deputy Assistant Secretary and members of his immediate staff.

Dispose when 2 years old.

460. Administrative Subject File - These are office copies of the usual housekeeping papers on such matters as Departmental objectives, activity reports, budget, project briefings, personnel actions, publications, reorganization, requisitions, space and equipment, and the like.

Move active files forward and dispose of all other when 2 years old.

OFFICE OF BUSINESS RESEARCH AND ANALYSIS

Office of the Director

461. Director's Subject File - This contains copies of papers generated by the Director, Deputy Director, and other members of his immediate staff. The papers pertain to the collection and analysis of data on industry/commodities to provide government and the private sector with information service used in planning and decision making. The file also contains planning, policy and similar papers generated by the Director and his assistants in the course of providing executive direction to the activities of the office and coordinating these activities with those of other elements of the Department and other government and international organizations and agencies. Noteworthy subject headings found in the file include Aerospace, AID Development Loan Committee, American Mining Congress, Asian Development Bank, Briefing Books, CERP (Current Economic Reporting Program), National Export Expansion Council, Oceans Policy, Legislation, President's New Economic Policy, Research and Development, and Trade Centers.

Permanent. Start a new file every 5 years, retire old file to BTRS 1 year later. Transfer to WNRC 2 years later. Offer to National Archives when 20 years old.

462. Administrative Subject File - These are office copies of housekeeping papers on such matters as arrangements for meetings, budget, chronological copies, personnel actions, production and other local reports, space, time and attendance, travel, requisitions for supplies and services and the like.

Dispose when 2 years old.

463. Director's Chronological And Invitation File - This is not the usual chronological file since it contains copies of outgoing items with the related incoming items. The former Director's invitations to make official appearances and speeches are also included.

Dispose when 10 years old.

464. Office of Business Research and Analysis Publications - This consists of a record set (one copy each) of the recurrent publications produced by OBRA for distribution to the public and/or to other government agencies. This does not include one-time special studies or reports even though they may be processed or printed and widely distributed to the public and other government agencies. These reports or special studies are included in the paper or ADP records of the organizational unit which produced them.

Each division, or equivalent unit, of OBRA forwards one copy of each publication which it produces to the Special Studies Staff for inclusion in this record set.

Permanent - Retire to BTRS at the end of each year, transfer to WNRC 6 months later, and offer to the National Archives 20 years later.

465. Standard Industrial Classification Manual File - The Director, Special Reports and Forecasters Staff, and his immediate assistant are members of the Technical Committee on Industrial Classification which is an

advisory body to the Office of Management and Budget Executive Office of the President. The Committee's prime function is to keep the Standard Industrial Classification abreast of current industry structure. This is accomplished by utilizing the professional expertise of concerned specialists selected from those areas of the Government that have primary interests in each of the specific fields.

The file consists of the papers collected and generated by the OBRA representative in the course of reviewing and revising the last issue of the manual. The papers are arranged by two digit SIC numbers. They comprise workpapers which are of no value after the revision undertaken has been published. The record copies of these papers are maintained in Office of Management and Budget, Executive Office of the President.

Dispose one year after the publication of manual to which the material refers.

466. Requests for Information - This contains copies of incoming and outgoing correspondence requesting information and replies thereto. The replies do not involve extensive research and analysis. Many incoming items are satisfied by a telephone call.

The incoming items and replies are arranged chronologically.

Dispose when 1 year old.

467. Standard Metropolitan Statistical Areas File - These are papers collected or generated by the Director, Special Reports and Forecasting Staff, as the BDC representative on the Federal Committee on Standard Metropolitan Statistical Areas.

The prime purpose in establishing Standard Metropolitan Statistical Areas is to provide criteria to enable statistical agencies to use the same boundaries and help them achieve uniformity of statistical data for analyzing metropolitan problems. The papers are arranged chronologically and comprise the workpapers of the representative used to revise the Standard Metropolitan Statistical Areas classification.

Record copies of these papers are maintained in the Office of Management and Budget, Executive Office of the President.

Dispose 6 months after publication of the issue to which the papers pertain.

468. Public Use Forms Clearance File - This consists of one copy of each Public use form generated by OBRA and submitted to the Office of Management and Budget with supporting papers.

Also included are the same papers relating to all survey forms distributed to private industry even though they do not qualify as public use forms.

These are the record copies of this material. Inactive folders are filed separately. Arranged by file number.

Permanent - Retire inactive files to BTRS when one five drawer cabinet full has accumulated. Transfer to WNRC 1 year later and offer to National Archives 20 years thereafter.

469. General Subject Correspondence File - This contains copies of communications to and from other elements of OBRA and/or the Department of Commerce. The papers pertain to the internal administration of the Staff and its performance as an information clearinghouse function for BDC.

Papers ordinarily filed separately in an administrative subject file are included in this file because none of the other papers involved has more than a very short term value. This is true because the bulk of the papers provides support to produce an end product which essentially duplicates the content of this file.

Dispose of individual documents or contents of file folders when 1 year old.

Consumer Goods and Services Division

Office of the Director

470. Director's Subject File - This contains copies of incoming and outgoing correspondence and some printed and processed material generated or collected by the Director pertaining to subject areas covering ongoing projects of the Division. The file shows special emphasis on distribution, franchising, retailing, wholesaling and general categories of consumer goods and services not related to the Standard Industrial Classification.

The file also includes documentation of the internal administrative management of the Division. However, these papers represent a minor part of the total volume of the file.

Typical subject headings in the file include Cargo Security Advisory Standards, Cattlehides, Control Letters, Crime, Export-Import Bank, General Business Services Convention, Industrial Mobilization, Legislation, Marketing Information Guide Branch, Monthly Output Reports, Open Projects Report, Organization, Product Safety, Service Industries Accomplishments and White House Conference on Industrial World Ahead Look at Business in 1990.

A new folder is made at the beginning of each calendar year for each subject heading in the file. Thus, the file is first arranged alphabetically by subject thereunder chronologically by calendar year.

Permanent - Retire to BTRS when 3 years old and transfer to WNRC 2 years later. Offer to National Archives 20 years thereafter.

471. Requests for Information File - This contains copies or incoming requests for information for publications with copies of the replies. Also included are letters of commendation, transmittals and the like.

Dispose when 2 years old.

472. Chronological File - This consists of one copy of each document prepared by the Director and certain designated specialists. The papers are arranged chronologically and are used for quick reference purposes.

Dispose when 3 years old.

473. Technical Information Files - These are comprised almost entirely of printed and processed material including newspapers, periodicals, trade journals, government publications and the like. The material is arranged according to SIC code numbers for the industries involved with special reference to wholesale trade, aviation, communications, finance, insurance, retailing, real estate, tourism, recreation, professional services, personal services, and motion pictures.

The same type of material is also maintained under appropriate program headings. This portion of the file aggregates certain secondary source data of significant value to the specialist under each of the subject headings.

Incoming and outgoing correspondence primarily with the private sector is included in this file with the related secondary source material. The correspondence is in response to requests for information from a company or industry concerning a specific problem or situation. It also contains copies of invitations to bid on construction or some other undertaking of a foreign government. The correspondence has the same value as the related secondary source material which is occasionally purged of superseded or obsolete items.

Dispose of individual documents or contents of file folders when no longer needed for current business.

474. Youth Opportunity Campaign File - This contains copies of correspondence with organizations in the private sector and copies of internal communications and with other government agencies pertaining to the development of and the Department's participation in a campaign to provide jobs for disadvantaged youth.

Retire to BTRS and transfer to WNRC 6 months later. Dispose when 10 years old.

475. Administrative Subject File - This contains copies of the usual housekeeping papers on matters such as conferences, budget, personnel actions, requisitions, space, time and attendance, travel, work assignments and the like.

Dispose when 2 years old.

(Textile, Leather and Footwear)

476. Consumer Products Subject File - At present the bulk of the file consists of papers created by the former Consumer Products Division. In the recent organization this activity was combined with services and other functions in the present Consumer Goods and Services Division. Since the file contains incoming and outgoing correspondence pertaining to many of the commodities handled by this activity it has been continued and new subjects and documentation are simply added to it.

The file contains incoming and outgoing correspondence with the public, other government agencies and foreign governments pertaining to production, marketing and technology of consumer products. It also contains documentation relating to arrangements or agreements with foreign governments concerning such products of U. S. origin. The impact of the import of certain of these products on U. S. labor and markets is also dealt with in the file.

Start a new file every 5 years, retire to BTRS one year later, transfer to WNRC one year later. Dispose when 15 years old.

477. Textile and Hard Fibers Subject File - This contains incoming and outgoing correspondence from trade associations, other organizations in the private sector and individual industries pertaining to markets, production, and the technology of the textile and apparel industry. Many of the papers provide the requester with suggested solutions for specific problems or conditions confronting him.

The file also contains copies of the activity and production reports for the organizational unit responsible for textiles and apparel and some related housekeeping papers.

These papers have a relative short term value since the situation within the industry and with respect to the market changes very rapidly, The information in this file is essentially duplicated in official statements and publications that are maintained elsewhere.

Retire to BTRS when no longer needed and transfer to WNRC 6 months later.
Dispose when 10 years old.

478. Committees, Conferences and Boards File - This contains copies of papers generated by committees and boards such as Textile Advisory Committee, Textile Apparel and Related Industries, Technical Task Group, International Wool Study Group, International Textile Committee and at various other meetings in which the Division had an interest. These papers are collected by various specialists because they contain raw data of value to them for completion of their daily work assignments. The file is not complete for any of the committees mentioned.

The official record copy of papers created by each of the organizations involved is maintained either by the committee or by the sponsoring agency.

Retire to BTRS when no longer needed and dispose 6 months later.

479. Executive Reserve File - This contains documentation of the recruitment, designation and training of members of the Executive Reserve. The papers are arranged in name case files.

Dispose one year after the subject reservist separates from the Executive Reserve, or withdraws his name.

480. Foreign Excess Property File - This contains documentation of a determination on whether or not an import license should be granted for the import of excess property purchased in a foreign country. In the course of this determination, the Division makes a survey to determine if the import of such property will or will not have an adverse effect on the domestic market of the U.S.

Dispose when 2 years old.

481. Priorities Assistance Case Files - These contain copies of applications usually from U. S. Military agencies for assistance in expediting deliveries by vendors or some other element of conformance which is being delayed by the vendor. The cases also show the actions taken by the Division to accomplish the desired result.

These papers have no value after the expiration of a short period of time after final action has been taken on them since the Division is acting in a given cooperative capacity with the military, and has the benefit of the unique strength of the Division's relationship with industry.

Dispose one year after the transaction is completed.

482. Administrative Subject File - This contains convenience of reference copies of the usual housekeeping type of papers on matters such as budget, conferences, briefing papers, personnel actions, requisitions, press releases, copies of Departmental and Bureau directives, travel, work assignments, production reports and internal notifications of industry developments and memorandums containing information for compilation with other data for decision making purposes in some other office.

Dispose when 2 years old.

(Leather, Leather Products and Furs)

483. Leather and-Leather Products Subject File - This contains copies of incoming and outgoing correspondence developed in response to specific requests from companies and industries in the private sector for information to assist them in resolving a specific problem or situation with which they are confronted. In addition the file contains copies of special studies or memorandum reports prepared for internal use in the Bureau.

These papers are maintained for convenience of reference by the specialists concerned. Official record copies are in the Subject Correspondence File that serves the whole unit.

Dispose of individual documents or contents of file folders when they have served their purpose or when 2 years old.

484. Cattlehides Subject File - This contains documentation of resolution of a situation wherein cattlehides were in short supply as a result of poor growing seasons and the slaughtering practices in countries that provided a major portion of the World's supply of cattlehides. The documentation contains the basic data on all of the factors involved in reaching a policy position on export control of hides so as to keep the supply in the United States at a level to meet the needs of the domestic industry.

These are the record copies of the papers in the Bureau on this particular commodity and problem. Development in this particular area may very well be a preview of similar developments with respect to other commodities and point the way to shape the U. S. policy to keep U. S. domestic industry and markets in a competitive posture.

Permanent - Transfer file in toto to BTRS when no longer needed for current business. Transfer to WNRC one year later and offer to National Archives 20 years thereafter.

485. Shoe Industry File - In response to industry pressure Battelle Memorial Institute was engaged to examine the facts and prepare a report on the need for import restrictions on shoes. An interdepartmental committee (Industry Shoe Committees) was formed at about the same time to investigate and make recommendations on the desirability of such protective restrictions. The committees designated a task force to carry out their mandate. The file contains copies of the Battelle Memorial Institute's and the task forces findings and recommendations with related supporting papers generated or collected by the specialists concerned.

Permanent - Transfer the file in toto to BTRS when no longer needed for current business. Transfer to WNRC one year later and offer to National Archives 20 years thereafter.

486. Industry Advisory Committee Papers - These consist of selected papers created by the committees of which there were a considerable number in the Post World War II Period, containing data on hides, skins, leather, and footwear. The papers included in the collection were selected because they contain data of special interest to professionals concerned. The papers may or may not be complete documentation of any of the subject Industry Advisory Committees.

Permanent - Retire to BTRS when no longer needed for current business. Transfer to WNRC 6 months later and offer to National Archives 20 years thereafter.

487. Special Studies and Reports File - Occasionally survey forms are distributed to the industry for collection of information to be used in the preparation of a special study or report. The data from the survey forms are tabulated on worksheets and are analyzed and included in the report or study submitted.

These studies and reports are produced for either internal use or distribution to other government agencies and/or the public. Arranged by type of report.

(a) Survey Forms - Dispose 6 months after compilation and analysis has been completed.

(b) Studies and Reports for External Use - Forward one copy each to the Special Reports Staff for inclusion in a record set. All other copies -Dispose when they have served their purpose.

(c) Studies and Reports for Internal Use - Permanent - Transfer to BTRS when no longer needed for current business, transfer to WNRC one year later and offer to National Archives 20 years thereafter.

488. Mobilization and Controlled Materials File - This contains back-up papers for mobilization orders and stockpiling controlled materials developed on leather, hides, skins and other consumer goods, the production of which required controlled materials. These papers are essentially duplicated in the Office of Industrial Mobilization which has responsibility for coordinating the Bureau effort in this area.

Dispose when no longer needed for current business or when superseded whichever is sooner.

489. Fur and Hair Information File - This contains copies of statistical reports clippings and processed material containing raw data on the quantity and quality of furs and animal hair produced in the U.S. as contrasted to the production of foreign countries. The file also contains statistical compilations, drafts and other workpapers produced by the specialist in the process of manipulating raw data and analyzing it for inclusion in a published report or some other official issuance. Accordingly, the informational content of this file is essentially duplicated in official statements.

Dispose of individual documents or contents of file folders when no longer needed for current business or when superseded whichever is sooner.

(Arms and Ammunition, Household Appliances and Furniture, Recreational Equipment, and Jewelry)

490. Industry Evaluation Board (IEB) Studies - This contains copies of the studies prepared by the activity which establishes the potential production and capacity of industries in terms of possible mobilization for a national emergency.

These studies are submitted to AEC, Justice Department, Defense Department, and relocation for use in an emergency to meet needs for critical materials. The studies are of no value after they are updated and superseded which occurs on about a 3-year cycle.

Dispose when superseded.

491. General Agreements on Tariff and Trade (GATT) Negotiations - These are back-up material on GATT negotiations arranged by commodity. These materials are generated or collected so that the analyst can pick up the necessary facts to make a determination and recommend an adjustment when an industry alleges that it has been disadvantaged by imports.

This is a worktool that is useful for a long term during which it must be readily available to the specialists involved.

Retire to BTRS when no longer needed for current business, transfer to NRC one year later. Dispose when 25 years old.

492. Administrative Subject File - This contains copies of operating instructions security, Department, Bureau and other government agencies directives) and the usual housekeeping papers on matters such as budget, conferences, personnel actions, requisitions, travel, space and the like.

Dispose when 2 years old.

493. Consumer Durables Chronological File - This consists of a white copy of each outgoing item prepared by the activity arranged chronologically. The record copy is filed in the Division Director's subject file.

Dispose when 3 years old.

494. Small Arms Subject File - This contains copies of incoming and outgoing correspondence with companies seeking resolution of their problems. It also contains reports of recommendations on gun control and related problems prepared for internal and external use. Comments and recommendations on proposed and pending legislation pertaining to small arms and ammunition are also included in the file.

These are the record copies of these papers. Consequently, these papers contain data of significance to researchers in the field of sociology, legislation and foreign relations.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC one year later. Offer to National Archives 20 years thereafter.

495. Household Furniture Subject File - This contains copies of incoming and outgoing correspondence with individuals and companies seeking information on recommended solutions for problems with which they are confronted. Reference copies of reports and studies are also included in the file. However, the bulk of the file consists of printed and processed material collected by the specialist as a source of raw technical data which he requires to fulfill his daily work assignments.

The correspondence, reports and studies found in this file are maintained in the official files of the Division Director.

Dispose of individual documents or the contents of file folders when no longer needed for current business or when superseded whichever is sooner.

496. Writing Instruments and Smokers Articles – This contains copies of incoming and outgoing correspondence on the commodities involved with quantities of printed and processed material collected by the specialist as a source of raw data.

Dispose of individual documents or contents of file folders when no longer needed for current business or when superseded whichever is sooner.

497. Household Appliances and Products File - This contains copies of incoming and outgoing correspondence pertaining to a variety of household appliances and products (i.e., venetian blinds, drapery, mirror frames, and furniture) with a quantity of printed and processed material collected by the specialist as a source of raw data which he needs to do his job.

Dispose of individual documents or contents of file folders when no longer needed for current business or when superseded whichever is sooner.

498. Jewelry Subject File - This contains incoming and outgoing correspondence with individuals and companies requesting information on problems with which they are confronted. The file also contains quantities of printed and processed material containing raw data on the jewelry industry.

The correspondence and reports found in this file are essentially duplicated in the files of the Division Director.

Dispose of individual documents or the contents of file folders when no longer needed for current business or when superseded whichever is sooner.

499. Silverware, Stainless Steel Flatware, and Other Household Articles File - This contains copies of reports, studies, incoming and outgoing correspondence with individuals and companies requesting information to resolve their problems. The bulk of the file is comprised of printed and processed material collected by the specialist as a source of raw data.

Record copies of the correspondence, reports and studies generated by the specialists are maintained in the official files of the Division Director.

Dispose of individual documents or the contents of file folders when no longer needed for current business or when superseded whichever is sooner.

500. Musical Instruments Subject File - This contains printed and processed materials collected as a source of raw data on the subject commodities with convenience copies of related correspondence and reports.

Dispose of individual documents or contents of file folders when no longer needed for current business or when superseded whichever is sooner.

501. Notions and Novelties Subject File - This contains printed and processed material collected as a source of raw data on a variety of such items as buttons, Christmas decorations, fasteners, religious goods, sponges, umbrellas, and a variety of others.

Also included are convenience copies of correspondence and reports, record copies of which are retained in the files of the Division Director.

Dispose of individual documents or contents of file folders when no longer needed for current business or when superseded whichever is sooner.

502. Gems Subject File - This contains printed and processed secondary source material with related correspondence.

Dispose of individual documents or contents of file folders when no longer needed for current business or when superseded whichever is sooner.

503. Foreign and Domestic Glassware, Earthenware, China and Pottery Subject File - This file is comprised of one subdivision for foreign glassware and pottery products. The other subdivision covers the domestic side of these products. Domestic files are arranged alphabetically by subject and those for foreign countries are arranged by SIC code numbers.

Documentation in the file includes incoming and outgoing correspondence, internal communications and copies of foreign service dispatches. Printed and processed material collected by the specialist as a source of raw data represents the major portion of the file by volume.

The file is primarily used to respond to requests for information from private individuals and companies and to prepare internal documents that are incorporated in official statements and issuances at a higher level of authority. Record copies of the correspondence and other papers generated by this activity are maintained in the official files of the Division Director.

Dispose when no longer needed for current business or when superseded whichever is sooner.

504. Foreign and Domestic Primary Batteries, Electric Lamps, Razor and Razor Blades (nonelectric), Power Lawn Mowers, Cutlery, and Scissors and Shears, Commercial Cooking and Food Warming Equipment Subject File - This contains convenience copies of correspondence, worksheets, drafts, and reports on foreign and domestic supply and demand for the commodities involved. By volume most of the file is comprised of printed or processed material collected by the specialist as a vital source of raw data used to perform his job.

Although these papers are an essential worktool that must be maintained in close proximity to the specialist concerned, they have no value after they have fully satisfied his purpose.

Dispose when no longer needed for current business, or when superseded, whichever is sooner.

505. Recreational Equipment, Housewares and Mortician's Goods Subject File - This contains convenience copies of correspondence, internal communications (reports, manuscripts and memorandums), foreign dispatches, and similar papers. By volume the file is mostly comprised of printed and processed material collected by the specialist as a source of raw data on the commodities involved.

This is an essential worktool which must be maintained in close proximity to the specialist so long as there is an operating need for the documentation. Thereafter, the papers have no value.

Dispose when no longer needed for current business or when superseded, whichever is sooner.

(Food Industries)

506. Project Subject File - This contains copies of incoming and outgoing correspondence, reports, studies with supporting printed, processed and other material containing raw data on projects that are in progress or that have been completed. The file also contains office copies of housekeeping type papers such as production reports, operating actions, and internal instructions and plans.

Record copies of reports and studies noted above are maintained in the Office of the Division Chief. The remainder of the papers have value only as worktools for the professionals in the activity.

Dispose of individual documents or contents of file folders when 2 years old.

507. Histories of the Food Industry - These are comprised of several loose-leaf binders containing typescript histories of various food industries prepared by this office.

These are long-term worktools which must be kept in close proximity to the food industry specialists for sometime to come.

Permanent - Retire to BTRS when no longer needed for current business and transfer to the WNRC 1 year later. Offer to the National Archives 20 years thereafter.

508. Foreign Agriculture Service Reports - These are reports of the livestock, meat and general food industry of foreign countries showing the outlook, production, consumption and stocks and foreign trade. These reports are collected as sources of raw data for projecting or analyzing the impact of the foreign industry on the American industry.

These reports are generated by the U. S. Department of Agriculture and the State Department. The copies in this file have no value except to the specialist involved.

Dispose when no longer needed for current business.

509. International Industry Surveys - These are processed copies of surveys of the various segments of the food industry of selected foreign countries. The surveys are prepared by the International Industry Surveys Staff, Bureau of Competitive Assessment and Business Policy where record copies are retained.

These copies are collected as source material used by the food industry specialists to prepare their contribution to the surveys assigned.

Dispose when no longer needed for current business.

510. Food Industry Mobilization Planning Papers - A list of strategic stockpiling materials, including those from the food industry, is issued by the highest level of civilian and military authority. Specific materials are then assigned to various agencies for periodic study and recommendations to keep the strategic stockpile of the U. S. at a level to meet any anticipated emergency.

In this case, the Office of Industrial Mobilization receives the assignment for the Bureau to evaluate certain materials. This office in turn assigns the evaluation of food industry items to this activity.

The papers in this file include incoming and outgoing correspondence, source materials, workpapers, and copies of reports and recommendations submitted to the Office of Industrial Mobilization.

These papers have value only as workpapers required by the specialist involved, since they are essentially duplicated by record copies maintained in the Office of Industrial Mobilization.

Dispose 5 years after submission of the related study, report, or recommendations to the Office of Industrial Mobilization.

511. Confectionery Manufacturers Sales and Distribution - This consists of one record copy of each issuance of this publication which was initiated about 1937. This is the only known complete set of the publication that exists for the period 1937-1971; so it will be necessary for the activity to retain the set for current business until some undetermined time in the future.

Permanent - Retire to BTRS when no longer needed for current business and transfer to the WNRC 1 year later. Offer to the National Archives 20 years thereafter.

512. Mayonnaise, Salad Dressing and Related Products - This consists of one record copy of each issuance of this publication which was started about 1938. It is the only known complete set in the Department and it will be needed by the activity for purposes of current business for a long time.

Permanent - Retire to BTRS when no longer needed for current business and transfer to the WNRC 1 year later. Offer to the National Archives 20 years thereafter.

513. Sugar, Confectionery, Grain, Beverages, and Cocoa Subject File - This file contains incoming and outgoing correspondence, reports, studies, and printed and processed material collected for use in the preparation of the activities contribution to Industrial Outlook, International Industry Survey, and the two publications cited above and similar analyses produced for internal and external use. The publications involved require projections as well as an evaluation of the current production and demand for selected commodities. Consequently, it is necessary to retain certain of these papers for a considerable period of time for use in adjusting current projections as they relate to those published in the past.

However, the largest part of these papers have no value beyond the need of the commodity specialist for them. The typescript copies of reports, studies and/or recommendations found in this file are work copies. Record copies of them are retained in the appropriate Division Chief's files.

Dispose when superseded or when they have served their purpose whichever is sooner.

514. Industrial Outlook Background Papers - This is comprised of papers containing raw data, drafts, and worksheets generated or collected in the process of preparing the chapter on food industry appearing in Industrial Outlook.

Dispose 2 years after release of the subject issue of Industrial Outlook.

515. News Release and Background Papers - This consists of office copies of news releases on imports and exports of selected commodities such as coffee, cocoa, chocolate and tea. Also included are the background papers containing raw data on which the releases are based. Record copies of the news releases are maintained by the Office of Public Affairs, Office of the Secretary. These releases and background papers have no value after the need of the specialist for them have been met.

Dispose of individual documents or contents of file folders when 2 years old.

516. U. S. Imports and Exports Statistical Report - This activity is responsible for preparation and publication of detailed statistical reports on foreign trade on certain foods such as coffee, cocoa, chocolate and tea. Computer printouts produced by the Bureau of the Census from its master history file on imports and exports is the primary source of these statistics appearing in the report issued by the activity.

- a. Record set of 1 copy each of the published report. Permanent - Retire to BTRS when no longer needed for current business and transfer to the WNRC one year later. Offer to the National Archives 20 years thereafter.
- b. All Other Papers - Dispose when 5 years old.

517. Food and Tobacco Industries Subject File - This contains secondary source material collected its a source of raw data on tobacco and a variety of food products such as meat, poultry, dairy products, canned fruits and vegetables, jams and jellies, dried and pickled, frozen fruits and juices, grain products, bread biscuits, crackers and tropical products. The file also contains work copies of incoming and outgoing correspondence, reports and studies generated by this activity or by other units of the Department. Special attention is devoted to legislation which comprises a subsection of the file.

The record copies of the correspondence, reports, studies and papers on legislation are maintained in higher echelon offices.

Dispose of individual documents or contents of file folders when superseded or when no longer needed for current business, whichever is sooner.

(Printouts)

518. Printouts - These are printouts of data on the import, export, production, and demand on selected food and tobacco industries items. These printouts are produced by the Bureau of the Census from master history file tapes in its custody.

This activity extracts data from printouts for publications and other purposes. The printouts have no value after the data from them have been analyzed and utilized for the planned purpose.

Dispose when 1 year old.

(Marketing and Consumer Affairs)

519. Organization Subject File (Technical Information File - This contains copies of printed and processed material such as trade journals, company brochures, newspaper clippings, periodicals, and a few studies prepared for distribution to specialized groups. Most of this material is very specialized and is mostly intended for public consumption.

These documents are accumulated because it is judged that they contain data that will be useful for future studies or other assignments that the unit will be assigned.

The material is arranged alphabetically by the names of the originating organization which includes governmental and private sector bodies.

Dispose of individual documents or the contents of file folders when they have served their purpose.

520. Marketing Consumer Affairs Subject File - This contains printed and processed material of the type normally found in a technical information file. Also included are duplicate copies of reports, studies and position papers prepared by the unit. The official

file copies of these reports, studies and position papers are maintained in the Office of the Division Chief and the Director's office.

These secondary source materials have no value after they have served the purpose of the specialist concerned.

Dispose when no longer needed for current business.

521. Background Papers and Worksheets for Industrial Outlook - These are papers collected by the specialist for preparation of a chapter in the Industrial Outlook which is published annually. Also included are related worksheets and drafts prepared by the author. These papers are arranged by SIC Codes.

Dispose 1 year after publication of the next issue of Industrial Outlook.

522. Consumer Affairs Handbook - This is a handbook (manual) prepared to provide field offices with guidelines and instructional information for the conduct of an acceptable consumer affairs program consistent with Departmental and Bureau policies.

Permanent - (a) Two copies of the first issue and two record copies of each page revised thereafter. Retire to BTRS in annual consignments, and transfer to WNRC 3 years later. Offer to the National Archives 20 years thereafter. (b) Background and Workpapers - Dispose when they have served their purpose.

523. National Marketing Advisory Committee File - This contains incoming and outgoing correspondence, minutes of meetings, agenda, reports, research papers,, speeches and special studies prepared or sponsored by the Committee. This is the record copy of the Committee files maintained by its Executive Director. The Committee was discontinued in 1971.

Permanent - Retire to BTRS when 3 years old and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

524. Marketing Information Guide - This is a record set of one copy of the Guide which comprises an annotated bibliography of published sources of marketing information.

The publication of this guide by the government has been discontinued and taken over by a private firm.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

525. Measuring Markets Publication - This is a record set of one copy each of a guide to the use of Federal and State statistical data on measuring markets. A guide was published for each of nine major geographical areas of the United States such as New England, East-North Central, West-North Central, etc.

This publication was completed in 1966 and there is no firm commitment in current plans to produce another edition. Arranged by name of country; thereunder alpha.

Permanent - Retire a record set of one copy each to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

526. Marketing Specialists Workpapers - These include copies of correspondence, statistical spreadsheets, drafts and similar items generated or collected by a marketing specialist in the course of completing his assignments.

These papers are essentially duplicated in publications or in the files of the Division Chief.

Dispose when no longer needed for current business.

527. Franchising in the Economy - These are copies of forms sent to franchisers for data that is analyzed and published in a format designed to assist members of the business community in securing a franchise and operating a successful business.

Dispose 3 years after issuance of the related publication.

528. Franchising Opportunities Handbook Survey Forms - (Formerly Franchise Company Data Book) - These are copies of survey forms sent to franchisers for data to be published in the Franchise Opportunities Handbook.

Dispose 1 year after publication of the related handbook.

529. Franchising Company Data File - In order for a company to qualify for inclusion in the Franchise Opportunities Handbook it is required to submit to the office a copy of its it latest brochure and contract. This file is self-liquidating since the brochures and contracts are no longer of any value after they are superseded or the company is dissolved.

Dispose of individual documents or contents of file folders when no longer needed for current business.

530. Time and Attendance Reports - This is comprised of an office copy of the time and attendance records of each employee. The office record copies are maintained in the Central Accounting Division, Office of the Secretary.

Dispose when 2 years old.

531. Chronological File - This file consists of a carbon copy of all outgoing correspondence arranged in chronological order.

Dispose when 2 years old. .

Materials Division

Office of the Director

532. General Subject Correspondence File - This contains copies of incoming and outgoing correspondence generated or collected by the Director of the Division. The bulk of the correspondence is with other elements of the Department, other agencies, committees, boards and commissions in which the Division has a special interest. Included in these are bodies such as the National Academy of Sciences, National Commission on Materials Policy (NCMP), National Commission of Product Safety, National Commission of Productivity, National Industrial Pollution Control Council, National Science Foundation and the like. Another notable segment of the papers is comprised of correspondence with industrial organizations.

Also included are some papers pertaining to the internal operations and programs of the Division on matters such as public relations, speaking engagements, speeches made by members of the staff, tax matters and training.

The committees, commissions, and boards papers in this file are duplicated in the records of the committee of the body involved or higher echelon offices of the Bureau. The program and operating papers are essentially duplicated elsewhere and have no value beyond the period specified.

Start a new file every 5 years, retire to BTRS 1 year later, transfer to WNRC 1 year later. Dispose when 10 years old.

533. Administrative Subject File - These are office copies of housekeeping papers pertaining to such matters such as budget, personnel actions, leave, time and attendance, requisitions, space, travel and the like.

Dispose when 2 years old.

534. Commodity General File - This is comprised of copies of incoming and outgoing correspondence, reports, studies and printed and processed material containing data on commodities or subjects in which the Director has a special interest. The papers in the file are duplicated in files of the analyst having responsibility for the commodity involved.

This file is maintained primarily for convenience of reference by the Director and other staff members.

Dispose when 3 years old.

535. Foreign Metals and Minerals Subject File - This contains papers concerning the production and demand for metals and minerals in foreign countries. The file also contains some printed and processed material collected as a source of raw data on the commodities involved. Among the subjects noted in the file are East-West Trade, export and modernization conference, foreign market reports, India, Japan, Rhodesia and Russia.

(a) Foreign Organization Reports and Studies - Dispose when 5 years old.

(b) All Other Papers - Dispose when 2 years old.

536. Metals and Minerals Technical Information File - These are work copies of incoming and outgoing correspondence reports, studies and printed and processed materials containing data on metals, minerals, and chemicals. These papers are essentially duplicated in higher echelon offices, files of analysts and in publications of the Bureau.

Dispose of individual documents or contents of file folders when 3 years old.

537. Trade Associations and Company Files - This contains incoming and outgoing correspondence with trade associations and companies pertaining to meetings and problems encountered in the production of or demand for metals, minerals and chemicals. Also included are trade associations and company brochures and other releases.

Dispose when 3 years old.

538. Industry Advisory Committee on Iron and Steel Scrap Problems - These are the papers generated or collected by the Guidance and Control Officer for the Committee. Included are copies of agenda, minutes of meetings, papers presented, membership lists and copies of reports and studies produced by the Committee. Arranged chrono. by type of committee.

Permanent - Retire to BTRS when no longer needed for current business.
Transfer to WNRC 1 year later and offer to the National Archives 20 years thereafter.

539. Iron and Steel Scrap Files - This contains papers pertaining to the processing and consumption of scrap iron and steel. The activities of other agencies at all levels of government and the industries involved in developing new programs or new technology for recycling this resource are also documented. Much of the correspondence pertains to problem-solving for requesting firms.

Dispose of individual documents or contents of file folders when 3 years old.

540. U. S. Industrial Outlook Background Papers - These are the background and workpapers of the analyst responsible for the preparation of a chapter in the Industrial Outlook on Summary of Primary Metals.

Dispose when 2 years old.

(Copper, Lead and Zinc Program)

541. Industry Evaluation Board Studies - This consists of studies, with supporting papers, which evaluate industries for submission to the Office of Industrial Mobilization which in turn compiles industry evaluations and transmits them to the Industry Evaluation Board. The Board's determinations become a part of the emergency preparedness plans that are generated by OEP.

Record copies of the studies are maintained in the Office of Industrial Mobilization.

Dispose when 5 years old.

542. Basic Data Sheets - These are statistical reports by commodity showing domestic production and consumption and three-year projection of the supply and demand for each commodity. The file also contains the background and workpapers generated by the analyst in the course of preparation of the Basic Data Sheets. These reports are prepared for the Office of Industrial Mobilization and the Office of Emergency Preparedness.

Dispose when 5 years old.

543. Report of the Subcommittee on Copper to the Cabinet Committee on Economic Policy - These are the papers generated or collected by the analyst assigned to prepare the Department's contribution to the Sub-Committee's report. These papers are the record copies and are not duplicated elsewhere. Arranged by subject.

Permanent - Retire to BTRS when 10 years old and transfer to the WNRC 1 year later. Offer to the National Archives 20 years thereafter.

544. GATT Negotiation Papers - These are copies of papers containing raw data and analyses on tariffs, antidumping and other unfair trade practices by other countries which have an impact on the copper supply in the United States. These papers support the Department's position in the particular GATT negotiations involved.

Record copies of these papers are maintained in higher echelon offices of the Department and they are essentially duplicated by GATT documents and releases.

Dispose when 10 years old.

545. Executive Reserve Papers - These are copies of papers pertaining to recruitment, selection and designation of individuals to serve in Executive Reserve. Some of the procedures or operations of the Reserve are also documented.

The papers are duplicated in the Secretarial Office having responsibility in a staff capacity for the operation of the Reserve.

Dispose when 5 years old.

546. Copper, Lead and Zinc Subject File - This contains copies of incoming and outgoing correspondence and printed and processed material containing information on all of the subjects relating to copper, lead and zinc production and consumption. Notable subject headings found in the file include copper import duty suspension, Commodity Exchange, Inc., inflation alert, international trade policies, meeting with Japanese, and price freeze.

The information in this file is used by the commodity specialist for background and for establishing his perspective for performance of a specific analytical task concerned with a specific situation. Thus the papers have a relative short lived value as a worktool.

Dispose of individual documents or contents of file folders when they have served their purpose.

547. Associations and Companies File - This contains papers collected or generated by the analyst to determine which companies should receive copper released from the strategic materials stockpile when the market price of copper was pushed to an unsatisfactory high level.

Permanent - Retire to BTRS when 10 years old and transfer to the WNRC 1 year later. Offer to the National Archives 20 years thereafter.

548. Defense Materials File - The law requires each industry producing designated materials needed for defense purposes to set aside a stated percentage of its production. This file contains copies of the order establishing set-aside percentages with the supporting papers generated by the analyst.

A record copy of each of the orders (news release) has been designated for indefinite retention in the newsroom, Office of the Secretary.

Dispose when 10 years old.

549. Copper Forms and Products Survey (BDCF-83) - These are copies of questionnaires sent to copper-producing companies for information on their inventory, receipts, shipments and inventory at the end of the reporting period. This information is required by the Defense Production Act of 1950 and the data is tabulated and analyzed for the use of the Defense Materials System.

Retire to BTRS when 3 years old and dispose when 5 years old.

550. Copper Base Scrap Material Survey (BDCF-891)- These are copies of survey forms sent to private scrap dealers to get information on their inventory, receipts and shipments.

Dispose when 3 years old.

551. Copper Annual Statistical Supplement - This is a statistical summary of data appearing in the quarterly publication entitled Copper Quarterly Industry Report showing supply distribution, consumption, inventories, unfilled orders, shipments, prices, etc.

Record Set (one copy of each issue) - Permanent- Retire to BTRS when no longer needed for current business. Transfer to the WNRC 1 year later and offer to the National Archives 20 years thereafter.

552. Copper Quarterly Industry Report - This is the record set of one copy of each issue showing industry trends, unfilled orders, inventories, employment, prices, foreign trade and similar statistical data.

Permanent - Retire to BTRS when no longer needed for current business.
Transfer to WNRC 1 year later and offer to National Archives 20 years later.

553. Country File Dispatches - These are copies of dispatches from foreign countries received from the State Department. These dispatches are used as a source of raw data on copper, lead and zinc. The dispatches are arranged alphabetically by country.

Dispose when 2 years old.

554. Technical Information File - This contains printed and processed material and some correspondence containing raw data that is used by the analyst in responding to specific requests for information and occasionally in connection with preparation of a more substantive report or study.

Dispose of individual documents or contents of file folders when they have served their purpose.

(Printouts)

555. Financial Data on Copper Companies - This is a computer printout produced by Standard and Poor's by request showing each company's liabilities, assets, net income, net sales, preferred stock, common equities, net worth and similar financial data.

The printout is used for preparation of the U.S. Industrial Outlook.

Dispose when superseded by the next printout.

556. Company Financial Data - This is a printout showing the financial status of each copper producing company. The printout is produced by Standard and Poor's from its master industrial tape.

Dispose when superseded.

557. Company Name and Number Listing - This printout shows the DIBA company code, DIBA industry code, Standard and Poor's industry code, Standard and Poor's company code and the company name.

Dispose when superseded.

558. Copper Industry Financial Data - This is a printout produced by Standard and Poor's by request showing financial data on various segments of the copper industry.

Dispose when superseded.

559. Copper Imports - This is a printout showing the quantity and value of copper imports by month and country. These printouts are produced by the Bureau of the Census for the Materials Division. They are used as resource material for research.

Dispose when 7 years old.

(Aluminum and Miscellaneous Metals and Minerals Division)

560. Administrative Subject File - These are office copies of incoming and outgoing correspondence and other papers on housekeeping affairs such as activity reports, budget, organization, requisitions, speeches, time and attendance and travel.

These papers are maintained in office files at the Office Director's and higher levels.

Dispose when 2 years old.

561. Aluminum and Magnesium General Subject File - This contains copies of incoming and outgoing correspondence with other government agencies, other

elements of the Department and industry, and also includes some printed and processed material. These papers contain general information on programs and industrial problems that is used for perspective in decision-making and for background on program projects.

Move papers needed for current business forward to the new file when the current file is broken. Start a new file every 5 years, retire to BTRS 1 year later and transfer to WNRC 1 year later. Dispose when 10 years old.

562. Aluminum and Magnesium Company and Trade Associations File - This contains incoming and outgoing correspondence, and printed and processed material pertaining to individual companies and trade associations. The bulk of the correspondence concerns requests for solutions to problems encountered by individual companies. The printed and processed material contains raw data concerning the subject company or industry.

These papers have a relatively short term value since the situation of the various industries evolves quickly.

Dispose when 5 years old.

563. Chronological File - This contains one copy of each outgoing item generated by the activity, arranged chronologically.

Dispose when 5 years old.

(Aluminum and Magnesium Receipts, Inventories and Shipment)

564. Current Industrial Reports (BDCF-122) - These are copies of a monthly report sent to individual companies to collect information receipts including domestic imports and shipments.

The Bureau of the Census compiles a monthly statistical report of aluminum ingot and mill products from these reports. Copies of the reports are used by this activity as a source of raw data on aluminum ingot and products production and shipment.

Dispose when 2 years old.

565. Statistical Worksheets on Production of Aluminum Shipments of Ingot - These are manually prepared spreadsheets on which data from current industrial reports are manually posted.

These spreadsheets probably will not be produced in the future because they will probably be replaced by computer printouts.

Dispose when 5 years old.

566. Foreign Dispatches on Aluminum and Magnesium - These are copies of foreign dispatches, and a register of them, produced by the State Department containing raw data on the aluminum industry abroad. These dispatches are arranged alphabetically by countries.

Dispose when 5 years old.

567. Foreign Service Officers Evaluations - The analyst responsible for the commodity area involved is asked to periodically evaluate the foreign service officers who submit reports. The analyst is also required to evaluate Foreign Economic Reports submitted by Foreign Service Officers on request.

Dispose when 5 years old.

568. Mobilization Set-Aside Papers - These are copies of requirements of claimant agencies for determination of the aluminum set-aside for the Defense Materials System.

Record copies of these papers are maintained in the Office of Industrial Mobilization with the exception of worksheets and background generated by the analyst concerned.

Dispose when 10 years old.

569. Analyst's Aluminum and Magnesium Subject File - This is the analyst's workfile containing copies of operating documents pertaining to the subject area involved. Notable subject headings in the file include monthly activity reports, basic data sheets, stockpile workpapers,

tariff, census of manufacturers, consumption data by industry, export control studies, financial data on companies, imports and inventories, military set-asides, Organization for Economic Cooperation and Development reports and studies, stockpiles basic data and stockpile disposal.

Although these papers are essential to the analyst as a worktool they have no long term value for other purposes. The papers are essentially duplicated in publications and office files maintained in offices of a higher echelon.

Dispose of individual documents or contents of file folders when 5 years old.

570. Priorities Assistance Cases - These contain directives to companies to give production and shipment of specified products or materials priority over other orders in order to meet requirements of the Defense Materials System. With the directive are related papers including correspondence and worksheets.

Dispose when 3 years old.

571. Industry Evaluation Board Studies Papers - These are evaluations of the national defense potential and capability of selected industries producing critical products to meet the needs of any kind of national emergency. Each company is given a rating.

The papers are essentially duplicated by those maintained in the Office of Industrial Mobilization.

Dispose when 10 years old.

572. Monthly Imports and Exports Summary Sheets - These are monthly processed statistical reports summarizing U.S. imports and exports of aluminum.

These reports are distributed to government agencies and private industry.

This is a record copy set of one copy of each issue of the report. Arranged chronologically.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 6 months later. Offer to National Archives 20 years thereafter.

573. Annual U.S. Imports and Exports of Aluminum - This is a record set of one copy of each issue of an annual statistical report of U.S. imports and exports of aluminum by country. This report is distributed to government agencies and private industry.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 6 months later. Offer to National Archives 20 years thereafter.

574. Quarterly Aluminum Metal Supply and Shipments of Products to Consumers - This is a record set of one copy of each issue or a quarterly processed statistical report of the domestic supply and shipments of aluminum metal and products by year for the preceding eleven years and quarterly for the last two calendar years.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 6 months later. Offer to National Archives 20 years thereafter.

575. U.S. Industrial Outlook Background Papers - These are copies of papers collected by the analyst as a source of raw data for preparation of an assigned portion of the U.S. Industrial Outlook. Also included are spreadsheets and other workpapers, drafts, and notes generated by the analyst in the course of the assignment.

Dispose 1 year after publication of the subject issue of U.S. Industrial Outlook.

(Printouts)

576. Current Industrial Reports Summary - This is a monthly printout summarizing the statistics submitted by individual companies on aluminum ingots and products. The data is summarized first by company, by product, month, receipts, shipments, and the like.

The printouts are produced by the Bureau of the Census from its master industrial tape.

Dispose when 2 years old.

577. Aluminum and Magnesium Imports and Exports - These are two separate sets of monthly printouts showing imports and exports of aluminum and magnesium by country, quantity and value.

These printouts are produced for the Materials Division by the Bureau of the Census from its master import and export tapes. The monthly data are consolidated in an annual printout.

- a. Monthly Printouts Dispose upon receipt of December Cumulative (annually) issue.
- b. December Cumulative (annual) Issue - Dispose when 5 years old.

(Industrial Diamonds, Abrasives and Mica)

578. Consumption (Usage) of Industrial Diamond Stones, Crushing Bort, Grit and Powder, Synthetic and Natural and Reclaiming of Crushing Bort, Grit and Powder, in 1972 (DIB-927) - These are copies of questionnaires sent to individual companies to collect raw data on the consumption and usage of industrial diamonds and crushing bort and grit and powder and reclaiming of crushing bort and powder. Included in the file are one or more earlier versions of the questionnaire.

The data from these forms are tabulated on spreadsheets which provide the basis of the analysis published in Industrial Diamond and Small Diamond Dies and Industrial Diamond Stones, U.S. Consumption.

The forms are arranged alphabetically by names of companies. The forms received that were not used for the survey are filed alphabetically by company names in a sub-series of the file marked "Rejects".

Dispose when superseded by receipt of the new survey forms distributed for the next study.

579. Mica Block and Film Consumption Survey Forms - These are copies of survey forms sent to individual companies to collect data on the consumption of mica

block and film. These data are posted on tabulation sheets from which an analysis is made for internal use. At present mica is on the list of strategic materials.

Dispose when superseded by the receipt of the new survey forms distributed for the next study.

580. Diamond Dies: Production, Consumption, Imports and Exports (DIB-500P) - These are copies of survey forms sent to individual companies to collect data on the production and consumption, import and exports of the items involved. Also included are the forms and tabulation sheets produced for special or one-time studies of these commodities. The information collected for one time or special studies has served its purpose by the time that the next survey of the industry is completed.

The questionnaire used in this survey is designed to shuttle back and forth between this activity and the companies involved. The form is set up to collect data in columns earmarked 1971 through 1975 inclusive. When the forms are returned with data for the year 1971 and that data have been tabulated, the forms are returned to the subject companies which then need only to make the entries requested for the year 1972 and so on for the 5-year period involved.

Dispose 2 years after the companies have supplied the information called for in the last annual installment shown on the form.

581. Selected Manufactured Abrasives Survey Forms - These are survey forms sent to individual companies to collect data on production, capacity and inventories of abrasives (aluminium oxide, silicon carbide, boron carbide, carborundum, etc.). Tabulation sheets are also included.

These forms are distributed intermittently as needed for government use. These materials are on the strategic materials list.

Dispose 2 years after a new survey has been completed.

582. Industrial Diamonds, Abrasive and Mica Subject File - This contains incoming and outgoing correspondence prepared in response to requests for information and solutions to problems encountered by the industry. Also included are printed and processed materials containing data of a general nature needed by the analysts to establish their perspective and for raw data not appearing on any of the survey forms. This file is maintained primarily as a worktool needed by the professionals involved. Arranged chronologically.

Dispose of individual documents or contents of file folders when 5 years old.

583. Basic Data Sheets (Stockpile) File - These are sheets on which data are posted for analysis to determine stockpile and other requirements. Included also are industry evaluations prepared to determine the capability of the industries involved to meet any national emergency.

These papers are essentially duplicated in recommendations and other submissions to the Office of Industrial Mobilization where they are compiled in a submission to the Office of Emergency Preparedness. Thus, these papers have only operating value to the professionals in this office.

Dispose when 15 years old.

584. Foreign Service Dispatches - These are copies of foreign service dispatches containing raw data on diamonds, abrasives and mica received from foreign missions through the State Department.

Record copies of these dispatches are maintained in the Department of State and the informational value of these particular copies is exhausted in a short period of time.

Dispose when 3 years old.

585. Industrial Diamond Stones: U.S. Consumption in 1965 - This is a record set of one copy each of a published statistical report showing total U.S. consumption of loose industrial diamond stones.

This publication is issued intermittently. Arranged chronologically.

Permanent - Retire to BTRS when no longer needed for current business. Transfer to WNRC 6 months later and offer to National Archives 20 years thereafter.

586. Industrial Diamonds and Small Diamond Dies: U.S. Consumption and Trade - This is a record set of one copy of each issue or a narrative report which presents in summary form world production, U.S. production and consumption, and statistical reports of U.S. imports and exports of the commodities involved.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 6 months later. Offer to National Archives 20 years thereafter.

(Printouts)

587. Monthly Printouts of Imports and Exports of Diamonds, Abrasives and Mica - A separate cumulative printout for imports and for exports is done by the Bureau of the Census and obtained by this Office. Since these printouts are cumulative from one month to the next, the December issue of them comprises an annual statistical report showing the quantity and value of imports and exports of the subject commodities.

- a. Monthly Printouts - Dispose upon receipt of the December cumulative issue.
- b. December Cumulative (annual) Issue - Dispose when 5 years old.

(Aluminum Products and Facilities and Nickel)

588. Aluminum Products Facilities and Mobilization Subject - This contains of incoming and outgoing correspondence pertaining to the production, capabilities (plant), and equipment of the aluminum industry. Also included is printed and processed material collected from a great variety of sources containing raw data on both the domestic and foreign industry. Copies of the various survey forms are distributed

to the industry to collect data on the various primary aluminum and aluminum semi-fabricated products. Data from these survey forms are tabulated and analyzed for mobilization studies and other internal purposes. The file contains raw data used for GATT negotiations, including some on the various fair trade practices. Arranged by subject headings.

Copies of mobilization reports and recommendations are maintained for record purposes in the Office of Industrial Mobilization. Record copies of other reports found in the file are maintained in the Office of the Division Chief.

Dispose of individual documents or contents of file folders when no longer required for current business.

589. Aluminium General Subject File - This contains copies of papers generated or collected by the specialist which contain information of a more general nature than the file described above. Included is printed and processed material which does not relate to a primary aluminium or semi-fabricated aluminium products but rather to subjects closely interrelated with the industry or on a general characteristic of the industry as a whole. Also included is some documentation pertaining to specific aluminium products or facilities. This documentation is placed in this file because of its potential use by the analyst.

Dispose of individual documents or contents of file folders when no longer required for current business.

590. Nickel Subject File - This file contains copies of all papers generated or collected by the analyst responsible for evaluating the status of the production, consumption, supply, facilities and U.S. imports and exports of nickel and its alloys. The file also includes mobilization papers generated by the analyst in the process or preparing critical materials recommendations and industry evaluations pertaining to nickel for the use of the Office of Industrial Mobilization and the Office of Emergency Preparedness.

Secondary printed and processed source material containing data on domestic and foreign companies producing nickel or nickel products and on all other factors of nickel industry are interfiled with other papers. Once the papers have served their purpose as a principle worktool

of the analyst they have no further value.

Dispose of individual documents or contents of file folders when no longer needed for current business.

591. Shipments of Primary Nickel (BDSAF-250) - This is a survey form sent to individual companies to collect data on total shipments of nickel to consumers, plating supply houses, warehouse distributions and others. This data is used to establish the requirements for nickel by the Defense Materials System and to meet them.

Dispose when 10 years old.

592. Shipments of Nickel Alloy Products (BDSAF-348) - These are copies of survey forms sent to companies to collect data on a large variety of nickel alloy products in terms of total shipments and shipments to fill defense orders. These forms are generated to support the Defense Materials System.

Dispose when 10 years old.

(Printouts)

593. U.S. Shares of Exports from Fourteen Supplier Countries to the World and to Ninety-two Destinations - This is a computer printout showing total world exports of nickel from fourteen countries. Also shown are the volume of U.S. exports and the percent of the world export representing the U.S. market share. These data are presented for each year in a five-year spread. The same data are given for the various participating foreign countries.

This printout is produced by the Bureau of the Census and obtained by the Office of Competitive Assessment.

Dispose when superseded by a new issue.

594 Exports and Imports of Nickel and Nickel Alloys by U.S. Tariff Schedules - These are two printouts: One showing the quantity and value of U.S. imports of nickel and nickel alloys. The other presents the same data for U.S. exports of nickel and nickel alloys.

These printouts are produced by the Bureau of the Census for this Bureau from the master import-export tape.

Dispose when 2 years old.

(Miscellaneous Metals and Materials – Graphite Mercury, Gold, Silver, Platinum Group, Titanium, Asbestos, Uranium, Rare Earth, Flourspan, Quartz Crystals and Clay)

The analysts in this subject area are responsible for evaluating the foreign and domestic status of approximate 150 miscellaneous metals and minerals.

595. Miscellaneous Metals and Minerals General Subject File – This file contains subject headings and folders for each of the metals and minerals for which the activity is responsible. It includes all incoming and outgoing correspondence pertaining to these commodities or industry areas. The file contains copies of papers generated in the course of evaluating the world position of each of these commodities with respect to production, U.S. imports, U.S. exports, consumption, supply, price and current inventories. Also included are papers created by the analyst in making projections or any or all of these factors for selected metals or minerals.

Notable primary subject headings found in the file include foreign countries, companies, mobilization, base data sheets, priorities cases, legislation and stockpile disposal.

The vast majority of these papers are office copies maintained as an essential worktool for the professional involved. Although the majority of these have a relatively short term value, there are some that must be kept for a longer period because they contain data of greater potential value and are therefore considered more active. These must necessarily be moved forward and retained in the process of screening useless papers from the file on a selective basis. This is necessary because the longer term papers are frequently intermingled with those of short term value.

- a. Active folders move forward in the file.
- b. All Other Papers - Dispose when 3 years old.

596. Titanium, Ingot Mill Products and Castings - These are copies of forms distributed to all domestic producers of titanium, mill products, ingots and castings to collect data on production, consumption, mill, products, net shipments and castings. The data collected on these forms are put in machine language and a computer printout is run containing data published by this Bureau and the Bureau of Mines.

The data on these forms are thoroughly analyzed and are published

Dispose when 3 years old.

597. Statistical Analysis of the Titanium Industry - This contains spread sheets on which statistics have been hand posted showing such things as net shipments of titanium mill products by type, thereunder by month and quarter. The analysis includes the same information for titanium sponge and ingots. Production of titanium mill products and castings is broken down by rated and unrated orders. Imports for rutile and rutile sand, titanium and wrought, waste and scrap and titanium wrought are also statistically treated.

This analysis utilizes many of the statistics that are published along with unpublished company data to provide a basis for the production of numerous internal evaluations that are used by higher authority for a variety of purposes. Arranged by year.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 6 months later. Offer to National Archives when 20 years old.

(Printouts)

598. Imports and Exports of Miscellaneous Metals and Materials – This is a copy of a cumulative monthly printout showing the quantity and value of exports of each commodity by year and month and thereunder by country. The December issue cumulatively reflects the data given in the preceding monthly issues.

A separate printout is produced which cumulatively provides the same information on imports of each of the subject commodities.

The Bureau of the Census produces these printouts for sale to other government agencies and the public.

The statistics appearing in the printouts are published by the Bureau of the Census annually in the U.S. Foreign Trade, Imports and Exports TSUSA Commodity by Country.

- a. Annual Printout - Dispose when 1 year old.
- c. Monthly Issues - Dispose when superseded by a new issue.

(Iron and Steel)

599. Iron and Steel and Related Products Commodity File - This contains printed and processed materials containing raw data on iron and steel and related commodities such as chromium, cobalt, coke, ferro alloys, manganese, iron ore, scrap, tungsten and vanadium. Also included is a small quantity of office copies of papers prepared by the commodity specialists.

Record copies of the papers generated by this activity are maintained in the program head's file and elsewhere.

Dispose of individual documents or contents of file folders when no longer needed for current business.

600. Nickel Bearing Stainless Steel Scrap Survey (BDSAF-782) These are copies of survey forms sent to companies in the iron and steel industry to collect data on steel scrap produced, consumed, and on hand at the end of the reporting month.

After the forms are returned the data are compiled and analyzed in reports, position papers and similar documents for decision making in the Department. It is possible that data derived in a future survey of steel scrap may be published for wide spread distribution. The forms are arranged alphabetically by company name.

Dispose 1 year after receipt of the forms distribution for the next survey.

601. Iron and Steel General Subject File - This contains copies of incoming and outgoing correspondence and related printed and processed material pertaining to the general condition and characteristics of the industry and to meetings and activities of a variety of national and international organizations concerned with the iron and steel industry.

Also included in the file are copies of articles and reports prepared or received by members of the staff and copies of documents circulated by the various organizations.

Notable among the subject headings in the file are American Iron and Steel Institute, capacity (steel), defense plans, employment (steel industry), imports, maritime, price reports, Division programs, monthly output reports and the like.

Dispose of file folders or contents of file folders when no longer needed for current business.

602. Foreign Dispatches - These are copies of airgrams and telegrams containing data on the iron and steel industry in foreign countries developed by foreign missions and foreign service officers. These are useful to the commodity specialist as a source of data for a short period of time. Record copies are maintained in the State Department long enough to meet all requirements.

Dispose when 3 years old or when they have served their purpose.

603. Steel Import Data - This is a record set of a monthly publication produced by this activity which shows the imports of iron, steel, and iron and steel products by TSUSA number, country of origin, custom region and grade. Each succeeding report cumulatively updates the preceding one and shows the data for the same reporting period of the preceding year.

Permanent - Record set of one copy of each issue. Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to National Archives 20 years thereafter.

(Ferro Alloys, Metals, Refractories and Raw Materials)

604. Ferro Alloys, Refractories and Raw Materials Commodity File - This primarily contains copies of printed and processed material with a few office copies of papers produced by the commodity specialist containing data on the supply, consumption, and trade of the raw materials and refractories used to produce iron and steel.

This file is one of the essential worktools of the commodity specialist but it has no value after it has served his purpose. Record copies of the papers produced by the commodity specialist are maintained in the files of the program head and in offices of other higher authorities.

Dispose of individual documents or contents of file folders when no longer needed for current business.

605. General Ferro Alloy, Raw Materials and Refractories General Subject File - This contains printed and processed material with a few office copies of papers containing raw data on subjects in the file that are not readily susceptible to classification by commodity. This is an essential worktool for the commodity specialist, but the file has no further value after it has served his purpose.

Dispose of individual documents or contents of file folders when no longer needed for current business.

606. Iron and Steel Administrative Subject File - This contains office copies of the usual housekeeping papers on subjects including budget, conference rooms, equipment and supplies, copies of internal and external directives, personnel actions, activity reports, time and attendance reports, requisitions, training and travel with internal program operating materials and the like.

Dispose when 2 years old.

(Iron and Steel Production and Consumption Priorities)

607. Production Directives - This contains copies of directives to steel companies which obligate them to reserve a portion of their production for national defense programs. These directives are arranged alphabetically by company name.

Record copies of these directives are maintained in the Office of Industrial Mobilization. These copies are maintained as an essential worktool for the operating unit.

Dispose of individual directives when superseded or revoked.

608. Ammunition Scheduling Report - These are copies of a summary report which contains defense contractor requirements for the ammunition program. These reports are prepared by the U.S. Army Munitions Command and forwarded to this activity for informational purposes for establishing the Department's position on defense materials requirements.

Dispose when they have served their purpose.

609. Steel and Nickel Alloys Materials Requirements - These are copies of a quarterly report showing the defense materials requirements for steel. These reports are forwarded to this activity for use in preparing recommendations on mobilization planning which are submitted to the Office of Industrial Mobilization.

These reports are used as the basis for issuing the production directives on individual steel companies.

Dispose when 10 years old.

610. Priority Cases - This contains copies of priority orders to assist a manufacturer in effecting delivery of steel or steel products needed to fulfill a defense contract.

Dispose when 2 years old.

611. Forgings, Drop or Impression Die and Open Die Press and Hammer (BDSAF-842)
– This contains copies of survey forms sent to individual forgings companies to collect data on current production, additional production and capacity, work schedules, plant and equipment, and auxiliary processing equipment.

The data from these forms are used as a basis for Industry Evaluation Board Studies. Although the data in these forms are essentially duplicated in Industry Evaluation Studies maintained in the Office of Industrial Mobilization, these forms must be retained until superseded by a new survey.

Dispose 1 year after receipt of the next survey forms.

612. Mobilization Planning Papers - This contains copies of papers collected or generated by the commodity specialist in the process of responding to requests for recommendations or evaluations for mobilization planning. The data in these workpapers are summarized or essentially duplicated by submissions to the Office of Industrial Mobilization which maintains record copies.

Dispose 2 years after the request or subject documentation is superseded.

613. Executive Reserve Designees File - This is a name case file for each member of the staff that has been assigned to Executive Reserve, or that is being considered for such an assignment.

Record copies of these papers are maintained in the Office of Emergency Readiness.

Dispose 1 year after separation of the subject employee.

614. International Trade Opportunities - These are copies of offers usually made-by foreign countries to purchase iron and steel products. With the offers are copies of the action taken by the commodity specialist to bring these trade opportunities to the attention of the appropriate American companies.

These papers have only very short term value since the business opportunity is either acted on expeditiously or it expires.

Dispose when 6 months old.

615. Iron and Steel Technical Information File - This contains copies of printed and processed material and a little incoming and outgoing correspondence containing data on the industry that are too general to classify and file by commodity or company names.

The incoming and outgoing correspondence is duplicated in the files of the head of the program. This file is an essential worktool for the commodity specialist but has no other value.

Dispose of individual documents or contents of file folders when no longer needed for current business.

(Iron, Steel, and Related Products Production Technology)

616. Iron and Steel and Related Products Technology Information File - This contains office copies of papers generated by the commodity specialist, and copies of printed and processed material containing data on steel making raw materials and the technology or production of iron, steel and related products. The file contains data on the domestic as well as foreign industries.

This file is an essential worktool for the commodity specialist but it has no long term value after it has served his purposes. The papers which he generates are essentially duplicated in publications or in the files of the head of the program.

Dispose of individual documents or contents of file folders when no longer needed for current business.

(Printouts)

617. Monthly Prints of Imports and Exports of Iron, Steel and Iron and Steel Products - A separate cumulative printout for imports and one for exports are done by the Bureau of the Census and these are obtained by this Office. Since these printouts are cumulative from one month to the next, the December issue of them comprises an annual statistical report showing the quantity and value of imports and exports of the subject commodities.

- a. Monthly Printouts - Dispose upon receipt of the December cumulative (annual) issue.
- b. December Cumulative (annual) Issue - Dispose when 5 years old. (Chemicals and Rubber Program)

618. Mobilization Planning File - This includes copies of Industry Evaluation board studies prepared by the activity with related papers such as copies of memorandums, workpapers and the like. Some stockpile and critical material papers are also included.

The Industry Evaluation Board studies and any pertinent related material are maintained in the Office of Industrial Mobilization.

Dispose 2 years after the subject study or documentation is updated.

619. Chemical GATT Negotiations File - This contains copies of background papers developed during preparation for GATT negotiations to overcome unfair trade practices in world trade of certain chemical and allied chemical products. Arranged by type of chemical; thereunder chrono.

- a. Typescript Studies or Evaluations - Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to National Archives 20 years thereafter.
- b. All Other Papers - Dispose when they have served their purpose.

620. Chronological File - This contains a copy of every outgoing item arranged chronologically in one sub-division of the file. In a second sub-division a copy of each outgoing item is filed alphabetically by name of addressee.

Dispose when 3 years old.

621. Legislative File - This contains copies of proposed and pending legislation with related program comments and workpapers. The papers are case filed by the House and Senate Bill number.

These files are essentially duplicated by the legislative file, Office of General Counsel, Office of the Secretary.

Dispose when 5 years old.

622. Foreign Dispatches - These are copies of airgrams and telegrams produced by foreign missions and transmitted through the State Department containing commercial data on the chemical industry in foreign countries.

The dispatches are interfiled with printed and processed secondary source material collected on the chemical industry of each country. The papers are arranged alphabetically by names of countries.

Record copies of these dispatches are maintained in the State Department for a period long enough to meet all legal and other requirements.

Dispose when 3 years old.

623. Organization for Economic Cooperation and Development (OECD) Papers - These are copies of an annual survey form distributed to all member countries of the organization which is completed by each country and returned to this activity. The data from the forms are analyzed and compiled and submitted to the organization headquarters in Paris. The material submitted is published in The Chemical Industry by the organization. Prior to publication, a Draft Statistical Report on the Chemical Industry is submitted to delegates to the industry committee, OECD, for consideration. The file also includes workpapers generated by the analyst preparing the data for submission to OECD, and copies of the survey form that has been filled out.

Dispose when 4 years old.

624. Economic Commission for Europe (ECE) Papers - These are copies of survey forms containing data on the chemical industry submitted to the Commission by the United States with workpapers and supporting documents. The data in these papers are analyzed and published in an Annual

Review of the Chemical Industry by the Commission.

Dispose when 4 years old.

(Printouts)

625. Chemical and Allied Products, Rubber and Plastics and Allied Rubber Products Export Statistics - This is a computer printout issued monthly showing the cumulative quantity and value of exports of chemicals and allied chemical products by commodity group for each of the countries having significant exports.

The printouts are used as a source of raw data for preparation of analyses and to answer inquiries from the industry. The printouts are purchased on subscription from the Bureau of the Census which produces them for sale to the public as well.

A central set of these printouts is maintained for use of all program staff members. Each analyst also receives the portion of the printout covering the commodities with which he deals.

- a. December Issue - Dispose when no longer needed for current business.
- b. March, June and September Issues - Dispose when 1 year old.
- c. All Other Monthly Issues - Dispose when the next issue is received (Includes parts of issues received by analysts).

626. Chemical and Allied Products; Rubber and Plastics and Allied Rubber Products Import Statistics - This is a computer printout issued monthly showing the cumulative quantity and value of imports of chemicals and allied chemical products by commodity group for each of the countries having significant imports. The printouts are used as a source of raw data for preparation of analyses and to answer inquiries from industry.

The printout is produced on subscription from the Bureau of the Census which produces them for sale to the public as well.

A central set of these printouts is maintained for use of all program staff members. Each analyst also receives the portion of the printout covering the commodities with which he deals.

- a. December Issue - Dispose when no longer needed for current business.
- b. March, June and September Issues - Dispose when 1 year old.
- c. All Other Monthly Issues - Dispose when the next issue is received (Includes parts of issues received by analysts).

627. U.S. Shares of Exports from 14 Supplier Countries to the World and to 92 Destinations - These are copies of a computer printout of a five-year market study of chemical exports by commodity group in accordance with Standard International Trade Classification showing the quality and value of exports of 14 supplier countries, value, and U.S. share of such exports.

One copy of this printout is procured from the United Nations for the use of the program staff.

Dispose when 1 year old.

(Inorganic Chemicals)

628. Inorganic Chemical Subject File - This contains copies of incoming and outgoing correspondence, copies of evaluations, analyses, reports and supporting secondary source material such as newspaper clippings, magazine articles, and the like containing raw data on an inorganic chemical commodity such as aluminum chloride, fluorspar, manganese, nickel compounds and hundreds of other commodities. These inorganic chemical products are sometimes referred to as "heavy industrial chemicals."

The material is arranged alphabetically by the names of inorganic chemical commodities. Papers on domestic products are filed in a folder and when the foreign commercial data on a product is significant the papers are filed in a separate folder behind the one containing information on the domestic commercial situation.

These papers constitute a long term worktool which must be maintained in close proximity to the professional concerned. However, they have no value beyond the point where they have lost their usefulness to him. The data in the file are essentially duplicated in memorandums, position papers, reports and similar documents which the analyst produces for the use of higher authority which maintains record copies of them.

Dispose of individual documents or the contents of file folders when no longer needed for current business.

629. Heavy Industrial Chemicals and Fertilizer Subject File - This contains copies of incoming and outgoing correspondence, foreign dispatches, foreign service reports, and secondary source materials containing raw data primarily on chlor-alkali industry, potash ammonia, ammonia compounds and phosphate. Although these are all heavy industrial chemicals they constitute the major inorganic chemical ingredients of fertilizer. The papers are arranged by the names of the commodities and thereunder by the foreign countries when one is involved.

These are copies of papers collected or generated by the analyst for use as a worktool.

Dispose of individual documents or contents of file folders when no longer needed for current business.

630. Mobilization Planning Papers - These are an analyst's work copies of papers generated or collected in the process of responding to requests for the capability of the inorganic chemical industry to make an adequate contribution in the event of any kind of national emergency. Included are Industry Evaluation Reports, basic data sheets, critical materials papers and the like. Dispose 2 years after the subject study of documentation is updated.

631. Trade Opportunities and General Correspondence File - This contains copies of offers to purchase inorganic chemical products and fertilizer with a copy of the action taken on them by this activity. The file also includes incoming and outgoing correspondence with individual companies in the domestic inorganic chemical industry. This correspondence relates to providing information or resolving a problem for the company involved.

a. Tenders (offers to buy)- Dispose when 6 months old.

b. All Other Correspondence - Dispose when 2 years old.

632. Program General Subject File - This file contains copies of papers generated and collected by members of the program staff which show the contribution made to various domestic industry organizations and common undertakings. The file also contains quantities of material relating to all aspects of the industry and used as a source of data for the preparation of position papers on problems and commodities and for preparation for various international conferences and negotiations.

The papers are essentially duplicated in submissions prepared for higher authority and have no value beyond their usefulness to the program staff.

Dispose of individual documents or contents of file folders when no longer needed for current business.

(Drugs)

633. Drug Commodity File - This contains foreign dispatches, incoming and outgoing correspondence and printed and processed source material on drugs and medicines such as biologicals, medicinals and botanicals, and pharmaceutical preparations.

The file also contains work copies of memorandums, compilations, analyses, reports and similar documentation prepared by the analyst for the benefit of higher authority.

Record copies of these papers are maintained in the files of the Director of the Division and in the files of the Director of the Office of Business Research and Analysis.

The file is a long term worktool that must be kept in close proximity to the professional since its only value is to meet the demands made on him for highly specialized evaluation of the commercial data pertaining to the industry.

Dispose of individual documents or contents of file folders when no longer needed for current business.

634. Mobilization Planning Papers - These are copies of papers generated or collected by the analyst in order to respond to assignments to make recommendations on the capacity of individual companies to make an adequate contribution to meet any national emergency; to make recommendations on the allocation and status of strategic materials; and to make recommendations to the office of Industrial Mobilization on related matters.

More specifically the papers included in the file are office copies of basic data sheets, background papers, copies of the request for the submission desired and related papers.

Dispose 2 years after the subject study or documentation is updated.

635. Tender and General Correspondence File - This contains papers of tenders for drugs received for the most part from foreign countries with a copy of the action taken on them by the commodity specialist. These trade opportunities are quickly taken advantage of or they expire.

The file also contains copies of incoming correspondence requesting information on a variety of matters with which individual companies and private individuals are confronted, together with the related reply.

Dispose of the papers when they have served their purpose or when 1 year old, whichever is sooner.

(Printouts)

636. Monthly Printouts of Imports and Exports of Drugs and Pharmaceuticals - A separate cumulative printout for imports and one for exports are done by the Bureau of the Census and these are obtained by this office. Since these printouts are cumulative from one month to the next, the December issue of them comprises an annual statistical report showing the quantity and value of imports and exports of the subject commodities.

These are the commodity specialist's work copies of printouts that are maintained in a central set at the Division level for the use of all specialists involved to meet longer term needs.

Dispose upon receipt of next issue.

(Soap, Detergents and Toilet Preparations and Chemical Specialties)

637. Pesticides Country File - This contains copies of foreign dispatches, incoming and outgoing correspondence, processed and printed source materials and workpapers on the production, consumption, control and other commercial data on pesticides in foreign countries.

The papers are arranged alphabetically by the names of foreign countries. This file is an essential worktool of the commodity specialist, but has no further value after it has served his purpose.

Dispose of individual documents or contents of file folders when no longer needed for current business.

638. Mobilization Planning Papers - These are copies of papers generated or collected by the analyst in order to respond to assignments to make recommendations on the capacity of individual companies to make an adequate, contribution to meet any national emergency; to make recommendations on allocations and status of strategic materials; and to make recommendations to the Office of Industrial Mobilization on related matters.

More specifically, the papers included in the file are office copies of basic data sheets, survey forms, background papers, copies of the request for the submission desired on soaps, detergents and toilet preparations and chemical specialties.

Dispose 2 years after the subject study or documentation is updated.

639. Pesticides General Subject File - This mostly contains processed and printed source materials with some office copies of memorandums, recommendations, reports and correspondence prepared by the commodity specialist on the domestic pesticides industry.

The papers are arranged alphabetically by subject headings. Record copies of the papers generated by the commodity specialist are maintained in the files of the program head. This file is an essential worktool for the commodity specialist but has no further value after it has served his purpose.

Dispose of individual documents or the contents of file folders when no longer needed for current business.

640. Pyrethrum Country File - This contains copies of foreign dispatches, incoming and outgoing correspondence, printed and processed material on production, consumption, control and other commercial data on the pyrethrum industry in foreign countries. These papers are collected or generated as a worktool for the commodity specialist and they have no value after his need for them has been served.

Dispose of individual documents or contents of file folders when no longer needed for current business.

641. U.S. Companies File - This contains printed and processed source material with office copies of a few papers prepared by the commodity specialist.

The file has value only as a source of raw data for the use of the commodity specialist concerned.

Dispose of individual documents or contents of file folders when no longer needed for current business.

642. Explosives Country File - This contains copies of printed and processed material with a few office copies of papers prepared by the commodity specialist containing technical and commercial data on explosives produced in foreign countries.

Dispose of individual documents or contents of file folders when no longer needed for current business.

643. Toilet Preparations Commodity File - This contains copies of printed and processed material, survey forms and a few papers prepared by the commodity specialist.

The papers are arranged alphabetically by names of commodities. The survey forms are essentially duplicated by internal reports and material submitted for publication. The other papers have no value after the commodity specialist's need for them has been satisfied.

Dispose of individual documents or contents of file folders when no longer needed for current business.

644. Toilet Preparations Country File - This contains primarily secondary printed and processed source materials with a few office copies of papers prepared by the commodity specialist.

The papers are arranged alphabetically by names of countries. They are of no value after they have served their purpose as a source of raw data for the commodity specialist.

Dispose of individual documents or contents of file folders when no longer needed for current business.

645. Technical Information File - This contains copies of printed and processed material with a few office copies of papers prepared by the commodity specialist containing technical and commercial raw data on crude drugs, gums, resins, balsams, activated carbons, charcoal, polishes, soap, detergents and other commodities.

Dispose of individual documents or contents of file folders when no longer needed for current business.

646. Natural and Essential Oils Technical Information File - This contains printed and processed material with a few papers prepared by the commodity specialist containing technical and commercial data on essential oils such as menthol, peppermint, Ambrette seed, avocado, camphor, cedar, citrus, orris, peach kernal, sandalwood and other oils.

Dispose of individual documents or contents of file folders when no longer needed for current business.

(Organic Chemicals Including Petrochemicals)

647. Technical Information on Organic Chemicals File - This contains printed and processed material collected by the commodity specialist as a source of raw data on organic chemicals (petroleum and natural gas liquids, coal tar, coke products, fats and oils, animal resins and wood products) and office copies of papers generated by the commodity specialist such as incoming and outgoing correspondence, foreign dispatches, workpapers, analyses, reports, legislation and other evaluations.

This file is comprised of 4 subgroups; (1) By name of commodity arranged alphabetically, (2) By type of application, arranged alphabetically by name, (3) By country, arranged alphabetically and (4) By project which are case filed.

The papers created by the commodity specialist are maintained in the files of the head of the program and in the files of other higher authorities for whose use the data were prepared.

These papers serve as a long term worktool essential to the commodity specialist and they have no value after they have served their purpose.

Dispose of individual documents or the contents of file folders when no longer needed for current business.

648. Industrial Mobilization Planning Papers - These are copies of incoming and outgoing correspondence, workpapers, reports, recommendations, survey forms and studies, stockpile basic data sheets, and industry

evaluation reports pertaining to the defense materials system, executive reserve, supply requirements and industrial defense problems.

Dispose 2 years after the subject study or documentation is updated.

649. International Activities File - These are the papers collected or generated by the commodity specialist on export potential studies, GATT activities, tariffs, trade information committees, Trade Expansion Act, international commodity problems, dumping, OECD activities, trade centers, fairs and missions, export financing and foreign investment, and coordination with other government agencies and the private sector.

These papers are an essential worktool for the commodity specialist but they have no value after they have served his purpose.

Dispose of individual documents or the contents of file folders when no longer needed for current business.

650. Tenders and General Correspondence File - These are copies of offers to buy specified commodities, usually from foreign countries, with a copy of the action taken on the offer by the commodity specialist. Also included is incoming and outgoing correspondence with companies and private individuals needing information or the solution to a problem.

These papers have short term value because the offers are accepted or they expire quickly and the correspondence deals with matters that are terminated or resolved in a short period of time.

Dispose of papers when they have served their purpose or when 1 year old.

(Printouts)

651. Monthly Printouts of Imports and Exports of Organic and Petrochemicals - A separate cumulative printout for imports and one for exports are done by the Bureau of the Census and these are obtained by this office. Since these printouts are cumulative from one

month to the next, the December issue of them comprises an annual statistical report showing the quantity and value of imports and exports of the subject commodities.

These are the commodity specialist's work copies of printouts maintained in a central set at Division level.

Dispose upon receipt of next issue.

(Rubber and Rubber Products)

652. Foreign Service Dispatches - This contains copies of foreign dispatches, foreign service reports and some similar material pertaining to the production, consumption, and trade of rubber and rubber products. The papers are arranged alphabetically by name of country thereunder by product.

These papers have no value after the commodity specialist's need for them has been served.

Dispose when 3 years old.

653. Commodity File - This contains primarily clippings and other printed and processed material with a few office copies of correspondence, workpapers, and reports generated by the commodity specialist.

The commodity specialist uses this file to collect raw data. It is a worktool for the preparation of analyses and evaluations as required. The papers are of no value after they have served their purpose.

Dispose of individual documents or contents of file folders when no longer needed for current business.

654. Rubber and Rubber Products Environmental File - This contains clippings and printed and processed materials, with some correspondence concerning the disposal of scrap, rubber and rubber products (special emphasis on scrap tires) and on the related ecological problems.

This is a work file and it has no value after it has served the purpose of the commodity specialist.

Dispose of papers when they have served their purpose.

655. Rubber and Rubber Products International Activities File - This contains printed and processed copies of the meetings of the International Study Group on Rubber and Rubber Products and of the other releases of the group and its subcommittees. The file also contains copies of the releases of the Food and Agricultural Organization and similar international bodies.

The papers of the International Study Group are printed in full or in summary form and distributed annually. The papers of the other bodies are in the official files of the Department of State or the primary sponsoring agency.

Dispose when 5 years old.

656. Mobilization Planning Papers - These are copies of requests for recommendations or reports for mobilization planning with related documentation on critical materials, allocation and rated orders for commodities under the Defense Materials System, executive reserve, priorities assistance, and industry evaluations.

Record copies of these papers are maintained in the files of the Office of Industrial Mobilization and elsewhere.

Dispose 2 years after the subject study or documentation is updated.

Construction and Forest Products Division

(Office of the Director)

657. Director's Subject Numeric File - This contains copies of papers collected or generated by the Director and his principal assistant on all facets of the administrative management of the Division and on the program activities performed by the Division.

The file also contains an official copy of all outgoing items generated by the head of programs of the Division. The Office of the Director is the official file station for the Division.

The papers in the file are arranged in accordance with a subject numeric files classification prepared and maintained by the Division. The content of the papers is essentially duplicated by submissions forwarded to higher authority for appropriate action. Record copies of the official version of these submissions are maintained in the offices of higher officials to whom they were directed. The subject content of the remainder of the papers in this file is essentially duplicated by publications.

The value of these papers for research and other purposes is exhausted in a relatively short period of time. Accordingly, the file is periodically purged of valueless papers and exceptional cases are moved forward.

Transfer infrequently used folders to a separate inactive file. Retire inactive file to BTRS when it fills 3 file drawers. Transfer to WNRC and dispose when 10 years old.

658. Assistant Director "E" Awards File - This contains copies of incoming and outgoing correspondence pertaining to an application from a company for one of the President's "E" Awards for excellence in the field of Export Expansion. More specifically, the file contains copies of the subject company's application, recommendation of the evaluation committee and related correspondence.

The Assistant Director is responsible for action on "E" Awards application submitted to the Division for evaluation. This file contains convenience copies of papers that are duplicated in the official file of the Committee maintained in the Office of the Secretary.

Dispose when 3 years old.

659. Reading File - This is a copy of each outgoing item created by the Division, arranged alphabetically by the name of the addressee. These are duplicated in the Director's numeric file.

Dispose when 2 years old.

(Containers and Packaging Program)

660. Containers and Packaging Subject File - This contains office copies of incoming and outgoing correspondence generated by the head of the containers and packaging program and the associated commodity specialist dealing with metal, glass, plastic, paper, paperboard, wood, textile, and other types of containers used for all kinds of packaging applications. The file also contains copies of correspondence concerning the ecological problems involved in solid waste disposal by manufacturers.

Copies of all papers in this file that result in any substantive action at the Division or higher levels are maintained in the Division Director's subject file. The papers in this file are arranged alphabetically by subject. A "Reading" or "Day File" comprises a subgroup in this file.

The majority of the papers in this file have served their purpose when 1 or 2 years old; however, there are some exceptional cases where a transaction extends over a much longer period. These exceptional cases are simply moved forward as the file is purged of valueless material.

Dispose of the contents of file folders when they have served their purpose or when 3 years old.

661. Operating Reports File- This contains copies of production and project status reports covering activities and assignments of the program staff prepared for use in connection with the administrative management of the activity.

Copies of these reports are maintained in the Division Director's file and elsewhere.

Dispose when 10 years old.

662. Executive Reserve File - This is comprised of lists, controls, directives, nominations, correspondence of the Executive Reservists and a name case file for each reservist or designee in the containers and packaging field.

The information in this file is essentially duplicated by documentation maintained in the Office of Emergency Readiness.

- a. Lists, Controls, Directives and Related Papers - Dispose when superseded.
- b. Name Case Files - Dispose 1 year after separation of subject reservist.

663. Foreign Dispatches - This is comprised of copies of dispatches developed by foreign service missions on the condition of the containers and packaging industries in foreign countries with special emphasis on trade. These dispatches and responses to them, if any, are transmitted through the State Department.

Commodity specialists use these dispatches as a data source and they are of no value after the required data has been extracted and analyzed.

Most of the foreign service dispatches are filed together in the Foreign Data File. However, there are some that are placed in technical information and other files. This item covers all foreign services dispatches pertaining to containers and packaging regardless of how they are maintained.

Dispose when 3 years old, or when they have served their purpose.

664. Technical Information Files - These are comprised of 18 separate files which are designated as follows:

Foreign Data

Trade Assistance Data

Metal Cans File

General Subject File

Solid Waste File

Company Files

Pulp, Paper and Board

Domestic and Foreign Glass Containers

Aerosols File

Aluminum Foil Packaging and Containers

Containerization

Foreign and Domestic Cooperage and Gas Cylinders

Boxes and Crates

Fluid Milk Shipping Containers

Plastics

Textile Bags and Paper Shipping Sacks

Corrugated Boxes

Fibre Containers

Almost the entire content of these files is comprised of printed and processed secondary source material collected by the industry specialists. However, each of the files contains a very small quantity of office copies of papers originated by the program staff. Any of these papers that result in a substantive action are generally duplicated in the Division Director's subject file.

Once these files have served the purpose of the industrial specialist involved, they are of no further value.

Dispose of individual documents or contents of file folders when they have served their purpose.

665. Mobilization Planning Papers - These include copies of papers generated in response to requests from the Office of Industrial Mobilization for recommendations, evaluation, and reports to be used by high authority for plans to meet national emergencies. More specifically the papers include Industry Evaluation Board Studies (IEB), IEB and Survival Item Summaries which provide a rating for each company involved, base data books, and supporting papers.

These papers are essentially duplicated in files maintained in the Office of Industrial Mobilization.

- a. Base Data Books Dispose when 10 years old.
- b. All Other Documents - Dispose when superseded by materials prepared for use in the next cycle of mobilization planning.

666. Company Survey Forms - The containers and packaging program staff conducts survival and IEB surveys of companies producing nine categories of container and packaging materials. These include (1) metal cans, (2) container closures, (3) glass, (4) cylinders, (5) plugs, (6) collapsable tubes, (7) cups, (8) demountable cargo containers and (9) intravenous solution bottles.

A survey form is sent to each company involved in each of the nine categories listed above. The form requests information on the company's production capacity, change in plant production, work schedules, limiting factors and remarks. The company completes the form and returns it to the program staff.

The information collected in this manner is used by industrial specialists for preparation of Industrial Evaluation Board studies and other purposes. Copies of these forms are maintained until superseded by those collected for the next survey, since they contain data about individual companies that are not available elsewhere.

Dispose 1 year after completion of the next survey.

667. Legislative File - This is an informational file containing copies of proposed, pending and enacted federal and state legislation with copies of comments made by interested parties in the private sector, state governments and by members of the program staff.

All information in this file is available elsewhere. However, data are aggregated here in a manner and quantity which gives the file a unique value as a worktool for the industrial specialist.

Dispose of individual documents when superseded or when they have served their purpose.

673. Black Walnut Log, Lumber Dimension and Veneer (BDSAF--889b) - This contains copies of a questionnaire sent to individual companies every quarter to collect information on black walnut logs used in the production of veneer, lumber and dimension, and production of black walnut lumber and dimension, and production of black walnut veneer.

Part of the data submitted is published in a press release. The remainder of the data is used for decision making purposes within the Government.

Dispose when 2 years old.

674. Black Walnut Log File - This contains incoming and outgoing correspondence and related papers on the production and consumption of walnut logs, lumber, and shapes. The main thrust of the information in the file is on the conservation of walnut timber, domestic consumption, and specially on export control of walnut logs.

The papers are arranged alphabetically by subject. The file may be characterized a primary source of information on a more or less typical case of export control in which the Department participated in a role of leadership.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to National Archives 20 years thereafter.

675. Softwood Log Problem - This contains copies of papers pertaining to the recent sharp increase in the domestic price of softwood lumber, the acceleration of exports of such lumber, and to the exploration of steps that might resolve the problem to provide optimum domestic benefits.

The papers are arranged alphabetically by subject outside of the subject numeric file for lumber and lumber products described above.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to National Archives 20 years thereafter.

676. Administrative Subject File - This contains copies of the usual housekeeping papers on such matters as budget, arrangement for conferences and meetings, requests for information or publications, copies of personnel actions requisitions, production reports, program operating papers, travel with similar papers.

Dispose when 2 years old.

677. Mobilization Planning Paper - These are copies of papers generated or collected in the process of responding to requests from the Office of Industrial Mobilization for evaluations and recommendations to be used for planning purposes. The papers are subdivided into four subgroups.

Industrial Evaluation Board Studies (IEB) - These include survey forms sent to companies to collect data on their production potential for mobilization.

Survival Items - These are copies of papers generated or collected for preparing an evaluation of forest products needed for domestic survival in the event of a national emergency.

Defense Materials System - These are papers containing data on materials deemed to be essential to meet defense requirements.

Executive Reserve - This consists of an application and related papers for each reservist or potential reservist.

These papers are essentially duplicated in the Office of Industrial Mobilization.

- a. Industry Evaluation Board Studies - Dispose when 5 years old.
- b. Survival Items - Dispose when 10 years old.
- c. Defense Materials System - Dispose when superseded by the new list or by a new evaluation.

- d. Executive Reserve - Dispose of 1 year after separation of subject reservist or after he has withdrawn his name from consideration.
- e. All Other Documents - Dispose when superseded.

678. Country File - This is primarily composed of printed and processed material with a small quantity of foreign dispatches containing data on the production, consumption, and technology of the forest products industry in foreign countries. This is a technical worktool which is used by the industrial specialist to evaluate the various factors in the competitive position of the American industry and to forecast trends that might help develop trade opportunities.

The papers have no further value after they have served the purpose of the industrial specialist.

Dispose of individual documents or contents of file folders when no longer needed.

(Construction - Building Materials Program)

679. Construction - Building Materials Subject File - This contains incoming and outgoing correspondence and printed and processed material collected or generated by the program head. The correspondence includes office copies of all outgoing items created by the program staff and copies of incoming items, if any, which pertain to all activities of the program area. The activity is responsible for collecting and evaluation of data on residential, non-residential, and public construction; and on most of the commodities and materials required for such construction. The staff also collects and evaluates data on the foreign construction and building materials industry.

The printed and processed material in the file contains information on related programs operated by outside agencies and organizations on construction and building materials.

File folders containing office copies of the usual housekeeping papers; e.g., budget, briefing papers, personnel actions, requisitions, training, and time and attendance are intermingled in this file.

Inactive folders are withdrawn from the current file and filed separately in an inactive file chronologically and thereunder alphabetically by subject. Record copies of all papers generated by this activity, which document a substantive action, are maintained in the files of the Division Director.

Inactive File - Dispose when 5 years old.

680. Foreign Service Dispatches - These are copies of dispatches developed by foreign service missions containing data on the economy, capability, general condition, and technology of the construction and building materials industry of foreign countries.

There is one file of these dispatches arranged alphabetically by names of foreign countries. However, dispatches are intermingled with other material in several other files maintained by the industrial specialists. It is intended that foreign service dispatches will be handled wherever found in accordance with the retention period below.

Dispose when 3 years old, or when they have served their purpose, whichever is sooner.

681. Mobilization Planning Papers - These are copies of papers collected or generated by the program area staff in the process of responding to requests from the Office of Industrial Mobilization for evaluations and/or recommendations needed to keep current a plan for mobilization when needed to meet a national emergency. These papers fall in the following categories:

Industrial Evaluation Board (Studies) - Correspondence and related papers containing data on an individual company's ability to produce commodities or material deemed to be essential for national defense to meet a national emergency. A copy of the recommended rating of the company is included.

Defense Materials System - Documentation of the identification, allocation, and location of sources for commodities and materials required to meet current military requirements.

Executive Reserve - These are name case files for individuals designated, or under consideration, to serve instead of a regular key Government official in times of national emergency in case the regular official cannot serve.

Relocation Papers - These comprise office copies of papers relating to the selection of vital papers and relocation exercises.

Mobilization Base Books (Base Data Books) - A summary of commodities by four digit code industries showing allotments for individual companies in terms of quantity, etc.

These books are no longer produced; however, it is not certain that all of them are old enough to be eligible for disposal at this time. A record set of these books is maintained in the Office of Industrial Mobilization.

Record copies of all papers described above are maintained in the Office of Industrial Mobilization and in the Office of Emergency Readiness, Office of the Secretary, long enough to meet all requirements.

- a. Industry Evaluation Board (Studies) - Dispose when superseded by the next study.
- b. Defense Materials System - Dispose when a new list is received and new priorities have been established.
- c. Executive Reserve Papers - Dispose 1 year after separation of subject reservist or after he has withdrawn his name from consideration.
- d. Relocation Papers - Dispose when superseded by new documents.

- e. Mobilization Base Books - Dispose when 10 years old.
- f. All Other Documents - Dispose when 10 years old.

682. Building Materials Handbook - This includes source materials, notes, drafts, and other supporting papers for a new publication that will expand statistical reporting of production, shipments, orders, stocks and value of construction materials. A limited version of this data was last published in 1959 under title of Construction Materials Statistics, 1947-1957 issued by the Business and Defense services Administration.

Plans call for re-issuance of the Building Materials Handbook every 5 years. These background papers will have no value after distribution of the next issue of the Handbook.

Dispose 6 months after distribution of the next issue of Handbook.

683. Construction Materials File - This file uses SIC four digit code industries as primary headings to identify categories of commodities or products. Behind each primary heading there are secondary headings (file folders) for (1) Correspondence, (2) Companies and Trade Associations, (3) Miscellaneous and Articles, (4) Statistics, (5) Prices, (6) International, (7) Foreign Information, (8) Technical Information and (9) Catalogs. Thus, all papers collected or generated are aggregated in the file for each SIC four digit industry included in the program. Each such industry categorizes numerous products. Accordingly, the file contains data on the production, consumption, uses, sources, value, and characteristics of several thousand products generically called construction or building materials. The file also aggregates data on the overall economy and technology of the industries.

This file is one of the prime worktools required by the industrial specialists. However, all of the information found in it is available elsewhere, although, it would have to be sought in a multiplicity of sources. All of the record material in the file is maintained long

enough to meet all requirements in the files of the Division Director.

Dispose of individual documents or contents of file folders when no longer needed.

684. Construction Materials General File - This contains essentially the same kind of data as found in the main Construction Materials File above, except that it does not apply specifically to one SIC four digit industry.

The material is almost exclusively either printed or processed; however, the file does contain a small quantity of record material. All of this record material is maintained in the Division Director's files long enough to meet all requirements.

Dispose of individual documents or contents of file folders when no longer needed.

685. Mobile Homes and Mobile Home Parks File - This contains correspondence, workpapers, and printed and processed material on the production, market and prices of mobile homes, and on the economy of the industry.

The data on mobile homes parks are largely on the business opportunities involved, the economics of establishment and operation, and on the level of competition in the business.

All of the record material in this file is also available in the files of the Division Director, where it is maintained long enough to meet all requirements.

Dispose of individual documents or contents of file folders when no longer needed.

686. Industrialized Building Systems General and Products File - This contains collected printed and processed material, with a small amount of correspondence, pertaining to the production, consumption, technology and economy of centrally manufactured (prefabricated, packaged, etc.) houses and other structures.

Record material is duplicated in the Division Director's files where it is maintained long enough to meet all needs.

Dispose when no longer needed.

687. Foreign Trade Opportunities - These are offers by foreign countries to buy things or services. The industrial specialists prepare these opportunities for publication in Commerce Today and Commerce Business Daily. The specialists also provide appropriate follow-up as required including direct distribution to companies and trade associations.

These opportunities, unless specifically extended, are closed out within a year.

Dispose when 1 year old.

688. Monthly Industry Report: Construction Review - This is a publication containing statistical tables and special articles designed to assist corporate executives in understanding the current status of the industry and to be aware of trends so as to keep the industry healthy and in a strong competitive position.

Record set (1 copy each issued) - Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to National Archives 20 years thereafter.

689. Master Tables - This is a preprinted form for each table appearing in Construction Review on which changes are posted to update the subject table for monthly publication.

There are manually compiled spreadsheets for some forms.

- a. "F" Tables - Dispose 1 year after issuance of historical supplement.
- b. All Other Tables - Dispose when the form is filled up, and the update for the next year is started.

690. Special Articles Manuscripts - These are the printer's copy of articles published in Construction Review and supporting material.

Dispose when 5 years old.

(Printouts)

691. Monthly Printouts of Imports and Exports of Construction and Building Materials - A separate cumulative printout for imports, an one for exports are done by the Bureau of the Census and these are obtained by this office. Since these printouts are cumulative from one month to the next, the December issue of them comprises an annual statistical report showing the quantity and value of imports and exports of the subject commodities.

- a. Monthly Printouts - Dispose upon receipt of the December cumulative (annual) issue.
- b. December Cumulative (annual) Issue - Dispose when 5 years old.

(Pulp, Paper and Allied Products)

692. Pulp, Paper and Paperboard Correspondence - This is incoming and outgoing correspondence including requests for publications and/or information on the domestic and foreign production, consumption and trade of the pulp, paper, and paperboard. The file also contains copies of letters concerning the development of trade opportunities for specific commodities.

Record copies of these papers are maintained in the files of the Division Director and in the Program Manager's file. These files are earmarked for retention long enough to meet all needs.

Dispose when 5 years old.

693. Mobilization Planning Papers - These are copies of papers generated or collected by the industrial specialist in the process of preparing responses to requests from the Office of Industrial Mobilization for recommendations and evaluations on pulp, paper and paperboard. The papers are subdivided in subgroups as follows.

Industry Evaluation Board Studies. These are survey forms containing production information supplied by the individual companies involved with related papers and the industrial specialist's recommended rating of the company.

Survival Items. These papers contain data on the need for certain items for domestic survival in case of a national emergency, and the steps recommended to ensure adequate supplies in the event of such crisis.

Defense Materials System. These are recommended priority allocations of certain materials needed to meet defense requirements. The file contains related correspondence and supporting papers.

Executive Reserve. These are name case files containing an application, correspondence and the appointment for each executive reservist.

- a. Industry Evaluation Board - Dispose when 5 years old.
- b. Survival Items - Dispose when 10 years old.
- c. Defense Materials System – Dispose when superseded by the new list or by a new evaluation.
- d. Executive Reserve - Dispose 1 year after separation of the subject reservist or after withdrawal of his name from consideration.
- e. All Other Papers - Dispose when superseded.

694. Quarterly Industry Report: Pulp, Paper and Board - This is a publication issued by the Department containing industry forecasts, trends and other special articles aimed at helping corporation executives plan and manage, so as to place industry in a favorable worldwide competitive position. Arranged by date.

Record Set (1 Copy each) - Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to National Archives when 20 years old.

695. U. S. Industrial Outlook Support Papers - These are copies of secondary source materials and workpapers generated by the industrial specialist in the process in preparing his contribution for publication in U.S. Industrial Outlook.

These papers have no value beyond their usefulness for purposes of checking the published version.

Dispose 1 year after issuance of the subject issue of U.S. Industrial Outlook.

696. Raw Materials and Products - This file contains mostly printed and processed material, however, there are copies of a small quantity of correspondence and workpapers intermingled with the material. Also included are copies of incoming and outgoing foreign dispatches.

More specifically, the papers contain information on paper, paperboard, pulpwood, power (water, coal and oil), chemicals, fibrous materials and by-products.

The file is a worktool used by the industrial specialist in the performance of his assignments, and all of the information in it is available elsewhere.

Dispose of individual documents or contents of file folders when no longer needed.

697. Country File - This contains copies of foreign service dispatches, printed and processed material and an occasional workcopy of a piece of correspondence or a report containing information on the pulp, paper and paperboard industry of foreign countries. The file is used by the industrial specialist as a source of information needed to prepare evaluations and recommendations requested by higher authority for decision making purposes, or by companies or organizations in the private sector.

These papers have no value after they have served the purpose of the industrial specialist, since all of the information which they contain is available elsewhere.

Dispose of individual documents or contents of file folders when no longer needed.

(Printouts)

698. Monthly Printouts of Imports and Exports of Pulp, Paper and Allied Products - A separate cumulative printout for imports and one for exports are done by the Bureau of the Census and these are obtained by this office. Since these printouts are cumulative from one month to the next, the December issue of them comprises an annual statistical report showing the quantity and value of imports and exports of the subject commodities.

Monthly and Annual Printouts – Dispose when 3 years old.

(Printing and Publishing Program)

699. Printing and Publishing General Subject File - This consists of incoming and outgoing correspondence pertaining to the domestic and foreign production of printed materials and the condition of 17 industries. These papers most generally are generated in response to a specific request for data for decision making purposes by higher authority or from trade associations or some other industrial segment in the private sector. The file also contains copies of papers pertaining to the internal organization, responsibilities and activities of the program area.

The papers are arranged alphabetically by subject. Copies of all papers in the file that document substantive actions are maintained in the file of the Division Director.

Dispose when 3 years old or when the papers have served their purpose.

700. Printing and Publishing Technology and Data File This contains printed and processed material collected from the industry and a variety of other sources, and workpapers containing data on the economy and conditions of the industry and on printing and publishing technology.

Special emphasis is placed on advertising expenditures received by the electronic and print media. The file also contains data in depth on the changing technology of printing and publishing processes. These papers constitute an indispensable worktool of the industry specialist involved. However, due to the rapidity with

which technological changes occur, the data in the file is very perishable and serves as only a primary reference source for the industry specialist. Once this purpose has been served the papers have no further value.

Dispose of individual documents or contents of file folders when they have served their purpose.

701 Quarterly Industry Report: Printing and Publishing - This is the Department of Commerce authoritative quarterly review of the economic and technical conditions of the printing and publishing industry. It contains special articles for communications industry marketing executives, economic and corporate planners. Arranged by date.

Record Set (1 copy each) - Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to National Archives 20 years thereafter.

702. Mobilization Planning File - This contains papers generated in the process of preparing analyses and recommendations in response to requests from the Office of Industrial Mobilization for mobilization readiness purposes. The file is comprised of three subgroups of papers as indicated below.

Industry Evaluation and Surveys including copies of survey forms (BDSAF-742 & 797) Continuous Business Forms which is a questionnaire sent to individual business forms manufacturers to collect data to be analyzed to determine production capacity for continuous business forms.

Executive Reserve Papers which include applications and related papers from people serving or interested in serving as executive reservists to the printing and publishing industry. These are name case files.

Mobilization Readiness Papers which include correspondence and related documents on Defense Materials System Requirements,

Priorities Assistance Cases, Critical Materials listings and allocations. The file also includes copies of recommendations or evaluations prepared in response to requests for data on one-time situations related to mobilization readiness.

These papers are duplicated in the files maintained in the Office of Industrial Mobilization.

- a. Industry Evaluation and Survey Forms - Dispose when superseded by the next evaluation and survey.
- b. Executive Reserve Papers - Dispose one year after the reservist is separated or withdrawn his name from consideration.
- c. Mobilization Readiness Planning Papers - Dispose when superseded by the next submission to the Office of Industrial Mobilization.

703. Country File - This file contains incoming and outgoing foreign dispatches with printed and processed material containing data on the economy and technology, censorship and education of foreign printing and publishing industry. The file also contains trade information and copies of trade agreements.

Special emphasis is placed on the collection of data on foreign trademarks and copyrights which have unique importance to the domestic printing and publishing industry.

The papers are arranged alphabetically by country thereunder numerically by subject.

- a. Foreign Service Dispatches - Dispose when 3 years old.
- b. All Other Papers - Dispose when no longer needed for current business.

(Printouts)

704. Monthly Printouts of Imports and Exports of Printing and Publishing - A separate cumulative printout for imports and one for exports are done by the Bureau of the Census and these are obtained by this office. Since these printouts are cumulative from one month to the next, the December issue of them comprises an annual statistical report showing the quantity and value of imports and exports of the subject commodities.

- a. Monthly Printouts - Dispose upon receipt of the December cumulative (annual) issue.
- b. December Cumulative (annual) Issue - Dispose when 5 years old.

(Water Resources and Engineering Program)

705. Water Resources and Engineering Correspondence - This contains incoming and outgoing correspondence pertaining to the water resources and engineering required to meet domestic needs for potable water and sewage systems and the engineering technology required to advance efficiency so as to match the need with available resources. The file also contains correspondence concerning the availability of consulting engineering services in the United States and trade opportunities for such services as well as water and wastewater equipment and products.

A considerable quantity of correspondence with trade associations is included in the file.

A considerable portion of the correspondence deals with various facets of the River Basin Studies relating to available water resources and projections of future uses and requirements.

The papers in the file are arranged alphabetically by subject. Record copies of them are maintained in the files of the Division Director. Thus it serves as a worktool for the industrial specialist in the program area and it has no further value after this purpose has been served.

Dispose of contents of inactive folders when 5 years old.

706. Administrative Subject File - This contains copies of the usual housekeeping papers on such matters as appropriations, budget, arrangements of conferences and meetings, requests for information or publications, copies of personnel actions, requisitions, production reports, time and attendance reports, travel and similar papers pertaining to the program operations of the program area.

The papers are arranged in an alphabetical series for communications with other elements of the bureau, and another series for correspondence with units or agencies outside the bureau.

Dispose when 3 years old.

707. Foreign Service Dispatches - These are copies of incoming and outgoing dispatches transmitted through the State Department pertaining to the water resources, consulting engineering, and sewage and water utilities and other industrial uses of water in foreign countries. A significant number of the dispatches developed by foreign service missions or by foreign countries describe trade opportunities for American consulting engineering services, water and wastewater equipment and products.

Dispose when 3 years old.

708. Legislation - This contains work copies of comments on proposed, pending, and passed legislation on water resources prepared by industrial specialists in the program area.

These papers are essentially duplicated in the Office of the General Counsel, Office of the Secretary.

Dispose when 5 years old.

709. Mobilization Planning Papers - These are generated by the industrial specialist in the process of responding to requests from the Office of Industrial Mobilization to meet a national emergency. These papers are divided into subgroups as follows:

Industrial Evaluation Board Studies - These are comprises or documentation containing information on the production capacity of individual

companies to make available essential products and materials needed in time of a national emergency. A copy of the industrial specialists evaluation or rating of each company's capability to meet these requirements is included.

Survival Items - This is documentation collected or generated by the industrial specialist to determine the locations of the potential production capacity to provide certain items deemed to be essential in times of a national emergency for survival of the civilian population.

Defense Materials System - This is documentation of the location of the production potential to produce products and materials and to assign appropriate priority allocations to them to meet military defense requirements in times of a national emergency.

Executive Reserve - These are name case files containing an application, correspondence and appointment of an executive reservist to serve instead of duly appointed government official in case of a national emergency, when the established official is unable to perform.

All these papers are workcopies maintained by the industrial specialist and they are essentially duplicated in the files maintained in the Office of Industrial Mobilization.

- a. Industrial Evaluation Board Studies - Dispose when superseded by the next study.
- b. Defense Materials System - Dispose when a new list is received and new priorities have been established.
- c. Executive Reserve Papers - Dispose 1 year after separation of subject reservist or after he has withdrawn his name from consideration.
- d. All Other Papers - Dispose when 10 years old.

710. Industrial Water and Waste Technical Information File - This primarily contains printed and processed material with related workpapers on the industrial uses and availability of water resources and the treatment and disposal of waste which effect water resources. These papers are used by the industrial specialist to respond to requests for analyses and recommendations needed by higher authority and corporate executives in the private sector for planning and management so as to conserve and use water resources to best possible advantage.

Dispose of individual documents or contents of file folders when no longer needed.

711. Water Resources Committees and Commissions File - This contains copies of agenda, minutes of meetings, studies and reports created by various committees or commissions dealing with water resources in the United States in which the Department participates or has a prime interest. The Water Resources Council, Commerce Water Resources Committee, National Water Commission, and Committee on Water Resources Research are among the bodies included. The papers are for the most part processed copies created and distributed by the committees and commissions concerned. However, a small quantity of documentation generated by the industrial specialist is included.

The same type of documentation from organizations concerned with River Basin Studies comprises a subgroup of the file.

Since many of the organizations operate on an ad hoc basis and others have no staff support, a significant number of the committees and commissions have not maintained files adequately documenting their functions and activities. This being the case, it would appear that these papers have some long-term significance for applied and historical research.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to National Archives 20 years thereafter.

712. Water Requirements for Industrial Growth (BDCF-854) - These are copies of a survey form sent to individual companies for the return of information on their water intake by source, gross water use by purpose, water discharged by point of discharge and employment at their plants. It is anticipated that it is a one time survey and the data from it will be automatically processed (computerized) and published. However, the publication will contain only aggregated data and not the names of individual companies.

Ultimately the reported data, which place in focus about 98% of all industrial use of water resources in the U.S., will be related to selected geographical areas to project future industrial water demands.

Dispose 5 years after publication of Water Resources Council's 1975 National Assessment.

713. River Basin's Study Proposal File - This contains copies of proposals for agency participation in River Basin Studies. Included are preliminary plans, methodology, scope of study, budget justification and reviews and comments on other agencies proposals and inputs. More complete information on proposed River Basin Studies is available in the records of the River Basin Commission and the Federal State Interagency Coordinating Committees.

This is a long term worktool needed by the industrial specialist. However, the papers have no value after they have served his purpose.

Dispose when no longer needed for current business.

714. River Basin Study Workpapers - This is documentation created by the in industrial specialist in the process of producing a River Basin Study for publication.

The papers have no value beyond a short time after publication.

Dispose 1 year after distribution of the subject study.

(Printouts)

715. Industrial Water Data - This is a series of printouts showing the total database of industrial water use first by selected four digit code industries and by states. These printouts will serve as the primary source for extrapolating and presenting data in various combinations in studies of the existing and potential uses of the water resources.

These printouts will be needed for a long time to re-program the master tape and for purposes of editing and checking final outputs.

Dispose when superseded by a new printout produced from a new survey.

Transportation and Capital Equipment Division

Office of the Director

716. International Subject File - This contains copies of papers generated or collected by the activity pertaining to the foreign transportation and capital equipment industry. Notable headings found in the file include: Canadian Automobile Agreement, U.S.-Canada Trade in Automotive Products, OECD Aeronautical Industry, International Labor Organization, International Trade, Pollution Abatement and the like. Arranged by subject.

Permanent - Start a new file every 5 years, retire to BTRS 1 year later and transfer to WNRC 1 year thereafter. Offer to National Archives 20 years later.

717. Mobilization Planning Papers - This contains copies of incoming and outgoing correspondence and related reports, recommendations, and evaluations prepared for submission to the Office of Industrial Mobilization where they are included in a compilation for use of higher authority in preparing a mobilization plan to meet national emergencies. More specifically, the file contains industry evaluation, priorities assistance (correspondence), security regulations and similar documents.

Dispose when superseded by the next mobilization plan or by the next transaction of the same kind.

718. Administrative Subject File - This contains office copies of the usual papers on housekeeping matters such as activity reports, production reports, audits, awards, budget, building passes, bond drives, Combined Federal Campaign, meetings, personnel actions, time and attendance reports and the like.

The file also contains a quantity of office copies of program operating papers filed under headings such as; speaking engagements, speaker services, speeches, staff meetings, open projects and business consumer relations program.

Record copies of these papers are maintained in other offices long enough to meet all requirements.

- a. Personnel Action Name Case Files - Dispose 1 year after separation of subject employee.
- b. All Other Papers - Dispose when 2 years old.

719. Program Reports File - This contains a copy of each report prepared by the Transportation and Capital Equipment Division and also copies of some reports prepared by the Director or his staff prior to his appointment in this Division. These reports are filed alphabetically by title or by subject area.

The reports in this file are not available elsewhere as a collected set.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to National Archives 20 years thereafter.

720. General Correspondence File - This contains a copy of all incoming correspondence and a copy of each document prepared in the Division that reflects a substantive action on the transportation and capital equipment industries. The papers in the file are broken down into two subgroups. The first subgroup papers are arranged alphabetically by subject headings. The second subgroup contains record copies of outgoing items chronologically arranged.

Dispose when 5 years old.

(Capital Equipment)

721. Foreign Service Dispatches - These are copies of airgrams and telegrams received through State Department from foreign missions containing general and specific data on electrical equipment. These dispatches are used by the commodity specialist as a data source for preparation of reports, evaluations and such other analyses as may be required.

Dispose when 3 years old or when they have served their purpose whichever is sooner.

722. General Subject File - This contains incoming and outgoing correspondence on electrical and power equipment. For the most part the papers concern the usual housekeeping affairs such as distribution of publications, company problems and situations, Combined Federal Campaign, budget, executive seminars, personnel speeches, time and attendance, travel and the like.

The file also contains program operating correspondence (controlled and Congressional) produced by the activity concerning the electrical and power equipment industry.

Any documentation found in this portion of the file of substantive importance is maintained in the files of higher echelon offices long enough to meet all requirements.

- a. Administrative Subjects Described in First Paragraph - Dispose when 2 years old.
- b. Program Operating Subjects Described in Second Paragraph - Dispose when 5 years old.

723. Recommendations for FEP (Federal Excess Property Recommendations (FEP-9)) - These are workcopies of recommendations prepared by the commodity specialist in response to a request from companies to import electrical equipment from federal excess property abroad.

Dispose when 1 year old.

724. Foreign Country Applications for Loans – These are copies of applications filed by foreign countries for a loan from the International Bank for Reconstruction and Development, Inter-American Development Bank, World Bank and others. These applications are forwarded to the commodity specialist for review and recommendations.

These applications and recommendations are maintained in the Division of International Finance, Bureau of International Commerce. The official files documenting these loans are maintained by the bank concerned.

These papers have value only for internal operating purposes.

Dispose when 1 year old.

725. Priorities Assistance Cases - These are copies of requests from companies for assistance and a priority on delivery of a variety of commodities which are needed by the companies to fulfill contracts for items included in the Defense Materials System requirements.

Dispose when 1 year old.

726. Company Correspondence - This contains copies of correspondence from companies and related replies on specific problems and situations with which they are confronted. The file also contains a quantity of papers pertaining to meetings, requests for publications, and positions of the Department on trade and industrial development.

These papers have no value after the expiration of a short period of time.

Dispose of individual documents or contents of file folders when 2 years old.

727. Trade Opportunities - These are copies of offers from foreign countries to buy specified electrical or power equipment with copies of the action taken by the commodity specialist on each offer.

These papers are of no value after the transaction has been completed, since the offers involved are either accepted or rejected immediately or the opportunity disappears.

Dispose when 6 months old.

728. International Subject File - This contains copies of papers generated or collected by the commodity specialist in the process of preparing evaluations and recommendations on the impact of tariffs and trade barriers on the U.S. import-export trade. These are the workpapers and secondary source materials which the specialist uses as a worktool.

Dispose of individual documents or contents of file folders when no longer needed for current business.

729. Mobilization Planning Papers - These are copies of papers generated or collected by the commodity specialist in responding to requests for recommendations on electrical and power equipment for inclusion in mobilization plans; more specifically, industry evaluation studies, survival items, civil defense exercises and executive reserve.

Dispose of individual documents when superseded by the next submission on the same commodity or subject.

(Printouts)

730. Monthly Printouts of Imports and Exports of Capital Equipment – A separate cumulative printout for imports and one for exports are done by the Bureau of the Census and these are obtained by this office. Since these printouts are cumulative from one month to the next, the December issues of them comprises an annual statistical report showing the quantity and value of imports and exports of the subject commodities.

a. Monthly Printouts - Dispose upon receipt of the December cumulative (annual) issue.

c. December Cumulative (annual) Issue - Dispose when 5 years old.

(General Industrial Equipment)

731. Administrative Subject File - This contains office copies of papers on the usual housekeeping affairs such as awards, budget, conference rooms, personnel, space, activity reports, taxes, time and attendance reports, travel and the like.

The file also contains office copies of a quantity of internal program operating papers pertaining to such things as mobilization, industry evaluation reports, regulations, Standard Industrial Classification, survival items program, strikes, and the executive development program.

Record copies of these papers are maintained elsewhere.

Dispose when 2 years old.

(Textile, Printing, Refrigeration and Air Conditioning Machinery)

732. Textile Machinery Country File - This contains copies of printed and processed secondary source material and incoming and outgoing correspondence collected or generated by the commodity specialist concerning the supply, demand, production and use of textile machinery in foreign countries.

Record copies of correspondence and other papers generated by the commodity specialist found in this file are maintained in the files of the Division Director long enough to meet all requirements. The papers are arranged alphabetically by names of foreign countries.

Dispose when 3 years old or when the papers have served their purpose.

733. Printing Machinery Country File - This is a work file maintained by the commodity specialist comprised of office copies of incoming and outgoing correspondence and printed and processed secondary source material on printing, binding and related machinery.

Record copies of any papers generated by the commodity specialist which document a substantive action are maintained in the files of the Division Director long enough to meet all requirements. The papers are arranged alphabetically by names of foreign countries.

Dispose when 3 years old or when the papers have served their purpose.

734. Air Conditioning and Refrigeration Country Files - This is a work file maintained by the commodity specialist containing office copies of incoming and outgoing correspondence and printed and processed secondary source materials covering all subject areas of the air

conditioning and refrigeration industry in foreign countries that have an impact on the U.S. industry.

Record copies of any papers found in the file that were generated by the commodity specialist are maintained in the files by the Division Director long enough to meet all requirements. The papers are arranged alphabetically by names of foreign countries.

Dispose when 3 years old or when the papers have served their purpose, whichever is sooner.

735. Textile Machinery General File - This contains office copies of incoming and outgoing correspondence and printed and processed material collected or generated by the commodity specialist on all facets of the domestic textile machinery industry.

This is the workfile maintained by the commodity specialist and record copies of any papers generated by him which document a substantive action are maintained in the files of the Division Director long enough to meet all requirements.

The papers are arranged alphabetically by the names of commodities or subjects.

Dispose when 3 years old or when the papers have served their purpose, whichever is sooner.

736. Printing and Binding Machinery General File - This contains office copies of incoming and outgoing correspondence and printed and processed material collected or generated by the commodity specialist on all facets of the domestic printing and binding machinery.

This is the work file maintained by the commodity specialist and record copies of any papers generated by him which document a substantive action are maintained in the files of the Division Director long enough to meet all requirements.

The papers are arranged alphabetically by names of commodities or subjects.

Dispose when 3 years old or when the papers have served their purpose, whichever is sooner.

737. Air Conditioning and Refrigeration Machinery General File - This contains office copies of incoming and outgoing correspondence and printed and processed material collected or generated by the commodity specialist on all facets of the domestic air conditioning and refrigeration machinery.

This is the work file maintained by the commodity specialist and record copies of any papers generated by him which document a substantive action are maintained in the files of the Division Director long enough to meet all requirements.

The papers are arranged alphabetically by the names of commodities or subjects.

Dispose when 3 years old or when the papers have served their purpose, whichever is sooner.

738. Textile, Printing, Binding, Air Conditioning and Refrigeration Outlook File - This contains copies of workpapers and supporting papers generated or collected by the commodity specialist in preparing the portion of Industrial Outlook dealing with the commodities assigned to him.

These papers have no value after a period of time after publication of Industrial Outlook has lapsed.

Dispose when 3 years old.

(Construction, Agriculture and Materials Handling Equipment)

739. Construction, Agricultural and Materials Handling Equipment Country File - This contains office copies of incoming and outgoing correspondence and printed and processed material maintained by the commodity specialist as a work file used to evaluate the impact of the construction, agriculture and materials handling equipment industry of foreign countries on the U.S. trade and industry. The papers aggregate raw data acquired by the commodity specialist on the subject areas involved.

The papers are arranged alphabetically by the names of foreign countries and they have no value after they have served the purpose of the commodity specialist.

Dispose when 3 years old or when the papers have served their purpose, whichever is sooner.

740. Organization for Economic Cooperation and Development (OECD) and Other Committee Papers – This contains workcopies of OECD releases and related incoming and outgoing correspondence on the Harmonization of Safety Regulations and Testing of Agriculture Machinery Committee.

Also included are similar materials on earth moving equipment. The papers are arranged alphabetically by subject and they are of no value after they have served the purpose of the commodity specialist who represents the Department on the subject committees.

The papers are essentially duplicated in the files of the committees which are maintained in the State Department.

Dispose when 5 years old or when superseded, whichever is sooner.

741. Tractor Specifications File - This contains copies of the U.S. specifications for tractors which are issued by General Services Administration. The file also includes some background and workpapers.

Dispose when superseded.

(Printouts)

742. Monthly Printouts of Imports and Exports of Construction, Agricultural and Materials Handling Equipment - A separate cumulative printout for imports and one for exports are done by the Bureau of the Census and these are obtained by this office. Since these printouts are cumulative from one month to the next, the December issue of them comprises an annual statistical report showing the quantity and value of imports and exports of the subject commodities.

- a. Monthly Printouts - Dispose upon receipt of the December cumulative (annual) issue.
- b. December Cumulative (annual.) Issue - Dispose when 5 years old.

743. U.S. Shares of Exports from Fourteen Supplier Countries to the World and to two Destinations - This is a computer printout showing total World exports of the subject commodities from fourteen countries. Also shown are the volume of U. S. exports and the percent of the World exports representing the U. S. market share. These data are presented for each year in a five year spread. The same data are given for the various participating countries.

This printout is produced by the Bureau of the Census and is obtained by this office as a source of data for the preparation of analyses and evaluations.

Dispose when superseded by a new issue.

(General Components)

744. Ball and Roller Bearing Foreign Trade Summaries for Outlook Studies - This contains work copies of incoming and outgoing correspondence, printed and processed source material and worksheets containing foreign trade data on ball and roller bearings. These papers are generated or collected in the process of preparing evaluations for publication in the U. S. Industrial Outlook.

Dispose 1 year after release of the next issue of U. S. Industrial Outlook.

745. Priorities Assistance Cases - These are requests from defense contractors requesting assistance in getting delivery for components of industrial equipment in order to fill their contract for equipment required under the Defense Materials System.

Dispose when 1 year old.

746. Industrial Equipment Components Survey Files - These are copies of a survey form entitled Industrial Values and Fittings (BDSAF-770) circulated to companies in the domestic industry to correct data on shipments and production capacity, additional production capacity, work schedule, limiting factors, sources and accuracy of capacity data reported, and remarks.

Also included are copies of Anti-Friction Bearings shipments, unfilled orders and production capacity (BDCF-88) which is distributed to the industry to collect data.

The data from these forms are compiled and used for internal reports and in publications such as U. S. Industrial Outlook.

It is necessary to retain these forms long enough to establish every reasonable assurance that data in them not open to publication are not needed for emergency planning purposes.

Dispose when 10 years old.

747. Foreign Country Commodity File - This contains incoming and outgoing correspondence and printed and processed material generated or collected by the commodity specialist in the process of preparing evaluations and responding to other assignments of all facets of the foreign industrial equipment industry that have an impact on the U. S. industry.

These papers constitute one of the principle work tools of the commodity specialist. However, they have no value after they have served their purpose.

Dispose when 3 years old or when the papers have served their purpose, whichever is sooner.

748. Domestic Commodity File - This contains office copies of incoming and outgoing correspondence and printed and processed material collected or generated by the commodity specialist on a great variety of commodities produced or consumed by the domestic industrial equipment components industry.

The papers constitute a work file and they have no value after they have served the commodity specialist's purpose.

Dispose when 3 years old or when the papers have served their purpose, whichever is sooner.

749. Mobilization Planning Papers - These are office copies of base books, industry evaluations, investigations, recommendations, and similar papers collected or generated by the commodity specialist in the process of preparing recommendations for mobilization planning on the commodities assigned to him.

Dispose when 5 years old or when superseded, whichever is sooner.

(Printouts)

750. Monthly Printouts of Imports and Exports of General Components - A separate cumulative printout for imports and one for exports are done by the Bureau of the Census and these are obtained by this office. Since these printouts are cumulative from one month to the next, the December issue of them comprises an annual statistical report showing the quantity and value of imports and exports of the subject commodities.

- a. Monthly Printouts - Dispose upon receipt of the December cumulative (annual) issue.
- b. December Cumulative (annual) Issue - Dispose when 5 years old.

751. U.S. Shares of Exports from Fourteen Supplier Countries to the World and to Ninety-two Destinations - This is a computer printout showing total world exports of the subject commodities from fourteen countries. Also shown are the volume of U. S. exports and the percent of the world export representing the U. S. market share. These data are presented for each year on a five year spread. The same data are given for the various participating countries.

This printout is produced by the Bureau of the Census and is obtained by this office as a source of data for the preparation of analyses and evaluations.

Dispose when superseded by a new issue.

(Mining, Oil Field and Related Equipment and Machinery)

752. Correspondence Subject File - This contains office copies of incoming and outgoing correspondence, reports, recommendations and evaluations with supporting workpapers generated by the commodity specialist in responding to requests for information concerning mining and oil field equipment, pumps, compressors and related equipment.

The commodity specialist's responsibility extends to both the domestic and foreign industries which are assigned to him.

The file is maintained as an essential worktool and it has no value after it has served the commodity specialist's purpose because papers in it documenting any substantive action are maintained in the files of the Division Director long enough to meet all requirements.

Dispose when 5 years old or when the papers have served their purpose, whichever is sooner.

753. Foreign Commodity File - This contains copies of airgrams, telegrams and documents prepared by foreign missions and received through the State Department on mining, oil field, pumps, compressors and related equipment. These transmissions contain data on all facets of the foreign industries involved and the commodity specialist analyzes and uses the data to evaluate the impact of foreign competitors on the U. S. industry. Thus, the prime purpose of the file is to aggregate and serve as a source of information. Once this purpose is served, the papers have no other value.

Dispose when 2 years old or when the papers have served their purpose, whichever is sooner.

754. Trade Opportunities - These are offers by foreign countries to buy or otherwise acquire mining and oil field equipment or compressors and pumps with the related action of the commodity specialist. These papers have a very short term value since the offer is extended, accepted, or rejected quickly or the trade opportunity disappears or expires.

Dispose when 6 months old unless the offer is reopened or there is reasonable evidence that it will be.

755. Mobilization Planning Papers - These are the commodity specialist's copies of papers collected or generated in the process of responding to requests from the Office of Industrial Mobilization for recommendations or evaluations, of various aspects of the industries assigned to him for mobilization planning purposes. More specifically, the file includes copies of industry evaluations, executive reserve, industry production capacity and additional sources of capacity, impact of strikes and other special studies.

Dispose when 5 years old or when superseded, whichever is sooner.

756. Industrial Outlook Background Papers - These are copies of papers generated or collected by the commodity specialist in the process of preparing material on the industries assigned to him for publication in U. S. Industrial Outlook.

Dispose 1 year after release of the related issue of U. S. Industrial Outlook.

(Printouts)

757. Monthly Printouts of Imports and Exports of Mining, Oil Field and Related Equipment and Machinery - A separate cumulative printout for imports and one for exports are done by the Bureau of the Census and these are obtained by this office. Since these printouts are cumulative from one month to the next, the December issue of them comprises an annual statistical report showing the quantity and value of imports and exports of the subject commodities.

a. Monthly Printouts - Dispose upon receipt of the December cumulative (annual) issue.

b. December Cumulative (annual) Issue - Dispose when 5 years old.

(Priorities Assistance)

758 Priority Cases - These are copies of requests from defense contractors and the Defense Department requesting assistance in getting delivery on equipment, components, or materials needed to complete a project under the requirements of the Defense Materials System. The file also includes copies of the commodity specialist recommendations (usually by endorsement).

Dispose when 1 year old.

(Metalworking Equipment)

759. Metalworking Country File - This contains copies of incoming and outgoing correspondence with printed and processed material collected or generated by the commodity specialists concerning all aspects of the foreign industry that have, or might have, an impact on the domestic industry producing several hundred different machines and products.

The file is one of the principle worktools of the commodity specialist wherein he accumulates raw data for future analyses and wherein the documents his own experiences. However, the papers have no value after they have served the commodity specialist's purposes. The papers are arranged by the Dewey Decimal System.

Dispose of individual documents or contents of file folders when they have served their purpose, or when 5 years old, whichever is sooner.

760. Foreign Service Dispatches - These are copies of airgrams and telegrams prepared by foreign service missions and received through the State Department on development in metalworking industries in foreign countries that might have an impact on the U. S. industry.

Dispose when 1 year old or when they have served their purpose, whichever is sooner.

761. Administrative Subject File - This contains office copies of papers on the usual housekeeping of fairs including name case files on personnel, space, procurement, budget, time and attendance, activity reports, travel and the like. Also included are copies of internal program operating papers.

Dispose when 2 years old.

762. Metalworking General Subject File - This contains copies of incoming and outgoing correspondence concerning solutions for problems confronting the industry and guidance on improvements or the best approach to successfully cope with a variety of situations. The file also contains printed and processed material collected for use as a source of data on several hundred metalworking machines or products.

A second subgroup contains copies of a survey form, Industrial Heating Equipment, sent to the industry to collect raw data, for analysis and publication.

In part the file is arranged alphabetically by subjects such as Buy-American policy, replacement policy, export bank, sales, surplus, wholesale price index. Other papers are arranged alphabetically by names of commodities.

Primary categories of equipment covered by the files include, machine tools, foundry equipment, abrasives, rolling mills and welding equipment.

The papers have no value after they have served the purpose of the commodity specialists since they are essentially duplicated in files maintained in offices higher in the echelon.

- a. Industrial Heating Survey Forms - Dispose when they have served their purpose or when 10 years old, whichever is sooner.
- b. All Other Papers - Dispose when 2 years or when they have served their purpose, whichever is sooner.

763. Machine Tools General Subject File - This contains copies of incoming and outgoing correspondence and printed and processed material containing raw data and general information on the domestic and foreign machine tool industry. The file also includes general information needed by the commodity specialists on programs conducted by other government agencies and private organizations pertaining to machine tools. Internal procedures and other general information on machine tools and mobilization planning are found in the file.

Dispose of individual documents or contents of file folders when 10 years old or when they have served their purpose, whichever is sooner.

764. Report on Shipments and Distribution of Machine Tools with Numerical and Prerecorded Motion Program Control (BDSAF-630) - This is a survey form distributed to the industry to collect data on shipments of specified types of machines and their value.

Dispose when 10 years old or 2 years after publication, whichever is sooner.

765. Current Industrial Reports - These are copies of survey forms sent to the industry to collect information on export and domestic shipments of metalworking machinery and the value of these shipments with related papers.

Dispose when 15 years old or when superseded, whichever is sooner.

766. Metalworking Equipment Imports and Exports Information File - This contains copies of printed or processed material containing raw data on imports-exports and spreadsheets, computer printouts, notes and drafts of reports and other workpapers of the commodity specialist.

These papers are of no value after they have served the purpose of the commodity specialist, since they are essentially duplicated in publications and in files elsewhere.

Dispose of individual documents or contents of file folders when they have served their purpose.

767. Executive Reserve Papers - These are name case files containing papers on the qualifications and experience of potential or active members of the Executive Reserve.

These papers are duplicated in the files of the Office of Emergency Readiness, where they are kept long enough to meet all requirements.

Dispose of case file when member is separated from the Reserve, or when an applicant withdraws his name from consideration.

768. Metalworking General Information File - This contains copies of papers relating to general program areas or internal program matters that are generally found in an administrative subject file.

The papers have no value after completion of the subject transaction, project or program activity.

Dispose of individual documents or the contents of file folders when they have served their purpose or when 2 years old.

769. Metalworking Equipment Mobilization Planning Papers - These are copies of requests from the Office of Industrial Mobilization with a copy of the commodity specialist's report, recommendations, or evaluation. The file also includes the commodity specialist's workpapers.

The file also contains copies of basebooks and similar papers relating to meeting the requirements of the Defense Materials System.

These papers are essentially duplicated in the Office of Industrial Mobilization where they are kept to meet all requirements.

Dispose of papers when 10 years old or when superseded, whichever is sooner.

770. Welding, Cutting, and Surfacing Equipment (BDCF-861) - These are copies of a survey form sent to the industry to collect information on: (1) Shipment and production capacity, (2) Additional production capacity at a plant location, (3) Work schedule, and (4) Limiting factors on gas welding, cutting, surfacing equipment, and related machines and products.

Dispose 2 years after publication or when 10 years old, whichever is sooner.

771. Organization for Economic Cooperation and Development and United Nations Papers - These are

copies of releases of the OECD and United Nations on metalworking machinery and equipment with related papers prepared by the commodity specialist.

Dispose of papers when they have served their purpose or when 5 years old.

772. Machine Tool Correspondence File - This is a copy of each incoming item received with a copy of the outgoing reply arranged alphabetically thereunder chronologically. The file deals with questions and problems confronting the domestic industry. To be helpful to the company, these matters must be dealt with expeditiously.

The papers have no value after the subject transactions have been completed.

Dispose of the papers when they have served their purpose or when 5 years old.

773. U.S. Industrial Outlook Papers - These are copies of background and workpapers generated by the commodity specialist in the process of preparing his contribution to the published U.S. Industrial Outlook.

Dispose of the papers one year after publication of the related Outlook.

(Printouts)

774. Monthly Printouts of Imports and Exports of Metalworking Equipment - A separate cumulative printout for imports and one for exports are done by the Bureau of the Census and these are obtained by this office. Since these printouts are cumulative from one month to the next, the December issue of them comprises an annual statistical report showing the quantity and value of imports and exports of the subject commodities.

a. Monthly Printouts - Dispose upon receipt of the December cumulative (annual) issue.

b. December Cumulative (annual) Issues - Dispose when 5 years old.

(Transportation Equipment)

775. Implementation of U.S.-Canadian Automotive Agreement File - This contains copies generated by this activity in compliance with the Automotive Products Trade Act of 1965, which implements an Executive Agreement between the United States and Canada to allow automobiles and automotive parts produced by bona fide manufacturers to flow duty free in trade between the two countries. More specifically, this file contains copies of requests from U.S. automotive manufacturers for certification to participate in the trade and copies of the action taken on the request with supporting papers. The file also contains copies of supporting and workpapers generated in the preparation of the President's Annual Report to the Congress on the operation of the Trade Act of 1965.

These papers must be maintained by the activity for a considerable period of time as an essential worktool. During this period of time the information in the papers will have been thoroughly exploited and essentially duplicated in resulting publications. The papers are arranged alphabetically by names of companies.

Dispose when 10 years old or when they have served their purpose, if sooner.

776. Automotive Products Agreements File - This contains documentation of the initiation, preparation for and negotiations, of an Executive Agreement between the United States and Canada for duty free trade between the two countries of automobiles and automotive parts which are produced by bona fide manufacturers. More specifically, the file contains copies of papers on the U.S. position, the Canadian position, industry views, consultations, negotiations, reviews of policy and position papers, interpretations of negotiations, and papers supporting the President's Annual Report to Congress.

These papers document a significant development in the history of free trade. Arranged alphabetically.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC one year later. Offer to the National Archives 20 years thereafter.

777. Administrative Subject File - This contains office copies of papers on the usual housekeeping matters such as budget, directives, conferences, meetings, activity and production reports, internal memorandums, personnel actions, requisitions, training, travel, and the like. A chronological case file containing a copy of each outgoing document is a subpart of the file. In addition, the file contains certain operating program files relating to the internal management of the functions and activities assigned to the area. These include papers on matters such as organization, briefing materials for foreign service inspectors, guidelines for projects and program accomplishments, investments and licensing, marketing and distribution, and the like.

Most of the papers lose their value and become inactive by the time they are two years old. However, there are some papers particularly among those related to program operations that are useful for a longer period and these will be moved forward in the file. As a whole, the file has no value after it has served all local needs. Record copies of the papers are maintained elsewhere long enough to meet all requirements for administrative and legal purposes.

- a. Chronological Files - Dispose when 2 years old.
- b. Personnel Name Case Files - Dispose 1 year after separation of subject employee.
- c. All Other Papers - Dispose when 5 years old or when they have served their purpose.

778. Mobilization Planning Papers - These are copies of papers generated by the activity in preparing an appropriate response to requests from the Office of Industrial Mobilization for industry evaluations, recommendations on specific requirements of the Defense Materials System, maintenance of the executive reserve and for emergency readiness exercises. The file also includes supporting documentation such as base data books, and the like.

The papers are essentially duplicated by record copies of emergency and mobilization planning papers maintained in the Office of Industrial Mobilization and in the Office of Emergency Readiness.

Dispose 1 year after preparation of the next mobilization plan.

779. Priority Cases (Requestor for Special Priorities Assistance) - These contain copies of requests from defense contractors for assistance in getting delivery of material or commodities needed by them to complete their contract. The cases also contain documentation of the actions taken with supporting papers.

These transactions are completed or extended in a very short time and thereafter, the papers have no value.

Dispose when 1 year old.

780. Trade Opportunities (Tenders) - These are copies of offers usually from foreign countries to buy certain commodities or materials with a copy of the action taken and supporting papers.

These transactions are quickly completed or the offer expires. The papers have no value beyond completion of the transaction.

Dispose when 1 year old.

781. U.S. Industrial Outlook Papers - These are copies of papers collected or generated in the process of preparing the chapters published in U.S. Industrial Outlook on transportation equipment (railroad equipment, ships, airplanes and aerospace equipment, motor vehicles, boats, combustion engines, and snowmobiles).

Dispose 1 year after publication of the related issue of U.S. Industrial Outlook.

(Boats, Engines and Snowmobiles)

782. Combustion Engines Subject File - This contains office copies of incoming and outgoing correspondence and printed and processed material on the domestic production, consumption, and supply of combustion engines. This file constitutes a long term worktool wherein the commodity specialist accumulates data on the industry and its economy for future use. Copies of recommendations, evaluations and other papers are placed in the file for the same purpose. Record copies of such papers that are generated by the specialist are maintained in the files of the Division Director and elsewhere.

Dispose of individual documents or contents of file folders when they have served their purpose.

783. Boats Subject File - This contains copies of incoming and outgoing correspondence including printed and processed material pertaining to the foreign and domestic production and market for work and pleasure boats and related equipment. This is a work file wherein the specialist maintains workcopies of the papers which he produces and printed and processed material containing information for future use.

Dispose of individual documents or contents of file folders when they have served their purpose.

(Trucks and Related Motor Vehicles)

784. Trucks and Related Motor Vehicles Company File - This contains workpapers, incoming and outgoing correspondence, and printed and processed material containing information on trucks, fire apparatus, combat vehicles and combat tanks.

This is a workfile in which the specialist maintains his expertise and accumulates data for future use. The file has no value after it has served the purpose of the specialist. The papers are arranged alphabetically by the names of companies.

Dispose of individual documents or contents of file folders when they have served their purpose.

785. Foreign Country File on Trucks and Related Equipment - This contains work copies of correspondence, and printed and processed material containing information on the production of trucks and related equipment in foreign countries.

The file is of no value after it has served the purpose of the specialist concerned.

Dispose of individual documents or contents of file folders when no longer needed for current business.

(Automotive and Automotive Parts)

786. Transportation and Automotive Equipment Foreign Dispatches File - This contains copies of dispatches developed by foreign missions on the transportation situation and problems of foreign countries and on the production and world market of automotive equipment and parts.

These are workpapers containing information accumulated by the specialist for future use.

Dispose when 3 years old.

787. Congressional Correspondence File - This contains copies of incoming and outgoing correspondence with congressmen and other VIPs which for the most part request information or a recommended solution of a specific transportation problem for the benefit of one of their constituents.

Dispose when 2 years old.

788. Automotive Subject File - This is a workfile containing primarily printed and processed material pertaining to the whole spectrum of subjects surrounding the automotive equipment and parts industry.

It is specially noted, however, that a subdivision of the file is comprised of proposed, pending and passed legislation case files that have no long term significance since they are duplicated in the legislative files of the General Counsel, Department of Commerce, which are maintained long enough to meet all needs.

- a. Legislative Case Files - Dispose when 4 years old.
- b. All Other Papers - Dispose when they have served their purpose.

(Railroads and Equipment)

789. Foreign and Domestic Railroad Equipment Subject Files - This contains mostly foreign dispatches and printed and processed material pertaining to the whole subject area spectrum of railroad equipment and rail transportation in foreign countries and in the United States. More specifically, information is aggregated in this file on foreign markets for U.S. railroad equipment and utilization of such equipment, and on transportation developments and problems that have an impact on the U.S. industry.

This file is a worktool for the commodity specialist and it has no value after it has served its purpose.

- a. Foreign Service Dispatches - Dispose when 2 years or sooner if they have served their purpose.
- b. All Other Papers (Domestic Files) - Dispose of individual documents or contents of file folders when they have served their purpose.

(Aircraft, Aircraft Engines, Aircraft Parts, Missiles and Space)

790. Aerospace Subject Numeric File - This file contains all of the materials normally found in several separate files maintained by industry or commodity

specialists. The papers are arranged under about nineteen primary subject numeric headings: (1) Aviation Policy, (2) Administration, (3) Aircraft Economic and Technical Data, (4) Aircraft Manufacturing Industry, (5) Airlines and Aircraft Operators, (6) Committees, Boards, etc., (7) Country Files, (8) Economics, (9) Export and Import Control (10) Finance, (11) Industrial Mobilization, (12) Information (General), (13) Legal, (14) Market Information (Supply and Demand), (15) Meetings, (16) Publications, (17) Reports-Surveys-Studies, (18) Speeches, and (19) Export Trade Promotion.

The file contains incoming and outgoing correspondence and printed and processed material collected or generated by the commodity specialist.

A considerable quantity of requests for services, reports containing marketing intelligence, and other data for which the domestic industry has a need, are interfiled under appropriate subjects. These papers contain data pertaining to the foreign and domestic production, consumption, and marketing of aircraft, aircraft components, missiles and other aerospace equipment. The file also contains aggregated data on airports, airline operations and trade opportunities.

The information in this file is available elsewhere, but the data in the file is selected and maintained in a manner and system that is designed to meet the unique needs of the commodity specialist. By using this information, the specialists are able to make evaluations that are used by government and domestic aerospace industry for planning, policy development and for improving the world position of the industry.

Once the papers have served the purpose of the specialist they have no further value.

Dispose of individual documents or contents of file folders when they have served their purpose.

(Transportation Services)

791. Transportation Services Subject File - This contains copies of incoming and outgoing correspondence and printed and processed material generated or collected by the industry specialist. The papers contain data concerning all of the services, facilities, and other support activities required by the transportation industry in its daily operations, policy and regulatory decisions. The specialist accumulates in the file information for future use in responding to problem-solving requests from the industry and for preparing position papers and similar evaluations for decision making purposes at high levels of the government.

Although the information found in the file is almost without exception available elsewhere, the data therein is selected in accordance with sophisticated professional criteria. Further, the papers themselves are arranged in a system designed to meet the unique needs of the industry specialist. Once these needs are met the papers have no further value.

Dispose of individual documents or contents of file folders when they have served their purpose.

(Printouts)

792. Monthly Printouts of Imports and Exports of Transportation Equipment (Aircraft, Aerospace, Boats, Motor Vehicles, Railroad Equipment and combustion Engines) - A separate cumulative printout for imports and one for exports are done by the Bureau of the Census and these are obtained by this office.

Since these printouts are cumulative from one month to the next, the December issue of them comprises an annual statistical report showing the quantity and value of imports and exports of the subject commodities.

- a. Monthly Printouts - Dispose upon receipt of the December cumulative (annual) issue.

b. December Cumulative (annual) Issue - Dispose when 5 years old.

Science and Electronics Division

Office of the Director

793. General Subject Correspondence File - This contains copies of incoming and outgoing correspondence generated or collected by the Director and his immediate assistant pertaining to commodity areas in reply to requests from the public and other government agencies. The Division is concerned with industry analysis of economics, technology, marketing and markets, etc. This information is collected and analyzed with respect to the domestic as well as international industrial development in the area involved.

The file also contains communications generated by the Director in the course of managing the activities of the Division and the coordination of these activities with certain other units or agencies.

Any replies to requests for information in this file that involve extensive research are maintained in the Commodity Information Reports File. Any record copies of papers found in this file are maintained elsewhere. However, certain papers pertaining to certain industries and individual situations have an operating value for a reasonably long term.

Start a new file every 3 years, retire to BTRS 6 months later, transfer to WNRC 1 year later. Dispose when 10 years old.

794. Director's Commodity Information Reports File - This contains copies of special studies and reports prepared by the various analysts in the Division on the status of the science and electronics industry and particulars of the commodities dealt with. The individual analysts maintain supporting material and work copies of special studies and reports that are not included in this file. They are filed alphabetically by commodity.

Permanent - Retire to BTRS in annual consignments when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

795. Administrative Subject File - This contains office copies of the usual housekeeping papers pertaining to such matters as budget, arrangements for conferences, reorganization, requisitions for supplies and services, space, time and attendance, travel and the like.

Dispose when 2 years old.

796. Personnel File - This is a name file containing office copies of personnel actions pertaining to members of the Division staff. Record copies are maintained in DIBA, Personnel Division and elsewhere.

Dispose of folders 1 year after the separation of the subject employee.

797. Industry Specialists' Commodity Information Reports File - The Division is responsible for collecting and analyzing data on approximately 2,500 companies that manufacture over 100,000 commodities. To accomplish this task, the professional staff is composed of specialists each of whom is assigned specified SIC four digit code industries which produce various product lines of various complexity. Basically each specialist develops this file containing papers of the same sort on the industries and commodities assigned to him.

The file contains reports, trade journals and clippings of trade journals and other publications, copies of technical reports generated by other government agencies, workpapers and notes, and the like. This data is the support for analyses, special studies and reports prepared by the specialist on request. The reports and studies with related papers are arranged alphabetically by commodity or subject.

Although the supporting papers are for the most part printed or processed, those included in the file are selected by experts based on their technical knowledge and judgement. This being the case, it is practically impossible to determine when these papers cease to have

any value. The end product reports and studies included in the specialists' file are not duplicated in the file with the same title maintained by the Director of the Division.

Permanent - Retire to BTRS in annual consignments when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

798. Foreign Files - These contain information copies of foreign industry and market studies prepared by contractors abroad. Also included are related airgrams and telegrams. These papers have a relative short value because record copies are maintained elsewhere and because of rapidity of change in the foreign industrial and market situations.

- a. Informational copies of studies - Dispose when superseded.
- b. Airgrams and Telegrams - Dispose when 5 years old.

799. Industry and Commodity Classifications - These are copies of papers collected or produced by the analyst recommending additions to or revisions of industry or commodity classifications which they use and have a primary interest in. Arranged alpha by type of commodity.

Permanent - Retire to BTRS when no longer needed for current business, transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

800. U.S. Industrial Outlook Material - These are copies of material prepared for publication in the U.S. Industrial Outlook with supporting papers.

Dispose when no longer needed for current business.

801. Correspondence File - This contains incoming requests for information on publications with copies of replies. Also included are letters of congratulations and commendations. No substantial research is involved in preparing the replies and the papers are of no value after they have served the analyst's purpose.

Dispose of individual documents or contents of file folders when no longer needed for current business.

(Science and Electronics)

802. Components Study Papers - This contains copies of incoming and outgoing correspondence and copies of papers containing technical data which are used to prepare the U.S. Industrial Outlook and preparation of special reports on electronic components. Also included are papers containing technical data on electronics for general use. These papers are of relatively short term value since they serve only as a source for the specialists concerned.

Dispose of individual documents or contents of file folders when no longer needed for current business.

803. Record Set of Quarterly and Annual Releases and Reports - This consists of one copy of each news release, quarterly or annual reports or similar processed document prepared by the unit on electronic component shipments,

Permanent - Retire to BTRS at the end of each year, transfer to WNRC 5 years later and offer to the National Archives 20 years thereafter.

(Printouts)

804. Annual and Quarterly Report of Electronic Component Shipments - This is a computer printout of data collected by quarterly survey of Production Capabilities for Selected Electronic Components which is sent to the industry for completion of the information requested and returned. The printout shows shipments by the category or components units involved, dollar value of defense or non-defense items and the average unit price. These are record copies and they contain information of long term value for decision making and economic research and reporting. In the future, the automatic data processing involved will be performed by Census. Arranged by date.

Permanent - Retire to BTRS when 6 years old, transfer to WNRC 1 year later and offer to the National Archives 20 years thereafter.

805. Electronic Components Imports and Exports Report - This is a computer printout showing by commodity categories, thereunder by country, the quantity of imports and exports and the dollar value cumulatively. The data for this report are drawn from Bureau of the Census releases and the figures shown on the printout are in turn printed in Commerce News for public distribution. This printout is produced cumulatively showing the data for monthly, semi-annual and annual periods.

a. Annually and Semi-Annual Printouts - Dispose when 5 years old.

b. Monthly Printouts - Dispose when 1 year old.

(End Printouts)

806. Quarterly Survey of Production Capabilities for Selected Electronic Parts - These are copies of a survey form (BDCF-634) sent to companies manufacturing electronic components and that have been completed by them and returned. The data supplied on these forms by the companies are in part computerized and appear in the printouts described above under the same title as this file. However, it is necessary to retain the form for a considerable period after the printout was produced for purposes of identifying changes in the corporate structure of the industry such as mergers, consolidations, name change and dissolutions.

Retire to BTRS 2 years after production of printout. Transfer to WNRC and dispose when 5 years old.

807. Card Control of Electronic Companies - This is a visible (5X8) card control of the companies to which survey forms are sent. The card shows the name, location, code number, and in some case the officer of the company. The file is self-liquidating since the cards are withdrawn when the industry involved becomes inactive. Old cards are destroyed as required and replaced

by new cards. This is a long term worktool that must be kept in close proximity to the specialist using it. The file is of no value after it has served its operating purpose.

Dispose when no longer needed for current business.

808. Technical Information File - This contains copies of incoming and outgoing communications that are duplicated in official files maintained elsewhere. The bulk of the file is composed of newspaper clippings, printed and processed material containing technical information on commodities, proposed and pending legislation (with comments when requested), trade associations, meetings, and direct industry information needed by the specialists to prepare reports, special studies, and analyses for planning and decision making purposes.

These papers are of no value after they have served the purpose of the specialists involved because of the rapidity of technological and economic changes in the industry.

Dispose of individual documents or contents of folders when no longer needed for current business.

809. Commodity Information Reports File - This contains copies of special studies and reports prepared on electronic equipment components and the raw materials used to manufacture them. The main thrust of the material is control of strategic materials and related mobilization factors. The special reports and studies are accompanied by copies of regulations, laws, lists, statistical data and similar supporting papers. The papers are arranged alphabetically by subject title or commodity names or other appropriate key word designations.

Retire to BTRS when no longer needed for current business, transfer to WNRC 1 month later. Dispose 5 years later.

810. Import-Export Releases - This is a record set of one copy of each release prepared by the unit on the import and export of electronic products. This is a semi-annual and annual statistical report prepared for

public distribution and for planning and other purposes at all levels of government. Arranged chronologically.

- a. Record Set - Permanent - Retire to BTRS when 1 full record box of material has accumulated. Transfer to WNRC 1 year later.
- b. All Other Copies - Dispose when no longer needed for current business.

811. Administrative Subject File - This contains office copies of the usual housekeeping papers on matters such as budget, conferences, personnel actions, production reports, requisitions, time and attendance, travel, and the like.

Dispose when 2 years old.

812. Work Assignments Project File - These are case files arranged according to OMB, PPB budget numbers. The cases contain copies of proposals for projects in the unit, recommendations, internal memorandums, authorizations of projects, workpapers (drafts, newspaper clippings, statistical spreadsheets, etc.), galley proofs and copies of reports and studies. The majority of the papers in this file support an end product in the form of a report or study prepared for another government agency or organizations in the private sector. Most of the papers are essentially duplicated in higher echelon offices, although some are not. They cease to have any value after they have served their purpose in the unit.

Start a new file every 5 years, retire to BTRS 1 year later, transfer to WNRC and dispose when 10 years old.

813. Telecommunications Subject File - Contains copies of incoming and outgoing correspondence, reports and other papers pertaining to the development of telecommunications systems with emphasis on the development of a satellite system of international telecommunications. These are the workpapers collected or generated by the telecommunications specialists.

Dispose of individual documents or contents of file folders when no longer needed for current business.

814. Communications and Electronics Company File - These contain copies of company catalogs, brochures, newspaper clippings, trade journals, and other printed and processed material with some related correspondence which contain technical information used by industry specialists to evaluate either the companies or specified commodities.

The papers are arranged alphabetically by company name.

Dispose of individual papers or contents of file folders when no longer needed for current business.

815. Priorities Case Files - This consists of requests from companies to purchase commodities, or controlled materials for a stated purpose and destination with the accompanying Worksheet for Requests for Priorities Assistance and the appropriate reply.

These papers are duplicated by copies maintained in the Office of Defense Mobilization.

The cases are arranged numerically.

Dispose when no longer needed for current business.

816. Legislative Files - These contain copies of proposed or pending legislation in which the unit has a primary interest with accompanying comments and/or recommendations.

The papers are essentially duplicated by record copies maintained in the Departmental Office of the General Counsel.

Dispose when 5 years old.

817. Chronological Files - This contains a copy of every outgoing item generated by the unit (classified and unclassified).

Dispose when 2 years old.

(Data Communications)

818. Data Communications File - This contains copies of printed and processed material and related workpapers collected or generated by the specialist in the course of preparing Data Communications: Market Information Sources. The material contains the source data compiled and analyzed for use in the publication. The publication will be updated when new developments justify it.

The papers are arranged in accordance with the chapter headings appearing in Data Communications.

Dispose of individual documents or contents of file folders when no longer needed for current business.

819. Foreign Government Trade Opportunities - This contains copies of International Invitations to Bid on commodities for which there is a favorable market in the country specified. The invitations are developed by the American Embassy concerned and copies are forwarded to this office for dissemination to interested companies in the country.

These invitations are received with and without specifications for the commodities involved.

These papers are of no value after the market has been satisfied or after American industry has demonstrated a lack of interest in the invitation to bid for various reasons.

Dispose when 1 year old.

820. Trade Opportunities Subject File - These contain copies of incoming and outgoing correspondence, collected studies, printed documents and the like pertaining to foreign trade opportunities that have been developed in which American companies might have an interest.

Dispose when 2 years old.

821. Foreign Dispatches - These are copies of airgrams and telegrams from foreign service posts transmitted through the State Department on industrial, economic, and trade opportunities pertaining to telecommunications.

These messages are used to respond to requests for information and to meet requirements of the Bureau and the Department for other purposes. I

These messages are of no value after they have served their purpose in this office since record copies are maintained in the State Department.

Dispose of individual documents or contents of file folders when no longer needed for current business or when 5 years old.

822. Secondary Source Materials - This includes printed, processed and typescript documents collected as sources of technical, economic and industrial information. The data extracted from these sources are compiled and analyzed for inclusion in replies to requests for information, special reports and studies for the Government and the private sector. Noteworthy among the material are copies of AID documents, NATO documents, Invitations to Bid, Trade Lists, foreign company catalogs and brochures and the like.

Dispose of individual documents or contents of file folders when no longer needed for current business or when 5 years old.

823. Color Television Standards - This file contains copies of collected documentation and incoming and outgoing correspondence concerning the competitiveness of the American television system and technology with the French and German systems in areas of competition such as South America.

The main thrust of this effort is to prevail upon developing countries and areas to adopt American standards. The rapidity of change in foreign negotiations and television technology is so great that there is no likelihood of these papers having any value beyond a limited period.

Start a new file every 5 years, retire to BTRS and transfer to WNRC 1 year later. Dispose when 10 years old.

OFFICE OF INDUSTRIAL MOBILIZATION

The Office of Industrial Mobilization is made up of the Office of the Director and four Divisions: Mobilization Readiness, Industrial Resources, Industrial Evaluation, and Mobilization Operations and Plans. The Office directs the Divisions in the development of plans and programs for securing and marshalling the country's industrial forces prior to and during national emergencies.

Office of the Director

824. Director's Program Operating File - This contains correspondence, reports, copies of committee papers, slip copies of legislation with workpapers, and similar documentation generated or collected by the Director and his immediate staff, including the Deputy Director and Special Assistant to the Director.

The papers do not include any substantial documentation of program and policy development since the Director and his immediate staff are almost solely engaged in the decision making process of executive direction. The paperwork flow is so organized that official record copies of policy development, program planning, and functional implementation papers are maintained in the component divisions of the Office. Although the Director signs most of the papers generated in the Office that are sent to higher authority, he does not maintain record copies in these files. Record copies of these and of the remainder of the papers generated are maintained in the appropriate Division.

The papers are arranged alphabetically by subject.

Start a new file every 2 years, retire 2 year old files to BTRS and transfer to WNRC. Dispose when 10 years old.

825. Administrative Subject File - This contains office copies of the usual housekeeping papers pertaining to such things as budget, conferences and meetings, organi-

zation, requisitions, space training, time and attendance, personnel actions, and working copies of directives and authoritative internal instructions.

Dispose when 2 years old.

826. Director's Testimony - This consists of copies of transcripts or prepared texts of testimony delivered or to be delivered by the Director before committees of the Congress. An official version of the testimony may be published in a report of the Congressional committee involved. Arranged by type of transcript.

- a. Published Testimony - Dispose when 10 years old.
- b. Unpublished Testimony - Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

827. NATO Documents and Correspondence - These are copies of North Atlantic Treaty Organization papers pertaining to various aspects of national and international mobilization planning. The papers are used by members of the staff as a source of authoritative guidance in the performance of their daily assignments.

Correspondence with the Industrial Planning Committee, NATO, generated by the Office is filed at the end of the document file. The substance of this correspondence may be duplicated by a staff paper or release covering the transactions of the committee.

- a. Documents Dispose in accordance with the appropriate NATO security regulations. Disposition included on document.
- b. Correspondence - Dispose when 5 years old.

828. Mobilization Planning Supply Requirements - Appraisal of industrial supply capabilities in meeting military requirements in an assumed war situation. These papers contain data that have significant research values for a considerable period of time.

Retire to BTRS when no longer needed for current business and transfer to WNRC.
Dispose when 10 years old.

Mobilization Operations and Plans Division

The Mobilization Operations and Plans Division administers the Defense Materials System and the Defense Priorities System, plans and maintains emergency measures for regulating industrial production and distribution, and plans and implements plans for assisting defense contracts suffering injury from natural disasters.

829. Program Operations File - This Division administers the Defense Materials System, Defense Priority System, Natural Disaster Program, Special Priorities Assistance Program and activities which involve Compliance and Enforcement, all responsive to the provisions of the Defense Production Act of 1950. The file contains correspondence and other documentation of all facets of operation of the functions listed above. The Division is also responsible for revisions and preparation of DMS and DPS regulations, orders and other issuances as required. The regulations, orders, and other issuances initiated in the Division are all published in the Federal Register. Accordingly, the file is primarily valuable for administrative purposes.

Start a new file every 5 years, retire to BTRS and transfer to WNRC 6 months later. Dispose when 10 years old.

830. Set-Asides. This contains documentation of the Division findings, recommendations, or determinations pertaining to materials "set-aside" to meet defense production requirements.

Start a new file every 5 years, retire to BTRS and transfer to WNRC 6 months later. Dispose when 10 years old.

831. DMS and DPS Issuances - This is a set of two copies of DMS and DPS regulations, orders, delegations and designations as printed in the Federal Register.

Although these documents are promulgated in the Federal Register the collection of this set will provide future researchers with an overview of the development of the Systems that might not otherwise be possible through use of a multiplicity of references.

Record Set (2 copies of each issuance)- Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

832. DMS and DPS Issuances Case File - These are case files containing all of the background papers generated by the Division in the preparation for revision of a DMS or DPS directive. These papers are needed for a considerable period of time in connection with the development of new directives and they should be held for an additional period beyond that point to insure protection of all legal rights. Just prior to expiration of the retention period specified, the National Archives and Office of Records Management, NARS should reappraise these records in light of the circumstances then existing to determine if they should be retained for a longer period.

Inactive Cases - Retire to BTRS when not needed for current business and transfer to WNRC. Dispose 15 years after date of transfer to WNRC.

833. Emergency Preparedness Planning - This is documentation of the participation of the Division in civil, industrial, and mobilization planning.

Dispose when 10 years old.

834. Administrative Subject File - This contains copies of housekeeping papers on such matters as Division projects and work assignments, budget, management improvement, personnel, requisitions, security, time and attendance and travel. The file also contains working copies of directives and similar papers of interest to the Division in discharging its program responsibilities.

Dispose when 2 years old.

835. Annual and Quarterly Reports to the Joint Committee on Defense Production - These are annual and quarterly reports prepared for the Joint Committee on Defense Production, U.S. Congress, concerning the activities of the Bureau of Domestic Commerce performed under the authority of the Defense Production Act of 1950, as amended. The report contains information with respect to administration of the DPA priorities and allocations authorities, and a variety of mobilization planning activities. These reports may or may not be published verbatim by the Joint Committee. Consequently, this record set of the reports may be the sole source presenting the actual position and activities of the Bureau.

Permanent - Retire to BTRS when not needed for current business and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

836. Priorities Assistance Case Files - These contain a copy of BDSAF-I-38 Request for Special Priorities Assistance with the related form GA-64 Worksheet for Request for Priorities Assistance which shows the nature of the request and the actions taken by the analyst handling the case and by the priorities office. Related correspondence is also included. Companies holding defense contracts initiate priorities assistance requests to expedite shipment and receipt of materials, equipment or other things which they require to complete their contract. In cooperation with the Department of Defense, the Department of Commerce directs the appropriate supplier to meet the needs of the requesting contractor. This record set of all cases handled by the Bureau constitutes the sole authoritative version of each case for legal and other purposes.

Retire to BTRS when 3 years old and transfer to WNRC. Dispose when 10 years old.

837. Natural Disasters - In cases of floods, hurricanes, earthquakes and other disasters where the President has declared a major disaster area in which there are defense plants, the Director of the Division requests the Directors of the appropriate field offices to survey the area. The Director of the field office determines if defense plants have suffered damage to the extent that they need

assistance in making repairs to reach the required production capacity. If so, the Division may provide assistance as authorized by the Defense Production Act of 1950 as amended. These cases document the efforts of the Division to provide this type of disaster relief. The cases are arranged alphabetically by geographic location.

Dispose when 3 years old.

838. Company Files - These contain copies of incoming and outgoing correspondence from companies requesting information or publications. None of the outgoing replies involve any substantial amount of research nor document an action of more than routine importance. The bulk of the file consists of copies of company brochures and other handouts.

Dispose when 3 years old.

839. Application for U.S. Priority Rating Covering Importation of Quarterly Requirements of Materials from the United States - These are copies of an application from the Canadian Government asking the U.S. Government to set a priority on shipment of materials to Canada which are required to meet its defense needs. The papers also show the action taken by the Division for BDC. The file is arranged by numerical case number.

Retire to BTRS when 3 years old, transfer to WNRC and dispose when 6 years old.

840. Emergency Readiness Exercises - These are the Division copies of emergency readiness exercises for the continuity of government. Record copies of these papers are maintained in the Office of Emergency Readiness, Office of the Secretary.

Dispose when superseded or obsolete.

841. Investigative and Compliance Case Files - These include notes, findings and other information collected from investigations conducted because of violations or allegations of violations of the DMS/DPS which is administered pursuant to the authority of the Defense Production Act. The file also contains copies of

compliance reports and recommendations submitted to the Office of the General Counsel, Department of Commerce.

Retire to BTRS when 5 years old and transfer to WNRC. Dispose when 10 years old.

842. Company Current Industrial Reports on Machine Tools and Metal Working Machinery (MQ-35W Current-Industrial Reports) - These files include copies of Census questionnaires sent quarterly to companies calling for data on the quantity and value of shipments and quantity and value of unfilled orders. Each company's form is routed among Census, the company and this Division. When the fourth quarter information is received, the data covering the whole year are summarized and the annual summary and related papers are kept in this file, which is arranged alphabetically by company name; this is an essential worktool needed by the industrial specialist for a considerable period of time. The survey data are analyzed and specially compiled (by computer) for use in the Bureau. (Census also compiles the data for publication quarterly in Current Industrial Reports: Metal Working Machinery. The industrial specialist in this Division keeps a copy of the survey form for each quarter of the year from each company surveyed. These forms have no value, however, after the annual summary is made.

- a. Dispose of the quarterly reports upon availability of the annual summary.
- b. All Others - Dispose when 10 years old.

Industrial Resources Division

This Division is responsible for providing estimates of civilian and war supporting requirements for materials included in the National Stockpile of Strategic and Critical Materials, and it advises on upgrading programs, surplus disposal programs, purchase specifications, storage practices and the effect on stockpile estimates of technological developments. In support of these functions the files in this Division are set up as follows:

843. Commodity Data Files - Files containing material filed by commodity are of five different groupings: (1) Basic Data, (2) Disposal, (3) Purchase Specifications, (4) Special Instructions and (5) Storage Manual Instructions.

The contents of these files by groupings are as follows:

- (1) Basic Data - These files contain requirements studies on stockpiled material and the background data used in formulating those requirements. Background data include newspaper clippings, State Department telegrams, incoming and outgoing correspondence and other pertinent data. The Basic Data Study, upon approval by OEP, is published in the form of an IMAC document which then becomes a part of the file.

Dispose of individual documents or the contents of file folders not pertaining to the last two Basic Data Studies.

- (2) Disposal - These files contain GSA issuances such as Request for Bids and Notification of Sales, comments on disposal programs, notes on disposal meetings, notes from telephone conversations, and State Department telegrams relating to disposal of excess stockpile materials.

Dispose of individual documents or contents of file folders when no longer needed for the program.

- (3) Purchase Specifications - These are printed documents issued by the Industrial Resources Division which set forth quality standards for materials purchased for the stockpile.

Dispose of all materials not relating to latest issuance.

- (4) Special Instructions - These are printed documents issued by the Industrial Resources Division which provide GSA with guidance on the custody and management of the stockpile.

Dispose of all materials not relating to latest issuance.

(5) Storage Manual Instructions - These printed documents are reviewed by the Industrial Resources Division prior to publication and provide GSA depot and warehouse personnel with up-to-date guidance on the storage and maintenance of stock-pile materials.

Dispose of all materials not relating to latest issuance.

844. Section 232 Cases Under the Trade Expansion Act - This file contains background data generated in this process of investigating imports of certain articles into the U.S. in such quantity or under such circumstances as to threaten to impair the national security. These investigations are made as a result of an application by an interested party or by the head of a government agency. The Division compiles a final report on its findings which is submitted to the Office of Emergency Preparedness for final judgment and promulgation.

Retire to BTRS when 10 years old, transfer to WNRC and dispose when 20 years old.

845. NATO Industrial Mobilization Planning - This is a program to develop international industrial mobilization planning agreements consistent with the objectives of NATO. These agreements impose upon the participating countries obligations and restraints in the event of war.

The Director, Office of Industrial Mobilization serves as the U.S. Representative on the NATO Industrial Mobilization Planning Committee and the Industrial Resources Division Director serves as his alternate. The Division is assigned responsibility for responding to NATO requests for proposals, reports and recommendations covering specified areas of industrial mobilization planning. Most of the papers generated in this activity are received from NATO and bear a NATO requirement for their ultimate disposition. Consequently, almost all of the papers are returned to the Director, Office of Industrial Mobilization, where they have been registered. The residual papers remaining in this office have only a very

short term value since the information in them is duplicated by a report or similar submission.

Dispose when 2 years old.

846. U.S.-Canada Industrial Production and Materials Committee - This Committee reports to the Senior Committee for Civil Emergency Planning. As indicated by its title, the Committee and its components represent an effort on the part of the United States and Canada to coordinate and develop plans for the two countries to meet emergency situations.

These papers document the Division's contribution to initiate and develop agreements between the United States and Canada covering various areas of industrial production and materials. The agreements are designed to establish U.S. and Canadian positions in the industrial area covered that are most compatible with the emergency plans of the two countries.

Since these negotiations often extend over many years before fruition of a final agreement, these papers are an essential worktool that must be kept close to the professional staff to maintain continuity of the negotiations. After final agreement has been made the interim papers are of no value since the information in them has been summarized and published.

Dispose when 20 years old.

847. Interdepartmental Materials Advisory Committee - These are copies of agendas and minutes of the Advisory Committee on which the Director, Office of Industrial Mobilization serves as representative and the Industrial Resources Division's Director is his designated alternate.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

848. Administrative Subject File - This file contains the basic administrative support documents of the Division. The contents are of three basic groupings: Policy and Guidance, Reports, and Management.

(1) Policy and Guidance - This file contains copies of laws, regulations, orders, procedures, bulletins and circulars issued by other agencies and concerned, elements of the Department. For the most part these are printed and processed materials prepared for multiple distribution. The papers are arranged alphabetically by title or subject. Most of the information in the papers is available from other sources, although it would have to be collected.

Dispose of when no longer of use or when superseded by later issuance.

(2) Reports - These are copies of periodical production, activity and briefing reports reflecting the responsibilities and activities of the Division. They are prepared for the benefit of higher authority. These types of reports are found in the administrative papers of many elements of the Bureau.

As distinguished from those above, there are some program feeder reports intermingled with them. These feeder reports are the device used to collect data for program reports covering ten, twenty and thirty year programs. These papers have no value after the expiration of the short period following formalization and publication of the data which they contain.

a. Production, Activity and Briefing Reports - Dispose when 5 years old.

b. Program Feeder Reports - Dispose 5 years after publication of the data.

(3) Management - This file contains the usual types of papers on housekeeping matters such as meetings and conference arrangements, personnel actions, requisitions, time and attendance reports, budget, space requirements, foreign communications requirements and working copies of processed orders, circulars and the like.

This file also contains a name case folder for staff members in which convenience copies of various papers relating to their employment are filed.

- a. Name Case Folders - Dispose 1 year after separation of subject employee.
- b. All Other Papers - Dispose when 2 years old.

(Industrial Evaluation Board)

The Industrial Evaluation Board identifies facilities critical to national security and specifies standards for evaluating their production capabilities. The Division supervises the preparation of critically important industrial products and services, provides liaison with GSA Resource Analysis, and conducts feasibility studies to determine U.S. industrial capability to meet national emergencies.

849. Industry Evaluation Board Correspondence - This is incoming and outgoing correspondence primarily with other elements of the Department and other agencies of the Government relating to the identification of products, groups of related products and industrial services which are of exceptional importance to the national security. There are also papers accumulated in the process of establishing criteria for the identification of these selected products and services and guidelines for their evaluation in terms of the capability to produce them in the quantity and at that time they are needed.

The file also documents the activities of the Division in providing central direction to other elements of the Bureau engaged in the initiation and preparation of industry evaluation studies on specific products or services.

Also included is documentation covering internal operations of the Division and special assignments and studies on the Division's contribution to the coordination and content of the Government-wide industrial planning.

Some of these papers are in the form of drafts, spreadsheets and similar documents that have the appearance of informal workpapers. However, their physical form results from the fact that they relate to an effort that is not usually recurrent on a fixed time base. Notwithstanding this, these papers contain data that are of long term significance for interpreting the development of industrial mobilization.

Chronological files are included in the file as a subgroup. These particular files are retained because they provide a most convenient approach to understanding the industrial evaluation activities of the Bureau and they also serve as an effective finding aid to the correspondence file as a whole.

The main body of the file is arranged alphabetically by the names of other agencies and subjects.

A parallel correspondence working file is maintained from which documents are periodically selected for inclusion in the main file and all of the ephemeral items in the working files are destroyed. Accordingly, the working file liquidates itself in a timely manner and all documents having legal and historical value are moved from it for long term retention.

Permanent - Retire to BTRS when 5 years old and transfer to WNRC 3 years later. Offer to the National Archives 20 years thereafter.

850. Industry Evaluation Board Summary Analyses - These are large columnar sheets on which a product or groups of products are described and evaluated for mobilization planning by item number, SIC code number, company name and facility street address, city and state, annual production and production capacity with remarks, when pertinent, and I.E.B. rating. These analyses are numbered serially and new numbers are assigned as subjects are revised.

An analysis shows the production capacity of each plant by actual capacity and percentage of national production capacity for its subject product.

These sheets in summary and statistical form summarize basic data generated for the Division and form the basic output of the Division.

Data for these analyses on individual products and companies are prepared by the various industry divisions of BDC where the backup papers for the data are retained for an adequate period of time.

A record set of the analyses is maintained consisting of the first typescript copy of each of them arranged by serial number and by date of issuance. (Additional copies of current analyses are maintained for reference and serve as work copies for the Division. These are destroyed when superseded and upon discontinuance of the program all current copies would be destroyed.)

Permanent - Record set of analyses - Retire to BTRS when no longer needed for current business transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

851. Numerical Index to Industry Evaluation Board Summary Analyses - This is a processed numerical list of products on which IEB summary analyses have been done. As new analyses are developed, additional pages are simply added to the end of the document.

Permanent - Record set (2 copies) - Retire to BTRS when the IEB Summary Analyses are retired. Transfer to WNRC 1 year later and offer to the National Archives 20 years thereafter.

852. Alphabetical Index to IEB Summary Analyses - This is an alphabetical index of commodities keyed to the IEB Summary Analyses in which they appear. The master index is maintained on 8 1/2 x 10 sheets in a loose-leaf binder. It is updated as new analyses are issued, revised, or withdrawn. A supply of up-to-date sheets is maintained for distribution as required.

Permanent - Retire the last two copies produced to BTRS upon discontinuance of the program and transfer to WNRC. Offer to the National Archives 20 years later.

853. IEB Summary Analyses Document Register (Form GA-653) - This is a register showing the distribution of IEB Summary Analyses to members of the IEB and others for comment and return or for retention indefinitely. The register also shows the person authorizing destruction and the date on which outdated copies of the IEB Summary Analyses were destroyed. The register constitutes an account of the persons and agencies receiving these analyses and thus having responsibility for the maintenance of official sets. Arranged serially.

Permanent - Retire to BTRS when program is discontinued and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

854. Vertical Analysis of Production Capacity Report - This is a pilot study performed by this Division with the assistance of outside consulting and research firms to devise a methodology for analyzing production levels in depth. Vertical analysis utilizes mathematical techniques to yield the desired industrial mobilization information. Arranged serially.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

855. Administrative Subject File - This contains housekeeping papers including monthly project and activity reports, conferences and meetings arrangements, personnel actions, printed and processed copies of Departmental and other agency directives, requisitions, time and attendance, training, travel and some papers pertaining to the internal program activity and management.

Dispose when 2 years old.

856. Card File of IEB Facilities - These are 3x5 cards arranged alphabetically by names of companies showing the plant identification number, IEB summary analysis number, detailed geographical location of the facility with its longitude and latitude and Universal Transverse Mercator coordinates. This is an indispensable worktool that must be maintained in close proximity to the professionals as long as their activity is continued.

These cards do not contain any data that are not available on the master output tape.

Dispose of when no longer needed for current business.

(Printouts)

857. IEB Critical Industrial Facilities List Reports 1 and 2 - This is a list of those facilities identified as being of exceptional importance to national security. A list of manufacturing facilities is assembled periodically in two volumes, one listing the plants alphabetically by name of company; the other by geographic location.

The Industrial Evaluation Board Summary Analyses described above contain all of the data that appear in this list. The list is produced from a master output tape which is kept in the Data Processing Division, Office of the Secretary. Since the hard copy analyses are to be permanently retained, the master output tape is revised very frequently by erasing obsolete data and no historical version of this tape is maintained.

- a. Interim Issues - Dispose when superseded by next issue.
- b. Final Issue (Last run prior to program discontinuance) - Permanent - Retire to BTRS and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

858. IEB Plants and Products Alphabetic, Report No. 3 - This is a printout of the names and addresses of all IEB plants from current IEB analyses showing identification number for each plant. The printout is a worksheet used to produce new cards for the alphabetical and geographical indexes to plants on the critical industrial facilities list and as a convenient method of storing information for quick retrieval.

- a. Dispose when superseded by a new list.

b. Final Issue (upon discontinuance of program) - Permanent - Retire to BTRS and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

859. List of IEB Plants in Region, State and County Codes Sequence, Report No. 4 - This is a list of the plant identification number, geographic location code number and the universal transverse meridian coordinates of the plant. This printout only has value as a workpaper.

Dispose upon receipt of next issue.

860. IEB Products Report No. 5 - A list of plants by product number used as a reference copy and for checking accuracy of computer printout.

Dispose upon receipt of next issue.

861. IEB Products Index by SIC Code - This shows the SIC code number, the IEB analyses number, and the name of the products or materials involved. The purpose of this list is to serve as a finding aid identifying specific products with a particular IEB Analysis and thereby associating products with a company producing them.

Dispose when superseded by next issue.

862. Index to Category MPB - Special Products Capacity IEB, Products within SIC Codes - This printout shows the names of the product arranged by SIC code numbers and thereunder by the IEB analysis number and the measurement of production by the plant involved. This printout is developed as a part of the periodical computer input and it has no value after this purpose has been served.

Dispose upon receipt of a new issue.

863. IEB Plants and Products Alphabetical Listing, Report No. 6 - This is a listing of products by SIC code number showing the IEB analysis number, the plant identification number, geographic location code, name of product and the IEB rating of the company. The list includes these data for all current IEB summary analyses.

With the exception of the earliest analyses, the printout includes the percentage of national production capacity for each product produced by the plant identified and the production measurement of the plant.

Dispose when superseded by receipt of new issue.

864. IEB Plants and Products Geographic (Report No. 7) - This printout shows the plant number, area code, and location of plants and the products which they produce. The facilities rating, IEB analysis number, and the product SIC numbers are given.

These printouts serve only as a workpaper and a convenient method for retrieving and storing information.

Dispose upon receipt of next issue.

865. Summary Headers to Category MPB - Special Products Capacity, IEB - This printout shows the names of the products arranged by SIC code numbers and thereunder by the IEB analysis number and the unit measure of production for the product involved. This printout is developed as a part of the periodical computer input and it serves as an index to the MPB category.

Dispose of when superseded.

866. Category MPB Special Products Capacity - This is a printout by the Office of Preparedness, GSA, prepared from a tape developed from the master tape referred to above. It is a verification copy only.

Dispose of when superseded.

(Mobilization Readiness)

Mobilization Readiness develops and tests plans for the assumption, by Government, of the responsibility for industrial production, construction and distribution in the event of national emergencies. During emergencies, the Office is also responsible for the recruitment and training of Executive Reservists.

867. Designated Executive Reservists - This consists of a name case folder for each individual designated by the Secretary of Commerce to serve in the Executive Reserve. Each folder contains a copy of the Reservist's application, references, personal history statement, his emergency assignment, and copies of correspondence concerning his service in the Reserve.

Executive Reservists are designated for a term of three years and may be redesignated for additional terms if desired. Upon reaching age 65, a reservist is designated an Executive Reservist Emeritus and remains in that classification for life. For one reason or another a few reservists are not redesignated upon expiration of their term. Others resign and some change their residence to a foreign address. These are the principal reasons for separation. This is the record case file for Executive Reservists for BDC.

- a. Separated Reservists - Dispose of name case file upon separation.
- b. Emeritus Reservists - Dispose of name case file upon notification of death.

868. National Executive Reserve Training Program - At the beginning of each fiscal year, an Executive Reserve training program is planned, including a Simulated Emergency Operation Exercise. A schedule of meetings at selected points throughout the United States is also established. Based upon the schedule, invitations and registration forms are sent to Executive Reservists and others who should attend each meeting. After appropriate introductory remarks, the attendees at each meeting participate in the Simulated Emergency Operations Exercise as a workshop. Thereafter, a short time is allowed for discussion.

A file folder is prepared for each meeting containing documentation of the activities described above.

Dispose when 3 years old.

869. Orientation and Training Bulletin - This is a special series of bulletins designed to educate Reservists in the principles of industrial mobilization, BDC's organization for war, the Defense Materials System and the Defense Priorities System, and other subjects of importance to the effective training of Reservists. Each issue is devoted to exploring a particular subject area in detail.

Record Set (1 copy each issue) - Permanent - Retire when no longer needed for current business to BTRS and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

870. Mobilization Data Base File - The Division maintains a Mobilization Data Base File which consists of a central collection of all documents sent to the various national and regional relocation centers or sites (Federal Regional Centers). These documents are all physical duplicates or processed copies of papers maintained in files located throughout the Bureau. Accordingly, these are nonrecord materials that are maintained in official files in the various units of the Bureau long enough to satisfy all administrative, legal and historical requirements.

These materials, as well as those maintained at the relocation sites, are destroyed when they have served their purpose.

871. National Executive Reserve Training Problems and Solutions - Training meetings, seminars and exercises are conducted for Executive Reservists using these Problems and Solutions. Each Reservist at the training session is also provided a Situation Summary. These three documents are often supplemented with appendices and exhibits. In the process of preparing these basic training documents a considerable quantity of work-papers and supporting documentation is generated.

a. Record Set (1 copy each) - Problems, Solutions Situation Summaries - Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

- b. All Other Copies of Problems, Solutions and Situation Summaries - Dispose when 5 years old.
- c. Supporting and Workpapers - Dispose when they have served their purpose.

872. Administrative Subject File - These are office copies of housekeeping papers on matters such as budget, financial coding patterns, committees, personnel actions, reading file, requisitions, security, time and attendance, travel and a quantity of printed and processed copies of regulations, directives and the like pertaining to the operation of the Division and its program.

Dispose when 2 years old or when superseded.

OFFICE OF OMBUDSMAN FOR BUSINESS

This office has Government-wide responsibility to serve the business community seeking to resolve its problems. It also serves as a clearinghouse for business information and technical assistance.

873. Congressional, VIP, and Major Industry Correspondence - This consists of incoming and outgoing correspondence, case filed under the names of addressees.

Most of the correspondence is with members of Congress, major companies and business organizations. The correspondence is in response to requests for information on government programs or policies that are of special interest to the inquirer. The correspondence is often in response to a specific problem confronting business.

Dispose of individual documents or contents of file folders when 1 year old.

874. Controlled Correspondence - This is correspondence referred to the Office of Ombudsman for Business by the Executive Secretariat or DIBA Secretariat for action. The subject matter is similar to the above file. However, the probability for follow-up or subsequent inquiries is low. This file has only a short term value since the action requested is directed at a situation that is

resolved quickly or the opportunity to resolve it is defaulted. These are record copies arranged chronologically by month, thereunder alphabetically by name.

Dispose of individual documents or contents of file folders when 1 year old.

875. Uncontrolled Correspondence - The difference between this file and the Controlled Correspondence described above is that incoming items were not processed through the Executive Secretariat or DIBA Secretariat. The papers are also filed in the same manner, pertain to the same kind of matters as those in the file above, and have the same value.

Dispose of individual documents or contents of file folders when 1 year old.

876. Chronological File - This is a copy of each outgoing item generated by the office of Ombudsman for Business filed chronologically.

Dispose when 1 year old.

877. Administrative Subject File - These are office copies of housekeeping papers on matters such as audit reports, budget, conferences, equipment, operating plans and instructions, procurement, activity and production reports, personnel actions, requisitions, space, speeches, time and attendance reports, training, travel and the like. Also included are some special interest reports usually generated by request of higher authority and generally dealing with the contribution of the office with regard to a problem area in the business community or in government. Some papers pertaining to the internal management of the office (directives, memorandum of instructions, and work assignments) and descriptions of the goals and objectives of the office are placed in this file.

Dispose when 2 years old.

878. Information and Reference File - This consists of copies of correspondence, printed and processed material on issues on which the office is responsible for providing quick responses to business. More specifically, the file contains copies of laws, regulations, reports,

press releases, agency news bulletins, bibliographies and industrial and economic studies both domestic and foreign. This file is used by the specialist involved as a data source for preparing a response to an inquiry when lapsed time between receipt of the request and the answer is critically important. As such, the file is an invaluable worktool that must be kept in close proximity to the user specialist.

Move forward the last issue of documents regardless of age. All other papers dispose when 1 year old.

879. Inquiry Recording Sheets - This is a record of the information or assistance given to a requester in response to a telephone call or visit.

Dispose when 1 year old.

880. Recorded Tapes, Belts and Handwritten Drafts - This office will offer a central dictation and typing service utilizing modern automatic equipment with telephone input connections for the use of BDC staff. It will also offer typed copy from typed and handwritten drafts.

This facility will receive a variety of media for reproduction or transcription such as recorded belts, tapes, drafts and hard copy for reproduction.

- a. Recorded belts and similar intermediate machine readable media - Dispose when transferred to magnetic media.
- b. Magnetic Tapes - Dispose 1 week after final copy has been returned to client unless retention for specified period is requested by the client.
- c. Hard Copy Rough Draft - Return to client with final copy transcript.

881. Work Orders and Job Controls - This consists of a work order form and memorandum instructions from the client and related papers generated by the facility to administratively control workflow and production.

- a. Work Orders and Specifications - Dispose when reporting requirements have been satisfied.
- b. Workflow and Administrative Controls - Dispose when they have served their purpose.

NATIONAL BUSINESS COUNCIL FOR CONSUMER AFFAIRS

The National Business Council for Consumer Affairs was established on August 5, 1971 via Executive Order No. 11614. It was created "... to foster action to assure value satisfaction, and safety for consumers in the goods and services they seek and purchase in the marketplace." By August 1973 the staff was dissolved, except for the Director and a secretary who remained to complete the publication and distribution of the Council's reports. The subcouncils of the NBCCA disbanded in January of 1974 and in May of the same year, all the reports were completed and distributed. At that time, the Office of the NBCCA was dissolved, though inquiries and comments about the Council and its reports continued to be answered by the Office of the Ombudsman of Business, BDC. In January 1975 the NBCCA was officially disbanded by the Public Law pertaining to the activities of Advisory Committees.

Even though this Council has been disbanded the records still exist in DIBA.

882. Sub-council's Report to the Secretary of Commerce - This is a record set (one copy each issue) of the reports prepared by each of seven sub-councils. Each of the reports deal with a major area of consumer discontent with appropriate recommendations for remedial actions directed to businessmen.

The Council was created by Executive Order and includes in its membership 115 selected businessmen. This office provides administrative and professional support as required by the Executive Order.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

883. Agenda and Minutes of Meetings - This is a record set (one copy each) of agenda and minutes of Council and sub-council meetings collected by the Director of Business Programs of the Council. There was only one meeting of the full council membership to organize it into working sub-councils of which there are seven. Arranged chrono.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

884. Manuscripts and Supporting Papers - These are copies of drafts and printer's manuscripts of the sub-council reports with related supporting papers.

These papers have no value after expiration of a short period of time following publication of the subject report.

Dispose 6 months after publication of the related report.

885. Consumers Correspondence - This is incoming and outgoing correspondence with private individuals and firms on specific complaints on consumer problem areas. Since the Council is without authority to authenticate consumer disputes or complaints, much of the correspondence is referred to the appropriate authority by this office; the remainder of the correspondence, for the most part, requests information and/or publications. This type of assistance is provided by the Director of Business Programs.

These papers have only a short term administrative value.

Dispose of individual documents or contents of file folders when 1 year old.

886. Review and Comments on the Published Reports – Upon publication of each report the Secretary of Commerce sends a copy to several thousand businessmen and other individuals and groups with responsibilities on business matters and requests their comments or evaluation of the report. In many cases the respondents relate specific recommendations in the report to problems in their own business where consumer relations might be improved by

implementation of the guidelines in the report. In other cases, respondents provide detailed descriptions of their guidelines which coincide or nearly coincide with those presented in the report.

These papers should be maintained long enough to ensure that any agency with national or government-wide responsibility for consumer protection has the opportunity to fully explore their usefulness.

Retire to BTRS when 5 years old, transfer to WNRC 1 year later. Dispose when 10 years old.

887. Personnel Name Case Files - This is a file folder for each of the nominees and appointees to the Council from private business. The file folder contains the members' application, biographical data, and related correspondence.

The designated members are not federal employees and receive no compensation or fringe benefits.

Dispose 6 months after discontinuance of the Council.

888. Administrative Subject File - These are office copies of the usual housekeeping papers pertaining to provisions of administrative and professional support for the Council. The papers relate to such matters as budget, arrangements for meetings and conferences, art work, printers' copy and media, printing and other requisitions, personnel actions, time and attendance, travel and the like.

Dispose of individual documents or contents of file folders when they have served their purpose or when 2 years old.

OFFICE OF BUSINESS AND LEGISLATIVE ISSUES

The Office of Business and Legislative Issues is comprised of the Office of the Director and three Divisions: Legislation, Environmental Affairs, and Quantitative Analysis. The Office serves as the principal advisor on legislation and policy which impacts U.S. commercial and industrial activity.

Office of the Director

889. Director's Subject File - This contains incoming and outgoing correspondence, printed and processed material, office copies of internal reports and similar administrative papers generated or collected by the Director. Since the Director is primarily involved in the decision making process to give the program and office the appropriate leadership and thrust, the papers collected here contain information of a general nature on program content and operation.

The material is arranged alphabetically by subject. Some notable subject headings found in the file are, Advisory Committees, Business Policy Recommendations to the President, Business and Community Growth, Consumer Affairs, Corporate Opportunities vs. Social Responsibilities, Energy Conservation, Environmental Program, Industrial Mobilization, Legislation, Marine Resources, New England Regional Plan, Oil Storage Facilities, Self-Regulations in Advertising and Weekly Intelligence Reports.

Start a new file every 5 years, retire to BTRS and transfer to WNRC. Dispose when 10 years old.

890. Director's Chronological File - This is a copy of each outgoing item prepared in the immediate Office of the Director and the Divisions.

Dispose when 2 years old.

891. Administrative Subject File - This contains office copies of the usual housekeeping papers on such matters as budget, arrangements for conferences and meetings, processed copies of directives, requisitions, space, time and attendance reports, travel and some routine program and operating papers.

Dispose when 2 years old.

892. Personnel Case Files - This consists of name case files for each employee of the office staff containing office copies of personnel actions, applications, recommendations and related papers.

Dispose 6 months after separation of subject employee.

893. General Subject File – This consists of documentation generated or collected by the professionals of the Division in the process of producing analytical studies and reports on the competitiveness of American business in the domestic and international markets. Included are incoming and outgoing correspondence, printed and processed material and work copies of studies and reports. The information in the file is used as a source of data in the preparation of special studies and reports and support them after publication.

Start a new file every year (move forward active papers), retire to BTRS and transfer to WNRC. Dispose 5 years later.

894. Reports and Special Studies - These are record copies of reports and studies prepared by the Division for use of higher authority in establishing policy governing the Department's position on the adequacy of the competitiveness of business in foreign and domestic markets.

Permanent - One copy of each study or report. Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives 20 years thereafter.

895. Labor-Management Relations General Subject File - The prime objective of this activity is to present the interest of the business community in the formulation of labor-management legislation policy and programs. In the course of meeting this responsibility papers are collected and generated which contain general information in the field of labor-management relations.

The data in this file are used to answer inquiries and in analyzing specific labor-management problems. The analyses are produced for decision making at higher levels of authority and they are not distributed in the private sector. All of the data found in the file are essentially duplicated by official issuances such as laws, regulations, position papers, policy statements, and in reports produced by various labor-management bodies.

Dispose when 3 years old (move active papers forward).

896. Labor-Management Project Files - These are case files containing all of the necessary background and support papers for projects that are currently assigned to the Division. Examples of project titles include, Business Insurance, Industrial Relations and Insurance, Insurance "No Fault," International Labor Organizations, ILO Multinational Study, Interstate Taxation of Business, Pension Plans, and Women in Work Force.

Retire inactive cases to BTRS once every year, transfer to WNRC 1 year later.
Dispose when 10 years old.

897. Multinational Corporations International Relations File - This contains papers generated or collected by a representative of the Bureau at meetings and conferences for representatives of the various countries to study Multinational Corporations International Relations and various other international labor-management relations problems.

Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year. Dispose when 10 years old.

]

898. International Labor Organization (ILO) Subject File - This consists of papers generated or collected by the representative of the Department to various committees and meetings sponsored or conducted by the ILO. The file contains incoming and outgoing correspondence and printed and processed material containing general information on the activities and findings of the various bodies dealing with international labor relations.

The file is an indispensable worktool that must be kept in close proximity to the representative. The papers are of no value after the problem area involved is no longer an issue, because by then the information which they contain has been published or otherwise exploited.

Move active papers forward and dispose of all others when 10 years old.

899. ILO Committees File - This contains the papers of the Departmental Representative on various ILO committees. Included are incoming and outgoing correspondence and printed and processed material, pertaining to the deliberations, findings and recommendations of the various committees.

These papers are of no further value after the representative's need for them has been met.

Move active papers forward and dispose of all others when 10 years old.

900. ILO Regional Conference Papers - These are the documentation generated or collected by the Department representative to ILO Regional Conferences.

These papers are essentially duplicated by ILO publications.

Move active papers forward and dispose of all others when 10 years old.

901. ILO Conference Session Papers - This is the documentation generated by the Department representative in preparation for and during ILO conference sessions. These papers have no further value after they have served the representative's purpose since they are essentially duplicated by ILO publications.

Move active papers forward and dispose of all others when 10 years old.

902. Administrative Subject File - This consists of office copies of the usual housekeeping matters on such things as applicants, budget, civil defense, equipment, publications, reimbursement claims, requisitions, time and attendance reports, training, travel, project control and description sheets, and the like.

The file also includes a name case folder for each active member of the staff which contains convenience copies of personnel action notifications and related papers concerning his employment.

a. Name Case Files - Dispose 6 months after separation of subject employee.

- b. Project Control Sheets - Dispose when project becomes inactive.
- c. All Other Papers - Dispose when 2 years old.

Environmental Affairs Division

The Environmental Affairs Division conducts studies and analyses of environmental problems in such areas as industrial pollution, occupational safety and health, land use, and water and marine resources. The Division provides economic and technological assessments of legislative and regulatory proposals, and assists in the development of environmental legislation.

903. Airgrams - These are copies of airgrams and telegrams transmitted, over State Department facilities by embassies and foreign missions. They pertain primarily to Law of the Sea and environmental matters. These messages contain source information needed by representatives of the Department when attending pertinent international conferences. They have no value after the expiration of a short period of time following the conference.

Dispose when 3 years old.

904. Air Reports and Comments - This contains copies of reports submitted to the Division and a copy of its evaluation or comments on them. The file also contains reports and other analyses prepared by the Division on air quality with related correspondence and supporting papers.

Retire inactive files to BTRS every 2 years and transfer to WNRC 3 years later.
Dispose when 10 years old.

905. Environmental Impact Statements and Comments - The environmental impact statements are analyses of proposed federal actions prepared by the Division as required by National Environmental Policy Act of 1969. The actions are normally of long term duration and retention is desirable until action is completed.

Retire inactive files to BTRS every 2 years and transfer to WNRC 3 years later.
Dispose when 10 years old.

906. Energy Reports and Comments - This is documentation on the production, transmission and use of all types of fuels and related environmental impacts. Also included is documentation of the development of new fuel sources or supplies. The file is a long term essential worktool that must be kept near the professional concerned.

Retire inactive files to BTRS every 5 years and transfer to WNRC 1 year later.
Dispose when 10 years old.

907. Land Use Reports and Comments - This contains copies of reports submitted to the Division and a copy of its evaluation or comments on them. The file also contains reports and other analyses prepared by the Division on land use with related correspondence and supporting papers.

Retire inactive files to BTRS every 2 years and transfer to WNRC 3 years later.
Dispose when 10 years old.

908. Marine Environment and Technology Reports and Comments - This contains documentation of the environment impact of off-shore drilling, deep ocean mining, solid waste disposal, on-shore pollution source impact on marine environment. The file contains reports generated by the activity and reports submitted to it, with related papers.

Retire inactive files to BTRS every 3 years, and transfer to WNRC 1 year later.
Dispose when 10 years old.

909. Noise Reports and Comments - This consists of copies of reports submitted to the Division and a copy of its evaluation of comments on them. The file also contains reports and other analyses prepared by the Division on noise with related correspondence and supporting papers.

Retire inactive files to BTRS every 3 years and transfer to WNRC 1 year later.
Dispose when 10 years old.

910. Solid Waste Reports and Comments - This consists of copies of reports submitted to the Division and a copy of its evaluation or comments on them. The file also contains reports and other analyses prepared by the Division on solid waste with related correspondence and supporting papers.

Retire inactive files to BTRS every 3 years and transfer to WNRC 1 year later.
Dispose when 10 years old.

911. Water Reports and Comments - This consists of copies of reports submitted to the Division and a copy of its evaluation or comments on them. The file also contains reports and other analyses prepared by the Division on water with related correspondence and supporting papers.

Retire inactive files to BTRS every 3 years and transfer to WNRC 1 year later.
Dispose when 10 years old.

912. Environmental Legislation and Regulations - This file contains copies of bills, laws, regulations, and standards used as source materials by the professionals concerned.

Dispose of individual documents or contents of file folders when they have served their purpose.

913. General Subject File - This consist of copies of housekeeping papers on operating plans, BDC Legislative Flow Budget, Open Projects Report, Productivity Reports, Project Descriptions and Controls, Social Cost Factor, Pollution Abatement Costs, and the like. These papers are maintained for convenience of reference.

Dispose of individual documents or contents of file folders when they have served their purpose.

914. Organizations and Work Groups - This is documentation generated by ad hoc or continuing work groups within

and outside of the Department on ecological matters that are of primary interest to this activity. These are maintained for convenience of reference.

Dispose of individual documents or contents of file folders when they have served their purpose.

915. Special Studies - These are copies of studies with supporting papers produced by the Division on a variety of "Hot" environment issues. These studies represent a major part of the Division's contribution to top level decision making to combat the ever mounting ecological problems of the nation.

Permanent - Retire to BTRS when no longer needed for current business and transfer to WNRC 5 years later.

916. Hazardous Substances and Pesticides - This consists of reports submitted to the Division a copy of its evaluation or comments on them. The file also contains reports and other analyses prepared by the Division on hazardous substances and pesticides with related correspondence and supporting papers.

Retire inactive files to BTRS every 3 years and transfer to WNRC 1 year later. Dispose when 10 years old.

917. Administrative Subject File - This contains office copies of the usual housekeeping papers such as budget, arrangements for meetings, requisitions, space, travel, training, and time and attendance reports.

The file also includes a name case file for each active staff member containing copies of personnel actions and related papers on his employment.

a. Name Case Files - Dispose 6 months after separation of employee.

b. All Other Papers - Dispose when 2 years old.

918. Environmental Impact Statements - These are copies of statements prepared for or required by the Federal Government regarding a proposed Federal action such as funding or licensing that could have a significant impact

on environment. These statements are given wide distribution among government agencies.

A record set of these statements is maintained in the office of the Assistant Secretary for Science and Technology, OIS.

Dispose when they have served their purpose.

Legislative Division

The Legislative Division reviews and develops policy relative to new legislation, researches and develops legislative initiatives, and prepares responses to legislative inquiries. In addition, the Division develops policy options to promote the optimum utilization of human resources through improved labor-management relations, conditions of work, employee benefits, and labor law practices.

919. Legislative Files - These contain copies of legislation with related papers in the following subgroups:

- a. Senate Bills
- b. House Bills
- c. Miscellaneous Bills
- d. Senate/House Resolutions

The files contain copies of all legislation, passed or pending, initiated by the Department or submitted to the Bureau by an outside agency for comment. The case file for each piece of legislation contains all papers relating to it that are generated by the Division.

The files are arranged numerically within each subgroup.

Hold in operating unit papers for the current Congress and the previous Congress. Retire to BTRS papers of any preceding Congress, transfer to WNRC 1 year later. Dispose when the 4th subsequent Congress convenes.

920. Legislative Subject File - This contains copies of incoming correspondence and printed and processed material containing general information on the legislative program of the Bureau and Department and on related topics of special interest to the Division. This file issued as data source for preparing submissions to higher authority and for documentation of the internal operations of the Division.

The useful information in this file is incorporated, in a relatively short period, in official documents that are maintained elsewhere.

Dispose of individual documents or contents of file folders when they have served their purpose.

921. Project File - This documentation is generated or collected by the professional staff to be used in the preparation of briefing papers, testimony or statement involved.

Dispose when they have served their purpose.

922. Legislative Program Background Papers - Prior to the convening of each session of Congress the General Counsel, O/S, submits a Proposed Legislative Program for the session. These are the background papers generated by the Director in the process of producing his part of the proposed legislative program for submission to the General Counsel.

Move actives files forward and dispose of all others at the end of each year.

Quantitative Analysis Division

The Quantitative Analysis Division conducts analyses for the purpose of determining the impact of government legislation, regulation, and policy on domestic business and industry. The Division develops and applies methods and procedures for analyzing and evaluating the effects of government action on employment, taxes, energy, water pollution, and capital investment.

923. Legislation-Regulation Analysis Project Files - Consist of documents pertaining to the impact of laws, regulations, policies, and government actions, on domestic business and industry. Records consist of copies of laws and proposed legislation, copies of regulations, newspaper clips, requests to make analysis, project descriptions, job plans, computer printouts, analysis worksheets, draft and final copies of reports. Projects concern such subject areas as pollution, energy, employment and taxes.

Retire to SHA 6 months after the completion or termination of project. Dispose when 5 years old.

924. Project and Study Reports File - Contains copies of reports resulting from the study and analysis of the impact of existing and proposed governmental actions on the domestic business community. File contains such reports as, "Commercial Exploitation of Existing Technologies for Energy Production," "Material Requirements for Automobiles," curtailment analysis of ten states affected by natural gas shortage, and cost of water pollution controls to industry.

Permanent - Retire record set (2 copies of each report) to BTRS for transfer to WNRC. Offer to the National Archives 15 years later.

925. Methodology, Model, and Program Files - Contains documentation pertaining to the design, test, and application of methods of analysis, mathematical models, and computer programs. Records consist of flow charts, system descriptions, tab cards, run sheets, user manuals, procedures, and memos and notes.

Retire to SHA when no longer needed for current business and dispose when 5 years old.

926. Administrative File - Contains documents and papers used in the general management or housekeeping activities of the Division. Records consist of requisitions for equipment and services, budget submittals and comments, time and attendance reports, management directives, organization charts and travel vouchers.

Dispose when 2 years old.

927. Chronological File - Consists of correspondence and memos produced and distributed by members of the Division. File maintained in date order.

Dispose when 1 year old.

BUREAU OF INTERNATIONAL COMMERCE

The basic mission of the Bureau of International Commerce (BIC) is to promote, foster, and develop the foreign commerce of the United States. BIC's efforts are directed to advancing and protecting U.S. commercial interests around the world through promotional, informational and policy formulation programs. In response to the continued worsening of the U.S. balance of payments, BIC has increased its emphasis on programs to stimulate and assist U.S. industry to expand current export activity and to develop foreign markets for long-term export sales.

Generally, the principal programs of BIC may be described as:

- formulation and interpretation of the Department's international trade and investment policies emphasizing reliance on free market forces in the conduct of international business, and striving to ensure that developments affecting international trade and finance are compatible with U.S. business interests and competitive system;
- a system of overseas trade promotions to help U.S. firms to enter and expand their export business;
- U.S.-based export development activities designed to bring specific foreign marketing opportunities to the attention of U.S. industries with the greatest export potential, and to motivate them to export action commitments as a conscious dimension of corporate planning;
- the collection, evaluation, and dissemination of commercial information and other services required by U.S. firms to conduct their international business under present world-wide competitive conditions;
- the stimulation of investment and licensing by foreign firms in the U.S. economy to improve the U.S. balance of payments on an immediate and continuing basis.

Major programs of BIC will be described in more detail under the major organizational subdivision that has prime responsibility for them.

At present, the BIC organization consists of the Deputy Assistant Secretary and Deputy Director, one staff office, and three program offices. On January 1, 1972 the records-keeping system was decentralized and now each organizational unit is responsible for maintaining its own files. With a few exceptions, when a program or operating unit prepares replies for the signature of senior official's of BIC or the Department, the record copy of the reply and the incoming item are returned to the originating office. This accounts for the small volume of records that is generally found in executive offices of BIC.

Prior to January 1972, during the existence of the Office of Domestic and International Business, a central file was operated where record copies of the papers of BIC and BDC were indiscriminately filed together according to a subject numeric files classification.

The BIC collects a large quantity of secondary source materials (printed and processed) from other government agencies and organizations in the private sector in this country; and from various sources in foreign countries. Most of this material is nonrecord in character and is not treated in this schedule. However, where such material poses a problem, it is included in the schedule to help resolve the problem.

DEPUTY ASSISTANT SECRETARY

Within policy determinations of the Secretary of Commerce and of the Assistant Secretary for Domestic and International Business, the Deputy Assistant Secretary is responsible for all of its programs and activities aimed at promoting foreign commerce.

928. Deputy Assistant Secretary's Subject Correspondence Files - Contains documentation generated in the course of providing executive direction to the Bureau including planning, program, and policy papers on all facets of the Bureau's development, organization and activities. More specifically, the file contains copies of outgoing replies or actions that have been prepared by the operating unit having primary interest in the subject area involved. The record copies created concerning matters handled by the Deputy Assistant Secretary personally are also included. Arranged by subject.

Permanent. Start a new file every 4 years or when there is a change of the Deputy Assistant Secretary, retire to BTRS 1 year later, transfer to WNRC 2 years later and offer to the National Archives 20 years thereafter.

929. Deputy Assistant Secretary's Trip and Speaking Engagements File - This contains copies of invitations, itineraries, agenda and papers relating to participation in various conferences and meetings. Also included are resumes of the transactions completed on certain trips.

Retire to BTRS when there is a change of the Deputy Assistant Secretary, transfer to WNRC 3 years later. Dispose when 10 years old.

930. Export Promotion Advertisements - These are multiple copies of reprints of newspaper and magazine advertisements promoting export trade. Record copies of these advertisements are maintained by the Office of International Marketing Staff long enough to meet all requirements.

Dispose when they have served their purpose.

931. Reading File - This is a copy of all congressional correspondence signed by the Deputy Assistant Secretary and other senior officials of the Bureau, and outgoing correspondence prepared in the immediate office. As appropriate, the copies are withdrawn from this file and filed in the Deputy Assistant Secretary's subject file. Thus, the file is almost entirely self-liquidating.

Residual papers - Dispose when 1 year old.

Deputy Director

By delegation of authority, the Deputy Director maintains executive control and necessary surveillance of the programs and transactions of the Bureau. In this capacity he is responsible for the majority of policy and management decisions governing the internal operations of the Bureau. He is also the principle advisor of the Deputy Assistant Secretary on developments in the field of international commerce under consideration by the President and the Congress.

932. Deputy Director's General Correspondence File - This file contains documentation in the same subject order as the Deputy Assistant Secretary's subject correspondence file with some additional subjects representing specific delegations of authority from the Deputy Assistant Secretary. Arranged by subject.

Permanent. Start a new file every 4 years or when there is a change of Deputy Director, retire to BTRS 1 year later, transfer to WNRC 2 years later. Offer to the National Archives 20 years thereafter.

933. Technical Information File - These are copies of documents collected or generated by the Deputy Director pertaining to matters on activities on which he is working or in which he has a special interest. Periodically all papers needed to provide adequate documentation on a specific situation are withdrawn from this file and filed in the appropriate official file.

Residual papers - Dispose when they have served their purpose.

934. Briefing Books - These contain background information to help prepare the Deputy Director for various top level meetings on foreign trade. Record copies of these books are maintained in the office having program responsibility.

Dispose when they have served their purpose.

935. Export Trade Subject File - Contains documentation generated or collected on export trade planning, policy, promotion, and control of the export trade with "Iron Curtain" and "Bamboo Curtain" countries, and the development and management of such trade in cooperation with agencies of the United Nations. The file also includes papers pertaining to the technologies involved in such trade and to any other special assignments received from the Deputy Assistant Secretary.

Of special note are papers collected or generated by the incumbent in connection with meetings of domestic organizations and foreign conferences attended as the representative of the Assistant Secretary for Domestic and International Business.

668. Quarterly Industry Report - Containers and Packaging - This is a quarterly statistical and analytical report prepared by the program staff for publication by the Department of Commerce, office of Competitive Assessments. Each issue contains a statistical report of (1) economic trends in the containers and packaging industries, (2) glass containers, (3) metal cans (4) closures for containers, (5) steel shipping barrels, drums and pails, (6) paper and paperboard, (7) plastic, bottles, blow-molded and (8) converted flexible packaging products. Each issue also contains special articles which reflect trends for selected commodities. These articles are designed to provide useful information concerning facets of the economic spectrum of the industries involved which they might need at the time.

Record Set (1 copy each) - Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to National Archives 20 years thereafter.

(Printouts)

669. U. S. Imports - Containers and Packaging - This is a computer printout showing U.S. imports from foreign countries by commodity and the quantity and value of imports from each country.

This printout is produced by the Bureau of the Census, where the master tape is maintained.

- a. Monthly Issue - Dispose when superseded by the next issue.
- b. Annual Issue - Dispose when 5 years old.

670. U. S. Exports - Containers and Packaging - This is a computer printout showing the quantity and value of the U. S. exports of each commodity by foreign country.

This printout is produced by the Bureau of the Census, where the master tape is maintained.

- a. Monthly Issue - Dispose when superseded by the next issue.
- b. Annual Issue - Dispose when 5 years old.

671. U. S. Shares of Exports from 14 Supplier Counties to the World and to 92 Destinations - This is a computer printout showing how the U.S. compares to 14 other exporting countries in the World Trade of containers and packages by category of products, thereunder, showing the countries of destination and the U. S. share of export trade.

This printout is produced by the Bureau of the Census where the master tapes are maintained.

- a. Monthly Issue - Dispose when superseded by the next issue.
- b. Annual Issue - Dispose when 5 years old.

(Forest Products Program)

672. Lumber and Lumber Products Subject File - This contains copies of incoming and outgoing correspondence, printed and processed material containing data on the economic and competitive position of the industry. The file contains information on the whole subject area spectrum of the lumber and lumber products industry including consumption, production, technology and managerial effectiveness in the United States and abroad.

The papers are generated and collected by industrial specialists who use them as a worktool to prepare analyses and recommendations requested by higher authority and segments of the industry in the private sector. The papers are arranged in accordance with a subject-numeric files classification. Once the papers have served the purpose of the industrial specialist they have no further value, since they are duplicated in the files of the Division Director when any substantive action is involved.

- a. Active File Folders - Move forward and maintain in the current file.
- b. Inactive File Folders - File separately in an "Inactive File." Retire to BTRS at the end of every two years, transfer to WNRC and dispose 4 years later.

Start a new file every 5 years, retire to BTRS, transfer to WNRC 2 years later.
Dispose when 25 years old.

936. Management Improvement Program File - These are office copies of monthly improvement projects, management improvement instructions and management improvement listings and reports, copies of budget materials and the like.

These are copies maintained for convenience of reference, record copies are maintained in the Office of Organization and Management Systems and the Office of Budget and Program Analysis, Office of the Secretary.

Dispose of individual documents or contents of folders when 5 years old.

937. Special Studies File (Black Book) - This includes a study on International Trade and Investment Policy practices as they relate to the United States with related and supporting papers.

Permanent. Retire to BTRS when no longer needed for current business, transfer to WNRC 2 years later, and offer to the National Archives 20 years thereafter.

COMMERCE ACTION GROUP FOR THE NEAR EAST

The Commerce Action Group for the Near East (CAGNE) serves as the focal point for responses by the Department of Commerce to the dramatically changing economic situation in the Near East and North Africa. The Group assembles, analyzes, and disseminates information on the economic conditions and business opportunities in the area to the U.S. business community. In addition, CAGNE provides counseling for and makes representations on behalf of U.S. exporters, and plans and organizes promotional programs to stimulate U.S. firms to take advantage of the anticipated market boom.

Office of the Director

938. Director's Subject Files - Contains documents relating to the planning and management of the operation of the Commerce Action Group for the Near East (CAGNE). Data in file

pertains to the development of policy, monitoring of financial actions of Near Eastern countries, contacts with U.S. business organizations, development of promotion programs, and economic forecasting. Records consist primarily of correspondence, memos, and reports.

Permanent. Send to BTRS when 3 years old and transfer to WNRC 3 years later. Offer to the National Archives 20 years thereafter.

939. Director's Administrative File - Contains documents relating to the general management or housekeeping functions of the office. Records consist of such items as purchase requisitions for equipment, organization descriptions and charts, speeches, job applications, personnel folders and travel vouchers.

Dispose when 2 years old.

940. Chronological File - Contains copies of incoming and outgoing correspondence. Papers maintained in date order.

Dispose when 2 years old.

941. Speech File - Contains drafts and final copies of speeches written for members of the Bureau. File also contains notes, subject back-up and background data, press releases, and comments.

Dispose 3 years after presentation or publication of speech.

942. Overseas Business Reports - Comprehensive reports on the economy of specific Near East countries. Reports cover such subject areas as trade outlook, market profile, trade regulations, credit, investment status, and political conditions and policies. One to three of these reports for a specific country may be produced in a year.

Permanent. Send two copies of each report to BTRS every 5 years. Transfer to WNRC 2 years later and offer to the National Archives 20 years thereafter.

943. Personnel Folders - File contains duplicates of some general personnel records like SF-171s, resumes, leave requests, and Personnel Actions.

Dispose 6 months after termination or transfer of employee. .

944. Airgrams and Cablegrams - Copies of airgrams and cablegrams received from Embassies through the State Department.

Dispose when no longer needed for country information function.

945. Country Commercial Programs (CCP) - Presents annual statements of U. S. goals and planned activities in specific Near East countries. CCPs are jointly prepared by the U.S. Departments of Commerce and State. CCPs present objectives, export promotions, sales campaigns, major projects, and market research for a specific Near East country each year.

Permanent. Send two copies of each CCP to BTRS every 5 years. Transfer to WNRC 2 years later and offer to the National Archives 20 years thereafter.

Country Desk Officers

946. Technical Subject Reference File – Contains documents covering the political, social, economic, and geographic aspects of the country or countries for which a Country Desk is responsible. File made up of such records as airgrams and cablegrams, newspaper and magazine articles, photographs, maps, charts, tables, correspondence, pamphlets, and reports.

Move active papers forward and dispose of others when obsolete or when they have served their purpose.

947. Country Commercial Program (CCP) File - Contains documents pertaining to the composition, drafting, and publication of the annual Country Commercial Program for each Country Desk. Records primarily consist of drafts and duplicate copies of the CCPs and notes and correspondence and reports used in their composition.

Dispose 3 years after publication of CCP or after it has served its purpose, whichever comes first.

548. Briefing Notes and Papers - File contains background material and drafts of papers used to prepare Department of Commerce and other Government officials for such events as conferences with foreign officials, visits to foreign countries, and inspections of U.S. overseas operations.

Dispose 3 years after event or after they have served their purpose, whichever is sooner.

949. Efficiency Reports on Foreign Service Officers - Provides information on the performance of foreign officers in their overseas assignments.

Dispose 1 year after transfer or separation of employee.

950. Global and Special Market Research Report - Special studies of foreign markets or specific market areas commissioned by the Department of Commerce. These studies are made by both foreign and U.S. consulting firms for the sole and expressed use of the Department of Commerce.

a. Permanent. Retire two copies to BTRS 1 year after receipt of report and transfer to the WNRC 1 year later. Offer to the National Archives 20 years thereafter.

b. Dispose of other copies after they have served their purpose.

951. CAGNE Schedule of Events - A schedule of fairs, conferences, shows and similar promotions in Near East countries. Schedule made for the year and updated monthly. The schedule shows theme, location, dates, responsible officer, and description of event.

Dispose when 2 years old.

Business Facilitation Staff

952. Near East Contract Promotion Project File - Contains documents pertaining to the Department of Commerce's efforts to assist U.S. firms in winning sales, service, construction, and similar type contracts of 5 million dollars or more in Near East countries. Records consist

of airgrams, cablegrams, memos, correspondence, newspaper clips, contracts, biographies, schedules and programs, and reports.

Retire to BTRS 1 year after the award of contract. Transfer to WNRC 2 years later and dispose 15 years thereafter.

Joint Commission Coordination Staff

953 Program Management File - Contains documents relating to all facets of trade with Near East countries and the organization of the staff's work effort. File contains such headings as Commercial Officers Conference, Country Teams, Private Sector Participation, Publicity, Transportation, and Work Plans. Records consist of memos, reports, pamphlets, charts, and graphs, schedules, and correspondence.

Start a new file every 3 years and retire to BTRS 1 year later. Transfer to WNRC 2 years later and dispose 4 years thereafter.

954. Joint Commission Briefing Books - Contains background data, policy and position statements, and staff recommendations relative to trade between U.S. and Near East countries. Joint Commissions are bilateral arrangements between the U.S. and six Near East countries - Egypt, Iran, Israel, Jordan, Saudi Arabia, and Tunisia. Briefing papers arranged in books by discussion subject.

Permanent. Retire to BTRS when 3 years old. Transfer to WNRC 2 years later and offer to the National Archives 15 years thereafter.

955. Arab Boycott File - Contains data relative to trade restrictions existing between some U.S. business firms and Arabian Nations. File contains such subjects headings a Company Case Files, Arab League Policy, Policy of Non-Arab League, and Boycott Conferences. Arranged by subject.

Permanent. Move active papers forward and retire to BTRS when 5 years old. Transfer to WNRC 2 years later and offer to the National Archives 20 years thereafter.

Planning and Procurement Staff

956. Trade Show Files - Contains documents pertaining to the planning, design, construction, commercial participation, procurement of materials, conduct, and closing of trade fairs, catalog shows, technical sales seminars, and trade missions in Near East countries. Records consist of prospective participant lists, participant solicitation letters, planning books, budget, vendor catalogues, sketches, event schedules, employee resumes, supply and service requisitions, correspondence, and reports. File arranged by country.

Retire to BTRS 3 years after completion of event. Transfer to WNRC 1 year later and dispose 10 years thereafter.

OFFICE OF INTERNATIONAL MARKETING

The Office, in conjunction with other BIC Offices, implements Bureau trade promotion policies for achieving national export expansion goals. More specifically, its functions include:

- developing and administering direct action policies, programs, techniques and services aimed at stimulating and assisting the U.S. business community to attain a greater share of overseas markets;
- providing information and facilitative services to firms and organizations to enable them to take marketing and other actions to achieve a continuous expansion of U.S. exports; and
- developing and maintaining coordination and cooperation with U.S. industry, other U.S. Government agencies, and foreign entities engaged in international trade promotion.

Office of the Director

As chief executive of the office, the Director is primarily concerned with the formulation of policies and the development and execution of programs. Through effective delegations of authority he is relieved of direct involvement in operations conducted by the Office, with the exception of cases where there is a problem that requires an executive decision. Consequently, not as many papers accumulate in the Office of the Director as might be expected.

957. Director's Subject File - This contains documentation of the U.S. and foreign country's policies on international trade promotion and development. It also contains documentation of program plans, development and execution in broad strokes for the guidance of operating units in the efforts to initiate and operate activities to expand U.S. foreign trade. Also included are papers on trade centers, fairs, trade missions, shipping, Bicentennial, speaking engagements, and trips by the Director to negotiate or make arrangements for international trade promotions with high level officials of foreign governments or of international organizations.

Correspondence prepared by the Director, or for his clearance, for the signature of some other senior official of the Bureau or the Department is collected in folders designated Controlled Correspondence. In general it is with a VIP and usually deals with matters of a rather high level of importance.

Permanent. Start a new file every 10 years, retire to BTRS one year later and transfer to WNRC 2 years later. Offer to the National Archives when 20 years old.

958. Project Files - These are activities assigned to the staff of the Director and identified as a project. The papers include the authority for the initiation of the project, preliminary findings and analyses and an end product in the form of a report, study or some similar documentation submitted to higher authority. Arranged by project.

Permanent. Start a new file every 10 years, retire to BTRS 1 year later and transfer to WNRC 2 years later. Offer to the National Archives when 20 years old.

959. Technical Information File - This contains collected printed or processed documentation pertaining to legislation related programs of federal, state, and local governments, international organizations, relationships to other government agencies particularly to State Department, China trade and similar matters of particular interest. These papers are collected and organized for the use of all professional members of the OITP staff.

Dispose of individual documents or contents of file folders when they have served their purpose.

960. Administrative Subject File - These are housekeeping papers pertaining to such matters as budget, conferences and meeting arrangements, personnel actions, requisitions for supplies and services, space, travel and the like.

Dispose when 2 years old.

Special Assistant to the Director

961. Subject File - This contains papers generated or collected by the Special Assistant to the Director in the process of maintaining executive oversight of the program and operations of the office. The subject matter of the file includes information on fair and trade center audits, GAO foreign country reports, BIC accomplishments, balance of payments, commercial exhibits policy, new activities and ideas, State of the Union message, OMB studies, energy crisis, foreign service, legislature programs, market shares, VIP trips, foreign export promotion and investment to mention a few of the highlight areas documented.

These papers are not duplicated in the Director's Subject File. Papers containing specific information concerning the operation of specific activities documented in this file are documented in the file of the appropriate operating unit of the office.

Permanent. Start a new file every 5 years, retire to BTRS 1 year later, and transfer to WNRC 2 years later. Offer to the National Archives when 20 years old.

962. Commercial Conference Program File - Commercial Conferences held to determine the needs of the U.S. business community and the Government for overseas marketing information and program support. File contains folders on conferences held in such locations as Rome, Frankfurt, Paris, Tokyo, and Vienna.

Dispose 10 years after completion of Conference.

Assistant Director for Program Development

This office makes detailed studies, evaluations and analyses of targeted foreign markets in developed and emergent areas of the world to form the basis of promotional activities. Specific functions include:

- identification of U.S. industry segments having an export advantage;
- rationalization of market data into a broad annual promotional program to be determined on an industry or market basis;
- acquisition of foreign market data in cooperation with the Foreign Export Operations program as a supportive measure for this activity and to assist the U.S. business community in enhancing its position in markets abroad; and
- development of techniques to analyze and evaluate the effectiveness of the various elements of the Office Promotional program and the attainment of Bureau objectives.

963. Programming Subject File - This contains incoming and outgoing correspondence concerning the construction of a program to promote international trade including the selection of target U.S. industries and matching target foreign markets. A five-year plan is developed around a target industry for each year which will be given major

emphasis during that period. The plan is completed in a cycle of five years. The papers in this file pertain to the construction of the plan and the conduct of studies to evaluation, and analysis of targeted foreign markets in developed and emergent areas of the world on which the promotional activities of the office are based. Also included are papers pertaining to the operation aspects of evaluating the effectiveness of the program.

The usual intra-and inter-office correspondence including directives and instructions, minutes of meetings, organization charts, reports, target market briefs, and similar material concerning operations of the activity are also found in the file.

Permanent. Start a new file every 5 years, retire to BTRS 1 year later and transfer to WNRC 2 years later. Offer to the National Archives when 20 years old.

964. Administrative Subject File - This contains office copies of housekeeping papers such as arrangements for conferences and meetings, budget materials and studies, employee development plans, requisitions, space, time and attendance, travel and the like.

The file includes a circulating reading file and case files of personnel actions pertaining to individual employees.

- a. Budget studies - Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to the National Archives when 20 years old.
- b. Personnel case files - Dispose 1 year after separation of subject employee.
- c. All other papers - Dispose when 2 year's old.

Program Coordination Division

965. Overseas Operations (Foreign Export Promotion) Market Research Studies - These are research studies made by a contractor or by a Market Research Officer in the field or by a Market Research Officer at his desk.

The studies provide information for decision making on the selection of specific countries where there is a market for selected products of U.S. origin, and where such U.S. products will be received in a most favorable competitive manner. A typical study contains (1) Summary of Report Data (2) Market Background (3) Analysis of Potential (4) Key Market Factors (5) Recommendations and Appendices or Exhibits. Each study is devoted to a foreign export promotion theme, e.g., American Machinery and Equipment for the Graphic Arts Industry. This theme includes composing machines, reproduction equipment, letterpress and letterpress rotaries, flat printing machines, gravure presses and rotaries, screen printing machines, accessories, bookbinding machines and paper. The study undertakes to develop the facts of the particular marketplace under consideration and to present evaluations needed to make a decision on whether or not export of the products listed would be a profitable undertaking.

These may be considered as first drafts of the reports accepted since they are edited as soon as possible after receipt to eliminate certain proprietary information, company names and similar information. The edited or so-called "sanitized" version is sent to Export Information and Services where it is made available to representatives of private industry. These are the record copies of the FEP Market Research Reports and they are earmarked for indefinite retention. Thus the copies covered by this item need to be retained only long enough to satisfy the office and administrative needs.

Retire to BTRS when 5 years old, transfer to WNRC 1 year later and dispose when 10 years old.

966. Target Industry Market Research Reports - These are market research reports containing essentially the same types of information on a U.S. Industry as the Foreign Export Promotion Market Research Studies contained on the competitiveness of U.S. products in a foreign country.

A typical study deals with a product category like pumps, valves and compressors in Korea. It covers such subjects as Market Characteristics, Outlook for U.S. Sales, Profile of the Domestic Market, Regulations (duties and local taxes), Market Development Data, Trade Promotion Events, Special Points of Inquiry and statements concerning the methodology of the report.

These are first drafts of the reports, and the "sanitized" copies maintained in Export Information and Services are the record copies.

Retire to BTRS when 5 years old, transfer to WNRC 1 year later. Dispose when 10 years old.

967. Research Library Log - This is a hand-written register of FEP and TIR Market Research Studies showing for each: the file number, title, date received, date sent to TIR, date of Area Director Response, evaluations, release date and date sent to Export Information and Services.

Xerox page(s) containing entries for all studies retired and transmit them with the records retired.

Dispose of individual pages covering studies approved for disposal upon notification by BTRS.

968. Market Research - Contract Negotiations File - This contains requests to American Embassies to solicit bids for contracts to make specified Market Research Studies. Complete specifications and other instructional materials are submitted to the Embassy with the request. The Embassy collects the bids and transmits them to this office with a recommendation on the bid considered to be the best one submitted.

Technical Market Research selects a bid and returns it to an embassy with complete instructions to award a contract for the Market Research Study in question.

The file also contains papers authorizing studies made by Market Research Officers in the field and such specifications and uniform research instructions as they may need to complete the assignment. The same type of papers are in the file for studies that are made by Market Research Officers in Washington using such source materials as may be available to them. With the exception of bid proposals and copies of contracts the remainder of the papers in this file have no value after the expiration of a short period of time following the completion of the subject study.

a. Bid proposals and copies of contracts - Retire to BTRS when 5 years old, transfer to WNRC 2 years later. Dispose when 11 years old.

b. All other copies - Dispose when they have served their purpose.

969. World Market for U.S. Exports (WMUSE) - These are copies of the publications in a series titled as above which are distributed, as necessary, to all interest members of the U.S. business community. Arranged chrono.

Set of one copy each - Permanent. Retire to BTRS whenever a sufficient quantity has accumulated and transfer to WNRC 2 years later. Offer to the National Archives when 20 years old.

970. Administrative Subject File - This contains office copies of housekeeping papers on matters such as budget, conference and meeting arrangements, worksheet controls of contracts and other payments, requisitions, travel, time and attendance, work copies of directives and instructions and activity reports.

These papers are retained for an appropriate period of time in other offices such as General Accounting Division, Procurement Division Office of Organization and Management Systems and others at the Department level.

Dispose when 2 years old.

Market Research Division

971. Industry Market Research Contract Negotiations and Administration File - This activity is responsible for providing target industry and global market research to support and provide the basis for the export promotion program of the office.

The Plans Officer develops appropriate specifications for the research involved.

The file contains copies of these specifications, requests to foreign service posts to solicit bids for contracts to perform research on a specified foreign market or on specified industrial products. The foreign service post collects bids and returns them with a recommended selection. The specifications, uniform research instructions,

and other appropriate authoritative documentation is sent to foreign service posts to award the contract.

The file also contains convenience copies of airgrams to and from the foreign service posts concerning the progress of the contractor.

The contract is satisfied and completed upon the submission of a final research report that is accepted.

Record copies of all these papers are maintained in the Tactical Market Research Unit long enough to meet all requirements.

Dispose upon acceptance of the contractors final research report.

972. Global Market Survey--Export Market Digests (World Market for U.S. Exports) - These are the record copies of the summaries of final research reports submitted by contractors engaged to perform foreign market research.

The reports are the result of reviewed, connected or expanded contracted market research by the project officer. Thereafter these summaries are rewritten for publication by a contractor selected for that purpose.

Set of one copy each - Permanent. Retire to BTRS when no longer needed for current business and when a convenient volume has accumulated. Transfer to WNRC 1 year later. Offer to the National Archives when 20 years old.

973. Global Market Survey Backup Material - This material consists of the industry commodity references collected by the Plans Project Officers in support of a particular Global Market Survey.

Retire to BTRS 6 months after completion of the publication. Dispose when 4 years old.

974. World Market for U.S. Export (WMUSE) Manuscript File - This contains copies of edited manuscripts submitted to the printer for reproduction and publication. Copies of these papers are maintained in the Office of the Secretary long enough to meet all fiscal and other purposes.

Dispose when 2 years old.

Assistant Director for Resources

The Assistant Director for Resources is responsible for planning, developing, and managing the fiscal and physical resources supporting the various programs of the Office of International Marketing. In this endeavor, the Assistant Director for Resources is supported by the Special Activities Division and the Support Services Division.

The Special Activities Division plans and develops promotional techniques and activities to meet the Export Marketing needs of U.S. industry. These activities consist of catalogue fairs, trade missions, in-store consumer products promotions, and seminars.

The Support Services Division provides logistical support for foreign promotional activities. This service consists of exhibition design, construction or leasing of exhibition and trade fair or center facilities, and administration of contracts and shipping of material. The Division also develops budgets and fiscal plans and coordinates the purchase of supplies and equipment.

975. Assistant Director's Administrative Subject File - Contains documents related to resources management. Records in file pertain to audits, awards, OIM staffing, trade centers, Bicentennial budget, program development, contracts, reports, trade forms, and similar subjects.

Retire to BTRS when 4 years old and dispose 2 years later.

976. Assistant Director's Chronological File - Contains incoming and outgoing correspondence relating to all phases of the operation.

Retire to BTRS when 2 years old. Send to WNRC 1 year later, and dispose when 6 years old.

Special Activities Division

The goal of the Special Activities Division is to promote U.S. exports. To attain this goal the Division sponsors and coordinates Trade Missions, Technical Sales Seminars, Commercial Presence Fairs, Catalog Shows, and In-store Promotions.

Because of the ever changing and perishable nature of marketing data, almost all the Division's records have a short life span.

Office of the Director

977. Subject Administrative File - Contains documents relating to the Division's program and operations. File contains such subjects as Briefings, Budget, Career Development, Country Promotion Program, Export Expansion, In-store Promotions, Paris Air Show, Sample Display Services, Travel, and U.S. Promotions Abroad Calendar. Records consist of correspondence, memos, airgrams, cablegrams, reports, and news clips. File alphabetically maintained by subject.

Move active files forward and dispose of all others when 3 years old.

978. Chronological File - This contains a copy of each outgoing item written by the Director and members of the staff. File arranged chronologically and used for convenience of reference.

Dispose when 3 years old.

U.S. Trade Missions

Promotes the sales of U.S. products abroad through the sponsorship and coordination of Trade Missions. The unit handles two types of Trade Missions: Specialized and Industrial - Organized Government - Approved (IOGA). Specialized Trade Missions are groups of American businessmen recruited by Commerce to promote U.S. exports, and IOGA Missions are

groups of businessmen assembled by private organizations and associations to promote, with the approval of Commerce, U.S. exports.

979. U.S. Specialized Trade Missions File - Contains documents relating to Government sponsored missions designed to promote the sale of U.S. products or services in foreign markets. Records consist of such items as correspondence, manufacturer brochures, information sheets, airgrams, cablegrams, and plans packages. File maintained by theme (e.g., aviation equipment, chemicals, etc.).

Dispose 3 years after event.

980. Industry - Organized Government - Approved (IOGA) Trade Missions File - Contains documents relating to Trade Missions organized and led by private export promotion organizations and approved and supported in part by Commerce. Records consist of such items as penciled notes, memos, airgrams, cablegrams, and brochures. File maintained by theme.

Dispose 3 years after event.

981. Administrative - Subject File - Contains documents relating to the general management and housekeeping activities of the office. Records consist of such items as directives, organization charts, news clips, personnel lists, and travel vouchers. File alphabetically by subject.

Move active files forward and dispose of all others when 3 years old.

982. Country Background File - Contains documents pertaining to the geography, sociology, and economy of various foreign countries. Records consist of magazine articles, maps, pamphlets, photographs, letters and memos, market reports, and newspaper clips. File primarily used for reference.

Dispose when they have served their purpose.

983. Budget File - Contains documents relating to the development and application of the Trade Mission budget. Contains such records as worksheets, budget authorizations, correspondence and memos.

Dispose when 3 years old.

Technical Sales Seminars

Sponsors seminars in selected technical areas that provide marketing opportunities for U.S. products and services. Seminars are conducted by representatives of U.S. industries in regional countries.

984. Technical Sales Seminars File - Contains documents pertaining to the planning and conduct of technical sales seminars held in foreign countries to promote the sale of U.S. products. Records consist of such items as planning packages, correspondence and memos, background information on participants, session schedules, briefing papers, and reports on result of seminars.

Dispose 3 years after event.

985. Commercial Presence Fairs File - Contains documents pertaining to trade fairs held in foreign countries to promote the sale of U.S. products and services. Contains such records as cablegrams, list of participants, airgrams, news clips, planning packages, and reports. File alphabetically by name of city.

Dispose 3 years after event.

Catalog Exhibitions

Promotes the sale of U.S. products in foreign countries by sponsoring catalog exhibitions. Exhibitions feature displays of U.S. product catalogs, sales brochures and other graphic sales aids at U.S. Foreign Service post and trade shows. Each exhibit is supported by U.S. Foreign Service Commercial Officers and industry experts selected by the Department of Commerce.

986. Catalog Show File - Contains documents relating to the development and conduct of catalog shows. Records maintained in multi-division folders and consist of such items as plans packages, control sheets, correspondence with companies, photos, and show evaluation reports. File arranged by theme.

Dispose 3 years after event.

987. Industry Representative File - Contains data pertaining to the background and performance of industrial representatives. Folders contain such records as data sheets, photos, and correspondence. File maintained alphabetically by name of representative.

Dispose upon termination, retirement, or withdrawal of representative.

988. Subject Administrative File - Contains documents on the operation and activities of the "Catalog Show Unit." File contains such records as travel vouchers, newspaper and magazine articles, directives, organization charts, pamphlets, correspondence and memos, sales brochures, and proof sheets.

Move active papers forward and dispose of all others when 3 years old.

989. Catalogue Country File - Contains documents relating to the social, economical, and political features of countries. Records consist of such items as photos, news clips, maps, export/import reports, correspondence and memos. File maintained alphabetically by name of country and used primarily for reference.

Dispose when it has served its purpose.

990. Catalog Card Index on Completed Shows - This consists of (3x5) cards on completed catalog shows. Cards contain data on participants, products, theme, and degree of success.

Dispose when they have served their purpose.

991 Budget Binders - Three-ring binders containing budget data for unit. Binders contain such records as financial plans, budget authorizations, and correspondence with foreign posts.

Dispose when 3 years old.

In-store/Mail Order Promotions

Promotes the sale of U.S. consumer products in foreign retail stores and in foreign mail-order catalogs. Develops themes and merchandising campaigns and works out contractual agreements with foreign firms to devote adequate TV, newspaper, and radio advertising coverage to insure success of promotional ventures.

992. In-store Promotional File - Contains documents relating to the sale of U.S. products in foreign retail stores through the sponsorship and conduct of In-store promotions by Commerce. File contains such records as cablegrams, airgrams, lists of promotion participants, promotion plans, copies of promotional agreement with stores (Embassies maintain originals), correspondence with stores and posts. File maintained alphabetically by name of store.

Retire to BTRS 3 years after completion of event. Transfer to WNRC 1 year later, and dispose 4 years thereafter.

993. Evaluation Reports - Reports on the planning, conduct, and results of promotion. Reports contain such data as names of participating merchants, products sold and volume of sales, prospects for future or return sales, and summaries and conclusions.

Dispose 3 years after event.

994. Public Relations and Theme Data File - Contains data and items pertaining to the merchandizing of products and the conduct of store promotions. File contains the "Center Pieces" or "Theme Schemes" - the data and items that provide the central attraction for a promotion. File contains slides, photographs, newsletters, posters, flags, production outlines, pamphlets, and various forms of artwork. File used primarily for reference.

Dispose when no longer needed.

995. Resources - Participants, Stores and Merchandise File - Contains computer generated data on the resources involved in promotions. Records consist of such items as lists of products and suppliers, names and locations of

foreign volume sales retail stores, and post performance summaries for retail stores.

Dispose after receipt of updated records.

Support Services Division

This Division plans, develops, and manages the fiscal and physical resources supporting and implementing the promotional programs of the Office of International Marketing. This is accomplished by the Director and the four staffs listed below:

1. Exhibition Management
2. Shipping Staff (New York Office)
3. Fiscal and Facilities, and
4. Staffing Services

The Director's role is a decision-making one and he maintains the following files:

996. Support Services Director's Subject File - Contains documents relating to the management and coordination of the Support Services program. File contains documents on such subjects as Administrative Instructions, Budget, Overseas Housing, Legislative Authority, Trade Fair Program Tables, Cost Recovery, Proposals, and Personnel. Records consist of correspondence, memos, workpapers, travel vouchers, news clips, reports and pamphlets.

Retire to BTRS when 3 years old and transfer to the WNRC 1 year later. Dispose when 10 years old.

997. Chronological File - Contains copies of correspondence and memos sent out of the office by the Director and Deputy Director. File maintained in date order.

Dispose when 3 years old.

998. Trade Center Director's Conferences File - Contains documents relating to conferences held by Trade Center Directors since 1966. Records consist of such items as announcement of meetings, agendas, lists of attendees, summary of transcripts, minutes of meetings, memos, and correspondence. File arranged by year.

Dispose 5 years after conference.

Staffing Services

This activity is primarily responsible for manpower management for the OIM including employee development, training, utilization of special skills such as foreign languages, market research ability, salesmanship and promotion. It also coordinates office liaison with the State Department on Foreign Service Commercial Officer assignments.

999. Employee Record (SF-7B) - This is a (5x8) card record of each active employee showing name, address, nature of action, effective date, position title and number, grade and salary, group and organization designation, and official station.

Dispose of individual cards 2 years after separation of employee.

1000. OIM Personnel File - This is a name case file for Foreign Service Commercial Officers, Foreign Service Reserve Officers, and Field Office Foreign Trade Specialists. Each folder contains copies of papers that are used to evaluate the subject employees qualifications and career goals, and training desires. The file is used to manage the manpower resources of OIM.

The information collected in this file is essentially duplicated in the Official Files. Since these papers are used to serve operating needs only they are of relative short term value.

Dispose 1 year after evaluation of subject employee.

1001. Program Personnel - This contains name case files for each employee in this category. Typically a case file will contain a copy of a career development and program sheet, request for salary and wages, CEP overseas staff date sheet (a summary of qualifications, efficiency rating, experience and assignment preferences), career resume, biographical profile, and copies of time and attendance reports.

The file is used to manage the manpower resources and the need for these papers is only for a relative short period since they are duplicated in the Official Personnel Folder.

Dispose 1 year after separation of subject employee.

1002. Applications for Federal Employment - These are applications with relate papers under consideration for employment in the OIM.

- a. Successful Applicants File - Move forward to the appropriate case file series described above.
- b. Unsuccessful Applicants File (inactive) - Dispose when 1 year old.

1003. Career Development and Training Work Files - These are copies of papers generated or collected by the activity to keep informed of and participate in all career development programs and training opportunities offered by the Department or by inter-agency bodies or by other agencies.

These are workpapers of short term value since the substantive results are documented in the Official Personnel Folders of employees affected.

Dispose of individual documents or contents of file folders when they have served their purpose.

1004. Position Descriptions - This is a copy of a job description for each filled position in the OIM.

Dispose when superseded by a new description.

1005. OIM Reports File - This consists of the following reports prepared for the OIM Director, the Bureau, and the Department:

- Bi-Monthly Intelligence Report
- Bi-Monthly Open Projects Report
- Monthly Report to the Secretary
- Monthly Communications Plan
- Quarterly Improvement Project Report
- Weekly Activity Report

These reports are essentially prepared, edited, or compiled by the Deputy Director of the Resources Management Staff; in total the reports comprise a major portion of the management information system of OIM. The reports are used for decision-making purposes by the Directors of OIM and BIC,

and higher level officials of the Department. Included in this series is a summary briefing report also prepared by this office for the use of the senior officials involved in top level meetings.

Set of one copy each - Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later. Offer to the National Archives 20 years thereafter.

1006. Administrative Subject File - These are office copies of housekeeping papers on matters such as arrangements for meetings, requisitions, request for space, telephone service, time and attendance reports and similar matters.

Dispose when 2 years old.

1007. Staffing Service Program File - Contains documents pertaining to the management and operation of the overseas staffing program. File contains such subjects as Alien Wives Project, Briefing Book Material for Foreign Service Inspectors, Foreign Service Language, Intern Program, Job Descriptions, Office Procedures, Overseas Schools, Privacy Act, Reorganization, and United Nations Assignments. Records consist of memos, correspondence, pamphlets, news clips, magazine articles, cablegrams, and airgrams.

Dispose when no longer needed for current business.

Exhibition Management Staff

This staff develops and implements promotional techniques and programs in overseas markets to directly support the marketing objectives of U.S. firms participating in commercial exhibitions. The staff also provides for leasing and construction of exhibition and seminar facilities and the physical operation of such facilities for the domestic and foreign export marketing programs. The Shipping Staff located in New York City uses this office as its principal contact with the Washington organization for coordination of activities and for other purposes.

1008. Show Promotion File - This contains incoming and outgoing correspondence, airgrams, company brochures, market

promotion plans, marketing promotion bids, specifications, and printed material and final evaluations of the show.

The final evaluation reports only have value for planning and projecting the next show having the same theme. The reasons for this are the rapid changes in markets and technology and that the reports are aimed at collecting only information that is useful for trade promotion purposes.

The copies of the market development contracts for the shows are also included in this file. These are convenience copies since the record copy of the contracts is maintained in the Central Accounting Division, Office of the Secretary.

These papers are arranged by geographical location.

Retire to BTRS when the show is closed and dispose 3 years later.

1009. Roster of Managers and Market Development Officers Assignment - These are sheets for each staff member showing as assignments in the conduct of foreign trade promotion shows. This is a long term management worktool that must be maintained in close proximity to the user and it has no value for other than operational purposes. The essential information in this roster is maintained in the subject employee Official Personnel Folder.

Dispose of sheets for an individual employee when they have served their purpose.

1010. Operating and Procedurals Manual File - This staff is responsible for developing and issuing three manuals entitled as follows:

Foreign Export Promotion Operations Manual

Foreign Export Promotion Marketing Manual

Foreign Export Promotion Procurement Manual

The file consists of one copy of each version of each of the manuals with related backup papers.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later. Offer to the National Archives 20 years thereafter.

1011. Exhibition Program File - Contains documents relating to the design and construction of exhibits and fairs, and the evaluation of special promotions and World Fair host proposals. Folders in file contain data on such subjects as Floor Plans for Shows, Show Registration Procedures, Overseas Management Workshops, Complaints and Accomplishments, Building Designs, Exhibit Designers, and Storage of Exhibition Records. Records consist of circulars and announcements, request for slides, floor plans, economic planning studies, letters to and from city officials of cities seeking to host World Fairs, show schedules, and organization charts for commercial exhibits.

The records in this file are workpapers and duplicates of those maintained by committees and other units of the agency having primary project responsibility.

Retire to BTRS when 3 years old and transfer to WNRC 2 years later. Dispose 5 years thereafter.

1012. U.S. Exhibition Construction and Operation File - Contains documents relating to the construction and operation of shows. File pertains to such subjects as site selection, show construction, food service, staffing, vehicle rentals, giveaways, and communications. Records consist of such items as bid schedules, construction contracts, freight forwarders contracts, budget reports, progress reports, and financial reports. File alphabetically maintained by name of show.

Record copies of the contracts are maintained in the Office of the Secretary, Contract Administration Branch, Office of Administrative Services and Procurement.

Dispose 3 years after completion of show.

1013. Exhibition Management Cablegrams and Airgrams File - Cablegrams and airgrams cover construction progress, staffing, show operation, security, transport of displays and other day-to-day questions about shows.

Dispose when 2 years old.

Exhibit Transportation Staff (New York City)

This staff is often conversationally referred to as the New York Office. Although it is located in New York City, the staff is a part of the headquarters organization and is not a field activity.

The staff performs as a semi-autonomous unit because of the nature of its functions and responsibilities.

The staff provides logistical support for domestic and foreign marketing programs including the coordination and control of domestic and international shipment of exhibitor products and exhibition support material. More specifically, this includes keeping track of products from the time they leave the possession of exhibitors until they are returned to them. Necessary instructions are prepared, shipping documents are issued or maintained, all shipping arrangements are made and executed, and the exhibitor is kept informed of each transaction.

1014. Shipping Documents File - This documents the entire history of the movement or location of exhibitor products from the time they leave possession of the exhibitor until they are returned to him or disposed of in some other manner in accordance with the exhibitor's instructions. The documentation includes copies of participation agreements, shipment instructions, dock receipts, commercial ocean bills of lading and airways bills, commercial invoices, pickup order, and related papers.

Most of the transportation charges are paid for by the exhibitor (commercial firm) and no government funds are involved. The exhibitor is furnished copies of the shipping documents involved. In addition, when a show is closed the manager's file on the show is forwarded to BIC, in Washington. This file also contains copies of the principal shipping documents on the exhibits used for the show and it is maintained long enough to meet all requirements for audit and other purposes.

Occasionally, a government bill of lading is issued to cover transportation costs of an exhibitor's product from the point of discharge to the exhibitor on its return trip. Copies of these GBLs for fiscal accountability are maintained in the Central Accounting Division, Office of the Secretary.

Transshipments abroad of exhibitor's products from one show to another without return to the exhibitor are also documented in this file.

The papers are arranged alphabetically by the names of shows, thereunder alphabetically by the names of exhibitors.

Dispose when 5 years old.

1015. Card Control of Shipments - This is a (5x8,) card file of all exhibitors to whom shipment instructions have been issued. The card shows exhibitor's name and address, contact, telephone number, name of consignee show, point of origin of shipment, brief description of products involved and the like.

Start a new file every 5 years and dispose of old file 1 year later.

1016. Administrative Subject File - This contains office copies of housekeeping papers on matters such as use of imprest funds, job descriptions and other personnel actions, time and attendance reports, budget, requisitions, travel, and work copies of Departmental, Bureau and other authoritative directives. The file also contains copies of papers relating to several other subject areas of housekeeping.

Dispose when 2 years old.

1017. Reading File - This consists of one copy of each outgoing item generated by the staff, arranged chronologically.

File is a useful worktool for tracing lost property for a period somewhat longer than such files are usually kept.

Dispose when 5 years old.

Fiscal and Facilities Branch

1018. Administrative File - Contains documents relating to the general management and housekeeping operations of the Branch. Data pertains to office safety, building security,

equipment and furnishings, budget and finance, organization, and travel. Records consist of such items as budget notes, organization charts, time and attendance reports, travel vouchers, correspondence and memos.

Dispose when 2 years old.

1019. Conditions of Participation - Contains development and final printed versions of the conditions that must be satisfied by participants in trade fairs and shows. A separate file is maintained for each type of program (trade fair, trade center, etc.).

Dispose when revised or terminated.

1020. Budget File - Contains data relating to the formulation of a budget for trade fairs, exhibitions, and other product marketing programs. Records consist of financial plans, budget authorizations, status reports and tables, memos and correspondence. File arranged alphabetically by type of promotion (Technical Sales Seminars, Catalog Shows, In-store Promotions, etc.).

Dispose when 5 years old.

1021. Leases, Freight Forwarding Contracts, Insurance Policies and Claims File - Contains land and building leases for trade centers, trade fairs, and other promotional events. File also contains contracts for transporting materials to exhibits, insurance claims, and correspondence and memos pertaining to these items.

- a. Leases - Dispose 3 years after termination or completion.
- b. Freight Forwarding Contracts - Dispose 3 years after termination or completion.
- c. Insurance Policies and Claims - Dispose 1 year after termination of policy or close of claim, whichever is later.

1022. Printing Files - Contains copies of Printing Requisition (CD-10) for promotional literature for trade events.

Dispose when 1 year old.

1023. Overseas Budget Status Report - Monthly report of the actual vs. budgeted expenditures made by the Bureau of International Commerce for overseas promotions.

Dispose when 5 years old.

1024. Monthly Travel Plan File - Contains the worksheets and drafts of monthly travel plans. Travel plans outline the proposed travel for the Office of International Marketing for the month. Used for screening travel.

Dispose when 2 years old.

1025. Shared Administrative Support File - Contains data relating to the shared expenditures made for administrative support by the Department of State and the Department of Commerce. File contains summaries of all bills sent from embassies to the State Department for compilation and division with Commerce. Records consist of such items as supporting airgrams, reimbursement agreements, summary distribution of expenses, and memos and correspondence.

Dispose when 3 years old.

1026. Project Cost Runs - Computer-generated cost runs showing budgeted vs. actual expenditures for each project. A part of the Program Management Information System.

Dispose when 3 years old.

Assistant Director for Emergent Markets

The Assistant Director for Emergent Markets plans and implements individual country programs to support the marketing needs of the U.S. business community on a targeted industry, product, and market basis. Emergent Markets is made up of Country Market Managers (CMM) for:

1. Singapore/Malaysia/Thailand/Indonesia/Philippines
2. East/South Asia
3. Mexico/Central America
4. Andean/Caribbean Countries
5. Brazil/River Plate
6. West/Central Africa
7. East Southern Africa

1027. Assistant Director's (Emergent Markets) Administrative Procedures/Policy File - Contains data pertaining to the management or the Country Market Managers (CMM) for Emergent Markets. The file is alphabetically divided by subject. Folders contain data on such subjects as Bureau Announcements, Bicentennial Committee, Budgets, Congressional Communications, Export Promotion, GAO Report, Market Research, Overseas Management, and Trade Promotion.

Move active papers forward. Transfer all others to BTRS every 4 years. Dispose when 6 years old.

1028. Chronological File - Contains yellow copies of correspondence originated by members of the staff. The file is maintained by year then month.

Dispose when 3 years old.

Assistant Director for Developed Markets

The Assistant Director for Developed Markets plans and implements individual country programs to support the marketing needs of the U.S. business community on a targeted industry, product, and market basis. Developed Markets is made up of Country Market Managers (CMM) for:

1. United Kingdom/Canada
2. Nordic
3. Germany/Austria
4. France/Benelux
5. Italy/Turkey/Greece
6. Spain/Portugal/Yugoslavia/Switzerland
7. Japan
8. Australia/New Zealand

1029. Assistant Director's (Developed Markets) Operations File - Contains data pertaining to the management or the Country Market Managers (CMM) for Developed Markets. The file is divided into three primary parts - Regional Groups, Trade Centers, and Operations.

Regional Groups contains airgrams, cablegrams, reports, and memos on budgets and problems pertaining to groups of countries such as Germany, Austria, and France.

Trade Centers contains reports and memos on programs, schedules of events, and operations at Centers located in such cities as London, Frankfurt, and Sidney.

Operations contains airgrams, memos, reports and work papers pertaining to such subjects as consumer goods promotions, Paris air show, speech material, research planning, program development, and trade promotions.

Move active papers forward. Transfer all others to BTRS every 4 years and dispose when 6 years old.

1030. Administrative Subject File - Contains papers used in the general housekeeping activities of the office. Data pertains to such subjects as budgets and finance, personnel, public relations, organization, and travel.

Dispose when 2 years old.

1031. Chronological File - Contains incoming and outgoing memorandums and correspondence generated and handled in the day-to-day operation of the office.

Dispose when 5 years old.

Regional Affairs for Developed Markets

Regional Affairs for Developed Markets is part of the Developed Markets Division of the Office of International Marketing. The unit's primary function is to gather and provide tariff information to the American business community. In addition, the unit maintains and provides data on European Trade Regulations and Taxes.

1032. GATT (General Agreement on Tariff and Trade) Kennedy Round Files - Contains documents relating to the organization, proceedings, and issuances of GATT. Divisions of file divided into such headings as Membership, U.S. Trade Negotiating Committee, Commodities (by name), U.S. Position Press Reports, Subsidies, Kennedy Round Results, and GATT Position Papers. File arranged by number.

Dispose 15 years after current Round negotiations.

1033. EEC (European Economic Community) Files - Contains data pertaining to the establishment, membership, development, operation, and production of EEC. File contains data pertaining to such subjects as establishment of EEC, Council of Ministers, EEC Crisis, Country Data, Internal Tariffs, Trade Agreements, Insurance, Balance of Payments, Currency Conversion, Transportation and Communication, Agriculture, and Industry.

Retire to BTRS when 10 years old and transfer to WNRC 2 years later. Dispose when 20 years old.

1034. ECE (Economic Commission for Europe) Files - Contains information pertaining to the organization and management of the Economic Commission for Europe. File covers such subjects as meetings, administration, energy, commodities (by name), and manpower and employment.

Retire to BTRS when 10 years old and transfer to WNRC 1 year later. Dispose 5 years later.

1035. ECSC (European Coal and Steel Community) Files - Contains data pertaining to the organization and management of the European Coal and Steel Community. File covers such subjects as organization and function, court decisions, transportation, labor, and social policy.

Retire to BTRS when 10 years old and transfer to WNRC 1 year later. Dispose 5 years later.

1036. Eurotom File - Contains data pertaining to the Eurotom organization. File covers such subjects as administration and program, tariffs and trade, research, patents, and nuclear materials.

Retire to BTRS when 10 years old and transfer to WNRC 2 years later. Dispose when 20 years old.

1037. OECD (Organization for Economic Cooperation and Development) Files - Contains documents relating to the OECD organization. Records cover such subjects as rules and procedures, agenda and schedules, report of activities, international cooperation, Aid Review, financing, taxation, and economic development.

Retire to BTRS when 8 years old and transfer to WNRC 1 year later. Dispose when 15 years old.

1038. NATO (North-Atlantic Treaty Organization) File - Contains data pertaining to the NATO organization. Papers cover such subjects as trade procurement, credits, laws of the sea, and the North Atlantic Council. File contains only duplicate copies. Used primarily for reference.

Dispose when 10 years old.

1039. United Nations File - Contains information pertaining to the organization, functions, and programs of the United Nations as related to U.S. foreign trade. Records concern such subjects as UN Development Programs, UN Conference on Trade and Development, Outer Space, motor vehicles and parts agreements, resources of the sea, and international telecommunications.

Section 50.5 - UN Conference on Trade and Development (UNCTAD) is a special concern to the Regional Affairs unit. Records in this section contain information on Conferences, development and organization of committees (manufacture, finance and invisibles, expansion of trade), Commodities (sugar, cocoa, and coffee), and Shipping.

a. Section 50.5 UNCTAD - Retire to BTRS when 10 years old and transfer to WNRC 1 year later. Dispose when 20 years old.

b. All Other Papers - Retire to BTRS when 8 years old and transfer to WNRC 1 year later. Dispose when 15 years old.

1040. Regional Affairs for Developed Markets Miscellaneous Files - Contains papers relating to all subject areas that are of interest to the Regional Affairs Unit. Papers pertain to such subjects as varied council and committee activities (by name - e.g., International Monetary Fund, World Bank, Council of Europe), charts and interest rates, export development programs, taxes, trade and personnel.

a. Personnel - Dispose 6 months after transfer or termination of employee.

b. All Other Papers - Dispose when 2 years old.

1041. Secretary Stans' Mission to Europe Briefing File - Contains briefing paper of Secretary of Commerce Stans' April 11-26, 1969 visit to Europe. File consists of

one folder for the European Economic Community and one for each of the Western European countries. Papers contain data on such subjects as foreign political and industrial leaders and institutions, economic geography, trade relationship with U.S., and proposed trade strategy.

Permanent. Retire to BTRS when 10 years old and offer to the National Archives 20 years later.

Country Marketing Managers

Country Marketing Managers (CMM) in Emergent and Developed Markets handle units made up of a country, groups of countries or a region e.g., Japan, United Kingdom, Canada, and East/South Asia. CMM are responsible for planning and directing marketing programs and promotions in foreign countries, and providing overseas marketing information to the U.S. business community.

1042. Country Marketing Managers' Program Subject Files - Contains documents relating to all phases of product marketing and promotion work in foreign countries. Headings on folders cover such subjects as Catalogue Shows, Domestic Shows, Market Research, Special Activities, Travel Schedules, Success Stories, and American Bicentennial. Records primarily consist of reports, memos, and correspondence.

Move active papers forward and dispose of others when 2 years old.

1043. CCM Budget Files - Contains data pertaining to the development and application of the budget for the unit. Papers consist of such items as budget submittal requests, budget approval authorizations, record of expenditures, and reports.

Dispose when 5 years old.

1044. Administrative Subject File - Contains data relating to the housekeeping activities and general management of the offices. File contains such records as organization charts, personnel actions, job applications, purchase requisitions, directives, time and attendance reports, travel vouchers, and news clips.

Move active files forward. Dispose of all others when 2 years old.

1045. Chronological File - Consists of correspondence and memos initiated and sent out by members of the staff.

Dispose when 2 years old.

1046. Cables and Airgrams - Incoming and outgoing cables and airgrams filed in chronological order.

Dispose when 2 years old.

1047. Fairs and Exhibits - Trade Show Files - Contains documents pertaining to the planning, solicitation of participants, assembly and staffing, promotion, conduct and management, and summary of trade shows put on by Commerce in foreign countries. File is alphabetically arranged by name of show. Show folders contains such records as proposals for show, lists of prospective participants, selection of and agreements with public relation firms, show directories, staffing plans, photographs of exhibits and displays, show summaries and evaluations.

Retire to BTRS 3 years after completion of show and transfer to WNRC 1 year later. Dispose 7 years after completion of show.

1048. Market Research Studies Files - Consists of market studies and surveys made in foreign countries by the Department of Commerce or by private firms contracted by DOC or commercial or industrial companies or associations. Because of changing technology, social patterns, political attitudes, and economic conditions market studies and surveys have a short life span for both application and reference.

Retire to BTRS 3 years after completion of study and transfer to WNRC 2 years later. Dispose when 10 years old.

1049. Country Information Files - Contains data pertaining to ALL Phases of a country's geography, industry, commerce, and its people. Folders in files cover such subjects as Commodities (by name), Industries (by name), Legislation, Construction, Land, Finance, and Banking. Folders contain

such records as airgrams, cables, photographs, pamphlets and brochures, maps, news clips, studies and reports.

Move active files forward and dispose of all others when 2 years old.

OFFICE OF EXPORT DEVELOPMENT

The Office of Export Development directs the execution of programs for the development and promotion of U.S. products and services to foreign countries. The Office of Export Development is made up of the Office of the Director and four Divisions - Domestic Export Programs, Export Information, Major Projects, and Overseas Opportunities.

Office of the Director

1050. Director's Program File - Contains documents relating to the management and operation of the Office. File includes such subjects as Value Analysis, Commerce/State Relations, Ex-Im Bank Activity, Progress Evaluation, Statistic, World Bank, Policy and Programs.

Move active papers forward and dispose of all others when 3 years old.

1051. Budget File - Contains documents pertaining to the development and analysis of the budget of the Office. Contents of the file consist of such items as budget working papers, requests for budget submittals, memos relative to budget requests, budget preparation directives, budget approvals and authorizations, and budget evaluations.

Dispose when 5 years old.

1052. Administrative File - Contains data relating to the general housekeeping operations of the Office. Records pertain to such subjects as budgets, organization and staffing (personnel), furniture and equipment, time and attendance reports, and travel.

Dispose when 2 years old.

1053. Chronological File- Consist of both white and yellow copies of correspondence initiated and sent out by the Director and the Divisions. White and yellow copies separately maintained in date order.

Dispose when 3 years old.

Domestic Investment Services Staff

This Staff, in cooperation with the 50 states and local authorities, the State Department, embassies and consulates, and others, facilitates foreign direct industrial investment in the United States in the interest of economic growth, productivity, employment, and the securing of new, advanced, and high technology.

Files maintained by the Staff are attributed to the Invest in the USA Program.

1054. State Industrial Economic Data File - This contains booklets, brochures, and other secondary source material containing economic and industrial data, e.g., population, labor, industrial sites, financing schemes, training programs, etc., for each state. Information is drawn from this material to respond to foreign and domestic firms that are considering the establishment of manufacturing facilities in the U.S.

Dispose of individual documents or file folders when they have served their purpose.

1055. State Investment Missions File - This contains copies of incoming and outgoing correspondence with related material relative to investment missions that each state has sent to Europe, Japan, or Canada to promote foreign direct investment in the United States. These papers lose their value after the expiration of a short period of time after the mission has completed its work.

Dispose 2 years after termination of the mission.

1056. Foreign Firms in the United States - This file contains incoming and outgoing correspondence and related papers which contain information relative to foreign firms

having manufacturing facilities located in the various states. The papers are arranged alphabetically under the names of states.

This file is an essential worktool, but the papers have no value for any other purpose.

Dispose of individual documents or contents of file folders when 18 months old.

1057. Foreign Company Investment Files - This contains copies of incoming and outgoing correspondence with foreign companies that are planning to set up manufacturing plants in the U.S. The papers are arranged alphabetically by the names of companies.

The file is an essential worktool, but the papers have no value for any other purpose.

Dispose upon notification of withdrawal of investment interest.

1058. Industrial Development Attaches File - This is documentation relative to the administrative management and activities of U.S. Industrial Development Attaches who were assigned to Europe.

These papers are characteristically different from the usual housekeeping administrative papers and they should be maintained for the full prescription period.

Move active files forward, retire all others to BTRS at the end of every 2 years and transfer to WNRC. Dispose when 10 years old.

1059. Licensing File - This is documentation of joint venture opportunities received from foreign companies which want their products made in the U.S. by U.S. companies.

Dispose when 18 months old.

1060. U.S. Company Investment Files - This is documentation pertaining to U.S. companies looking for unique foreign products which they can manufacture in the U.S. under licensing or joint venture agreement.

Dispose when 2 years old.

1061. Foreign Country File - Documentation of foreign direct investments in the U.S. by foreign companies. These opportunities are listed and published periodically for wide public distribution. The papers are arranged alphabetically under the names of foreign countries.

Dispose when 1 year old.

1062. Conference Files - Documentation of formal and small scale "Invest in USA" Conferences held in Europe and Japan.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC. Offer to NARS when 20 years old.

1063. General Subject Files - These contain documentation providing an overview of economic and industrial factors that have a direct bearing on foreign direct investment in the U.S. Notable subject headings in the file include: Buy American Act, Anti-trust, Legal Provisions Effecting Investment in the U.S. and the like.

These papers are an essential worktool, but they have no value for any other purpose.

Dispose of individual documents or contents of file folders when obsolete.

1064. Recent Foreign Investment Activity in the U.S. - This was a monthly synoptical report submitted to the Secretary of Commerce which capsulated foreign investment activities under headings such as New Foreign Investments, Acquisitions: Negotiated or Unopposed, and Acquisitions: Contested and Other Developments.

This was a record set (1 copy each) of the reports which appeared to contain information of considerable value to future researchers for purposes of establishing their perspective. Arranged by subject.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC. Offer to NARS when 20 years old.

1065. Foreign Direct Investors in the United States: List of Foreign Firms with Some Interest/Control in American Manufacturing and Petroleum Companies in the United States - This is a publication issued as needed to update previous

issues which lists manufacturing and petroleum companies in the U.S. which are subsidiaries or affiliates of foreign countries.

Record set (1 copy each) - Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC. Offer to NARS when 20 years old.

1066. Administrative Subject File - This contains office copies of the usual housekeeping papers on such matters as arrangements for conferences and meetings, budget, directives, parking spaces, personnel actions, requisitions for services and things, space, time and attendance, training, travel, and the like.

Dispose when 2 years old.

Major Export Projects Division

The Major Export Projects Division provides assistance to U.S. firms on major international business transactions. The Division identifies and brings to the attention of U.S. industry large scale projects, in excess of 5 million dollars, which show a significant potential for the export of U.S. goods and services. In addition, the Division assists U.S. firms in competing for these projects, and coordinates the activities of other government agencies in helping U.S. firms win foreign contract awards.

1067. Project Files - Contains data relating to the finding of foreign projects and the assistance provided by the Division to U.S. firms in winning contract awards. Records consist of such items as airgrams, correspondence, news clips, reports, internal memos, meeting arrangements and minutes. Filed alphabetically by country and then by type of contract.

Dispose 6 months after award of contract.

1068. General Country File - File contains documents pertaining to political, economic, and social happenings in foreign countries having a project potential. Data includes such items as reviews of economic conditions, country development plans, reports by United Nation units like UN DO, and international bank loan data.

Move active folders forward and dispose of all others when 5 years old.

1069. Administrative Subject File - Contains data relating to the general management and housekeeping activities of the Division. Data in file pertains to such items as directives, budgets, staffing, purchasing, organization, and travel.

Dispose when 2 years old.

1070. Chronological File - Contains one copy of all outgoing items created by the Division. File maintained in date order and used primarily for reference.

Dispose when 5 years old.

Domestic Export Programs Division

The Domestic Export Programs Division provides information and assistance to firms interested in international trade. The Division organizes and conducts trade shows, foreign buyer programs, conferences and seminars. In addition, the Division administers the President's "E" and "E Star" Awards and other national incentive programs, provides staff support to White House conference on foreign trade, and administers the National Multiplier Program.

Office of the Director

1071. Division Director's Program File - Contains documents relating to the management and operation of the Division. Records in file pertain to such subjects as Sales Consultants, Educational Programs, National Association of Manufacturers, Overseas Consultants, Legislation, Projects, Policy, and Programs, and Final Reports on Foreign Buyer and Trade Show Programs.

Move active papers forward and dispose of all others when 5 years old.

1072. Administrative Subject File - Contains data relating to the general housekeeping operations of the Division. Records in the cover such subjects as budget and finance,

organization and staffing, time and attendance, furniture and equipment, and travel. In addition, the file contains Division personnel folders.

- a. Personnel Folders - Dispose upon termination or transfer of subject employee.
- b. All Other Papers - Dispose when 2 years old.

1073. Chronological File - Contains both the white and yellow copies of correspondence and memos initiated and sent out of the Division by the Director and his staff. White and yellow copies separately maintained in date order. Also incoming correspondence kept with yellow in Director's file.

Retire to BTRS when 1 year old and dispose 4 years thereafter.

1074. Joint Export Association File - Contains documents relating to the Joint Export Association Program which provides financial and other assistance to groups of U.S. companies joined to sell their products in foreign markets. Program started in 1970 as a matching fund operation between Commerce and participating firms. Program discontinued in 1974.

Retire to BTRS 2 years after termination of program and dispose 2 years thereafter.

Foreign Buyer Staff

1075. Foreign Buyer File - Contains data related to identifying reign buyers, determining their interests, and arranging for their introduction to U.S. firms. File contains such records as embassy identification of foreign buyer, contacts and schedule arrangements with U.S. firms, foreign buyer itineraries, comments and notes on visit, and final reports on buyer's visits.

Transfer final report on buyer visits to Division Director's Program File and dispose of all other papers when 1 year old.

1076. Domestic Trade Show File - Contains documents relating to the 12 to 15 domestic trade shows developed to promote U.S. products to foreign buyers. Shows developed in association with industrial and commercial trade groups. Records consist of such items as development of themes, show invitations and announcements, exhibit designs, schedule of events, foreign buyer responses, and final reports on shows.

Transfer final report on buyer's visits to Division Director's Program File and dispose of all other papers when 1 year old.

Promotional Support Section

1077. "E" and "E Star" Awards Case Files - Consist of documents by firms, and organizations for the President's "E" Award for Exports, a program created by Executive Order 10978 on December 5, 1961. File contains applications for the President's "E Star" Award authorized by the Secretary of Commerce on August 4, 1969. Among the documents in the files are Forms FO-100, Notification of Scheduling of an "E" Award Ceremony, FO-191, Application for President's "E" Award for Export Expansion, company brochures, correspondence and memoranda. File arranged alphabetically by name of company.

Retire to BTRS 1 year after award, transfer to WNRC 2 years later, and dispose 7 years thereafter.

1078. "E" and "E Star" Awards Card File - Cards (5x8) showing status of award applications cards contain such data as name of applicant, file numbers, date of applications, and award actions. Cards arranged alphabetically by name of applicant.

Dispose when they have served their purpose.

1079. Multipliers File - Multipliers are commercial and industrial firms such as banks, transportation companies (especially airlines), and export management companies. These firms provide information to the private sector regarding export expansion possibilities. They support the Commerce Department's district offices in providing export guidance.

File contains such records as company applications to serve as multipliers, proposals indicating role of prospective multipliers and related correspondence. File arranged alphabetically by company.

Retain records of all active companies and dispose of folders of inactive companies when they have left the Program. Dispose upon termination of company participation in Program.

1080. White House Conference Files - Contains documents relating to Government-Private Sector Conferences, called in the name of the President, to promote the sale of U.S. products and services abroad. The Promotional Support Section provides staff support to the White House conferences. The Section prepares agendas, arranges for meeting facilities, prepares invitations and lists of participants, and publishes and disseminates reports. File made up of such subjects as List of Participants, Publicity and News Coverage, Biographies and Photographs of Speakers, Speeches, Audio Tapes of Speeches, Kit Covers and Programs, and Conference Reports. Arranged by subject.

Permanent. Retire to BTRS 1 year after conference. Transfer to WNRC 2 years later, and offer to the National Archives 20 years thereafter.

Overseas Business Opportunities Division

This Division assists U.S. firms interested in investing abroad and/or licensing abroad by seeking and transmitting opportunities in specific industries and in particular foreign countries.

It promotes and assists foreign industrial investment by U.S. firms in the interest of economic growth, improvement of the balance of payments, employment, and the exchange of new and advanced technology.

Files maintained by the Division are attributed to the Foreign Investment Services Program.

Overseas Products and Investment Opportunities Staff

1081. Investment and Licensing Opportunity Project Files - These consist of project folders for each opportunities discovered for U.S. investors to invest in foreign firms. The folder contains copies of all correspondence and related papers pertaining to the opportunity covered by the project.

The folders are filed alphabetically by country and, in the case of active countries, alphabetically by name of foreign proponents.

Retire inactive files to BTRS at the end of every year. Dispose when 3 years old.

1082. Opportunity SIC Index - This index identifies investment and licensing opportunities in foreign countries by SIC number and each SIC grouping is broken down by geographical region or area. Material filed under the index normally consists of a copy of the project announcement or a copy of an Investment Opportunity Action Record sheet covering unpublished projects.

Dispose of documents when 1 year old.

1083. Company Files - These contain correspondence with American firms looking for foreign investment opportunities. Correspondence and related papers pertaining to prospective candidates for the American Investor's Register (AIR) are arranged alphabetically by company (or individual) name.

Purge the file at least once a year, moving active papers forward and disposing of all others when superseded or obsolete.

1084. American Investor's Register (AIR) Files - These contain names, addresses and other pertinent information regarding communications with active foreign investment and licensing candidates. Basic material found in the file includes dated Foreign Investment Service Record sheets or American International Investment Register sheets with Supplementary material such as dated pink records of outgoing communications identified by SIC numbers, and identifications of cooperative trade associations in each industrial grouping.

Dispose of individual sheets when the American investors interest is withdrawn or satisfied.

1085. Country Files - These consist basically of communications with the foreign service. In most cases, the papers in each country file are subdivided into general information, investment information, U.S. firms interested and foreign interests in U.S. investment or licenses. Some country files include special folders on subjects of particular interest.

Dispose of individual documents or the contents of file folders when they have served their purpose.

1086. Administrative Subject File - These contain office copies of the usual housekeeping papers and a quantity of operating and reference material pertaining to divisional activity and to other Departmental activity. The following are examples of secondary and tertiary subject headings appearing in the file: Budget, Library, Organizational Data, Personnel, Reports (Activity), Time and Attendance, Travel and Meetings, Secretarial Officers, Domestic and International Business, Bureau of Domestic Commerce, Bureau of International Commerce, and General Reference Files.

Dispose when 2 years old.

1087. Chronological Files - These contain a copy of each outgoing item generated by the activity.

Dispose when 1 year old.

Export Information Division

The Export Information Division provides assistance to U.S. firms by identifying and helping them locate agent/distributor for their products, evaluating the financial and management condition of foreign firms, counseling exporters and prospective exporters, disseminating reports on foreign production and commercial conditions, and investigating and resolving trade complaints and problems. The Division is made up of the Office of the Director and four Sections - World Trade Data Reports, Export Contact List, Business Counseling and Business Communications/AITR.

Office of the Director

1088. Director's Program Subject File - Contains data relating to the operation and control of the Division's programs. Folders in file identified by such headings as Estimated ADP Requirements, Country Commercial Programs, State/Commerce Exchange, End-User Profiles, Project Descriptions, Business Counseling, and Trade Centers.

File contains such records as reports, correspondence, memos, and news clips.

Move active papers forward and dispose of all others when 5 years old.

1089. Director's Administrative File - Contains data relating to the general housekeeping operations of the Division. File contains documents pertaining to purchasing material, acquiring space, organization and personnel, budget and finance, public relations, and travel.

Move active papers forward and dispose of all others when 2 years old.

1090. Director's Chronological File - Contains copies of correspondence, yellow and white copies, sent out of the office. File maintained in date order.

Dispose when 3 years old.

1091. Division Weekly Operating Reports - Weekly reports submitted by the tour sections of the Division. Reports cover Special Projects, On-going Projects, Statistics, Visitors, Personnel, and Travel.

Dispose when 2 years old.

World Trade Data Reports Section

1092. WTDR Administrative File - Contains data relating to the general housekeeping operations of the Section. Records in file pertain to such subjects as budget and

finance, organization and personnel, Foreign Affairs Manual, controlling communications, space and furniture, and travel.

Dispose when 2 years old.

1093. WTDR Program File - Contains data pertaining to the management of the Section's program. File contains such headings as Circular Memos, Briefing Papers, Ex-Im Bank, Foreign Credit Insurance, Foreign Post Operation, Contracting Out Requests, and Policy.

Move active papers forward and dispose of all others when 5 years old.

1094. End-User Correspondence File - Incoming letters by name of correspondent. Consists of requests for reports, inquiries regarding, status of reports, and request and orders for forms.

Dispose when 2 years old.

1095. OMI-Target Industry Research File - File maintained by industry (Biochemical, Electronics, etc.) and then by country. Folders contain lists of firms in industrial groups.

Dispose when 10 years old.

1096. Nigerian Petty Traders File - Folders contain information on fraudulent and mobile firms in Nigeria.

Dispose when 10 years old.

1097. Chronological File - Contains letters initiated and sent out by the staff. File maintained in date order.

Dispose when 3 years old.

1098. Deposit Order Blanks - Contains the General Printing Office form Deposit Order Blank (GPO-3641-R4-74). Used by firms who maintain an account with the GPO and made for their report requests from this account.

Dispose when 3 years old.

1099. Billing File - Paid EID File - Contains Request for World Trade Data Report (DIB-431) and form letter bill for service. File maintained by month.

Dispose when 3 years old.

1100. Check Receipt File - Note of payment receipt from Imprest Fund Cashier. Receipt noted on payees' envelope. Envelopes maintained in Section by month.

Dispose when 3 years old.

1101. WTDR Post Production Reports - Statistical-type reports regarding the number of requests sent to and the number of reports produced by foreign posts. Reports made weekly, monthly, and annually for each post.

a. Annual Reports - Dispose when 5 years old.

b. Weekly and Monthly Reports - Dispose when 1 year old.

1102. Post Activity File - Contains data relative to contracts and operations pertaining to WTDR. Includes such items as difficulties encountered in getting data, request for better firm identification, security restriction on data, and contracts by Post with local agencies for obtaining data. File maintained for each of five geographic areas. Within each area, folders maintained by country.

Move active papers forward and dispose of all others when 5 years old.

1103. World Trade Reports File - The Foreign Commercial Service Posts transmit each WTDR report to the appropriate District Office for dissemination to the customer. A copy is provided to a program analyst in the office of Trade Information Services/US&FCS for quality control purposes.

a. Original Reports - Provide to the customer.

b. Microfilm Aperture Card - Cards created between January, 1965 and June, 1983. Destroy when no longer needed for current business or when 1 year old, whichever occurs first. The office of Trade Information Services stopped creating microfilm aperture cards in June 1983.

c. Duplicate copies - Destroy when 1 year old or after they have served their purpose, whichever occurs first. (NCF 151-84-2/1a-c)

Export Contact List Section

1104. World Trade Data Report File - WTDR used as source document for computer input. Use item 1 to 17 of WTDR for computer file.

Dispose when 1 month old.

1105. Prospect Information Report File - Used by Foreign Service to provide data on a newly identified firm or up-date data on an existing firm. Used as source document for computer input.

Dispose when 1 year old.

1106. Operations Memorandum File - Partial update of data on foreign firms. Serves primarily to add, revise, or delete information on firms in computer file.

Dispose when 1 year old.

1107. Mass Data Update - A printout of firms on which no action has been taken in three years. List sent to State Department for review. Used to delete inactive data from computer file.

Dispose when 6 months old.

1108. Computer File Printouts - Printouts of what is in the computer file. Data by Schedule C Codes, then alphabetically by country and firm. Used to check data, make immediate changes, and make immediate and visual reference.

Dispose upon receipt of updated edition.

1109. Export Contact Computer Tape - Master Mag Tape containing Export Contact data. Tape used to produce Trade Lists, Export Mailing Lists and related outputs.

Dispose after third update cycle. Delete data on firms inactive for 5 or more years.

1110. Trade Lists - Publications providing financial, management, production, and marketing type information on foreign firms. Publications made up by country. Data in publications arranged by commodity (Standard Industrial Code), then firms and associated data.

Dispose after 3 years or when revised, whichever is sooner.

1111. Service and Publication Request File - Request from public and other government agencies for Trade Lists, Foreign Traders Index searches, mailing list, and related types of foreign trade data. Requests received in letter form and on Form DIB-4052P, Export Mailing List Request.

Dispose when 1 year old.

1112. Request Log - Book listing person or firm making request, request number, amount charged, and date paid.

Dispose when 3 years old.

1113. Billing File - Copies of invoices, letters, and Deposit Order Blanks (GPO 3641-R4-74) used for billing and receiving payment for services.

Dispose when 3 years old.

1114. Request for Information on Foreign Employment - Request received for individuals seeking employment, contacts with foreign firms or with U.S. firms in foreign countries.

Dispose when 3 months old.

1115. Administrative File - Contains data relating to the general housekeeping activities of the Section. File pertains to such subjects as budget, organization, and staffing, publicity, purchasing, space acquisition, and travel.

Dispose when 2 years old.

1116. Program Subject File - Contains data pertaining to the management and operation of the Section. File contains data pertaining to such subjects as factor evaluation, automation, foreign name codes, statistics, District Office problems, export control lists, and policy and procedures.

Move active papers forward and dispose of all others when 5 years old.

1117. Chronological File - Letters and memos sent out of the office by the staff. File maintained in date order.

Dispose when 3 years old.

1118. Foreign Service Post Correspondence - Correspondence, memos, and reports sent to and received from Foreign Service Posts.

Dispose when 3 years old.

Agent/Distributor Service

1119. ADS Application File - Requests made by U.S. firms or individuals for assistance in locating foreign agents/distributors for their products or services. File contains information copies of direct ADS communications/telexes between District Offices and overseas posts. The information contained in these files is used for monitoring and evaluating the ADS program. Record copies of the transactions are maintained in the respective field offices. Files are kept on a fiscal year-basis.

Close file at the end of each fiscal year. Destroy 1 year later. (NCF-151-83-6/1)

1120. Administrative File - Contains data relating to the general housekeeping activities of the Sections. Data pertains to such subjects as budget and finance, printing, organization and staffing, purchasing, time and attendance, and travel.

Retire to BTRS when 2 years old and dispose 2 years later.

Business Communications Section

1121. Program Subject File - Contains data relating to the general management and operations of the Section. Data pertains to such subjects as State/Commerce Manual Instructions, AITR, Embassies and Consulates, projects, investigations, policies, directives, and statistics.

Move active papers forward and dispose of all others when 5 years old.

1122. Administrative File - Contains data relating to the general housekeeping functions of the Section. Data pertains to such subjects as budget, organization and staffing, purchasing, office space, time and attendance, and travel.

Dispose when 2 years old.

1123. Trade Complaint File - Contains documents pertaining to complaints by U.S. or foreign firms and individuals about the goods/services of American or foreign firms. File contains data relative to the initiation, investigation, mediation, and resolution of complaints. Records consist of such items as cable exchanges, bank references, newspaper articles, trade association reports, and correspondence. File divided into three separately maintained sections - District Office Referral Section, Foreign Service Post Referral Section, and Subject Reference (under name of U.S. firm) Section.

Dispose 3 years after withdrawal or resolution of complaint, or termination of complaint activity.

1124. Domestic Intelligence Reports File - Contains bona fide information relating to inquiries from foreign governments, U.S. missions and other U.S. government agencies regarding U.S. firms. File contains such items as trade complaint references, identification checks, bank references, newspaper clips, D & B Reports, negotiation correspondence, and summary of results. Copies of reports filed here are also filed in Foreign Post Files.

Dispose 3 years after response to inquiry unless company cases are still under investigation.

1125. Chronological File - Contains copies of correspondence initiated and sent out by members of the Section. File maintained in date order.

Dispose when 3 years old. NC1-151-82-5/3

Business Counseling Section

1126. Program File - Contains reference data pertaining to this Section's counseling activities. Files cover subjects such as Ex-Im Bank, U.S. Customs Service, Small Business Administration, Foreign Buyers Programs, FTI, ADS, etc.

Dispose when 5 years old.

1127. Product File - Contains information by product for use in counseling and responding to letters. Files cover such subjects as Construction, Consumer Goods, Printing, Automotive Parts, etc.

Dispose when 3 years old.

1128. Country Marketing File - Contains market information filed by country. Reviewed annually.

Dispose when 3 years old.

1129. Chronological File - Contains copies of all correspondence and memoranda sent from Section. Also contains weekly activity and monthly resume files of Business Counseling activities, visitors' schedules, and thank you letters.

Dispose when 3 years old. NC1-151-82-5/1a&b

1130. Administrative File - Contains data relating to the general housekeeping operations of the Section. Documents pertaining to such subjects as personnel, organization, budget, travel, incoming memoranda, etc.

Dispose when 2 years old.

Export Information Reference Room

1131. World Bank Document File- Contains Monthly Operational Summaries, Economic Studies, Loan Appraisal Reports, Brochures on Uses of Consultants, Guidelines for Procurement, questionnaires for Consulting Firms, Quarterly

Statements of Loans - IBRD, Quarterly Statements of Credits - IDA, Semi-Annual Technical Assistance Reports, Sector Papers, Press Releases (and order forms), Annual Reports, and World Bank Telephone Directories.

Dispose when superseded or revised.

1132. Asian Development Bank Document File - Contains Monthly Operational Summaries, Economic Studies, Loan Appraisal Reports, Brochures on Uses of Consultants, Guidelines for Procurement, Questionnaires for Consulting Firms, Monthly Reports on Loan and Technical Assistance Approvals, Quarterly Reports on Loan Administration, Sector Papers, Press Releases, Quarterly Newsletters, and Annual Reports.

Dispose when superseded or revised.

1133. Inter-American Development Bank Document File – Contains Monthly Operational Summaries, Appraisal Reports, Monthly Statement of Approved Loans from Ordinary Capital, Fund for Special Operations, Social Progress Trust Fund, Brochures on Uses of Consultants, Questionnaires on Consulting Firms, Press Releases, Annual Reports, and Inter-American Development Bank Telephone Directories.

Dispose when superseded or revised.

1134. UNDP Document File - Contains Country and Intercountry Programming Reports, Pre-Investment News, Order Forms for Pre-Investment News, UNDP Guide to Firms and Organizations, and Compendium of Approved Projects.

Dispose when 5 years old.

1135. Miscellaneous Document File - Contains Ex-Im Bank Information Booklet, A.I.D. Economic Data Books, Foreign Economic Trends and BIC-Commerce Department Brochures.

Dispose when superseded or revised.

1136. Foreign Market Reports File - Airgrams and Market Survey Reports. Reports are filed by DIB number and located by referring to the FMR Index.

Retire to BTRS when 2 years old and dispose 3 years later.

OFFICE OF MARKET PLANNING

The Office of Market Planning is responsible for providing principal direction to market planning and strategy development for the Bureau of International Commerce, and directing the analysis of ongoing Bureau programs.

Office of the Director

1137. Director's Subject File - Contains documents relating to the program management of the Office. Data pertains to such subjects as studies of export trends, comments on legislation, and policy. Folder headings cover such subjects as BIC/OFO Agreements, Council of Economic Policy, Exchange Rates, Presidential Export Council, and Transition Reports BIC/DIBA. File maintained alphabetically by subject.

Start a new file every 3 years and retire to BTRS 1 year later. Transfer to WNRC after 2 years and dispose 5 years thereafter.

1138. Director's Chronological File - Contains outgoing correspondence initiated by the Director and staff. File maintained in date order.

Dispose when 3 years

1139. Director's Administrative Subject File - Contains documents relating to the general housekeeping operations of the Office. Records pertain to such subjects as space acquisition, equipment purchasing, organization, and staffing, publication, and travel.

Dispose when 2 years old.

Strategic Planning Division

The Strategic Planning Division is responsible for developing and reviewing BIC's role, objectives, and operational plans. The Division is also responsible for analyzing the impact of economic and political developments on programs, approving

specifications and objectives for country commercial programs, and coordinating the strategy and financial analysis for all programs.

1140. Airgrams and Telegrams File - Contains airgrams and telegrams received from the Department of State. File maintained in date order.

Dispose when 2 years old.

1141. Country/Study-Subject Files - Contains documents relating to events and conditions in competitor nations. Data pertains to such subjects as political and economic situations, publicity, marketing techniques, and incentives. Records consist of such items as interview notes, magazine articles, CIA Reports, newspaper clips, handwritten notes, and pamphlets. File maintained by country, (Canada, France, Germany, Japan, and European Economic Community) and then by subject.

Move active papers forward and dispose of all others 3 years later.

1142. Special Strategic Planning Staff Reports - Reports prepared by staff for planning purposes within the Department. Covers subjects like, "Outlook for Foreign Import Demand and Implications for U.S. Exports."

- a. Permanent. Maintain 2 copies of each issue as record set and send to BTRS when enough accumulates to fill a records carton. Keep in BTRS 1 year, then send to WNRC and offer to the National Archives 20 years thereafter.
- b. Dispose of all other copies after they have served their purpose.

1143. Staff Chronological File - Copies of letters initiated by staff members. Filed maintained in date order.

Dispose when 3 years old.

1144. Staff Administrative File - Contains documents relating to general office housekeeping operations. Records consist of purchase requisitions, organization charts, directives, time and attendance reports, and travel vouchers.

Dispose when 2 years old.

Targeting Division

The Targeting Division of the Office of Market Planning provides guidelines for the allocation of BIC resources among U.S. industries and overseas markets having the greatest export potential for Commerce-sponsored export promotion programs. In addition, the Division prepares planning reports which review developments in selected U.S. industries and foreign markets as these affect U.S. export potential.

1145. Division Director's Program Subject (Think) File - Contains data pertaining to the management, direction, and design of the Targeting Program. File contains such headings as Best Prospects, Competitive Assessments, and Individual Products Information. Records consist of such items as memos, reports, newspaper and magazine articles, notes, and correspondence.

Move active files forward and dispose of all others when they have served their purpose.

1146. Administrative Subject File - Contains documents pertaining to the general management and housekeeping activities in the Division. Records concern such activities as space and equipment acquisition, budget, organization and personnel, time and attendance, and staff travel.

Dispose when 2 years old.

1147. Annual Targeting Report - "Export Promotion for Fiscal Year - Presents annual resource allocation for BIC operating programs with matrix of relative export sales potential for selected target industries and markets. Arranged by subject.

- a. Permanent. Retire record set of two copies to BTRS when enough have accumulated to fill one records carton. Send to WNRC 1 year later and offer to the National Archives 20 years thereafter.

b. Dispose of other copies after they have served their purpose.

1148. Target Industry Planning Report - Reports which view developments in principal target industries and markets (i.e., electronics, avionics, telecommunications, etc.) affecting U.S. export potential.

a. Permanent. Retire record set of 2 copies to BTRS when enough have accumulated to fill one records carton. Send to WNRC 1 year later, and offer to the National Archives 20 years thereafter.

b. Dispose of other copies after they have served their purpose.

1149. Correlation - Schedule B and SIC - A correlation of the 7-digit product and manufacturing categories with the 15 target industries. Products are defined on 7-digit Schedule B basis (Statistical Classification of U.S. Exports and the manufacturing universe producing these same product categories is defined on a 7-digit SIC basis (Standard Industrial (Trade) Classification - a numerical listing of manufactured goods).

Dispose when revised or superseded.

1150. Technical Reference and Worksheets File - A job or task oriented file. Contains papers, primarily worksheets and notes, used in developing reports, statistical analyses, and evaluations on the nature and condition of foreign markets and U.S. industry and production.

Move active folders forward and dispose of all others when 3 years old.

1151. Target Industry Program Monitoring Reports - Periodic reports reviewing development of BIC operating programs with respect to targeting guidelines.

Dispose when 3 years old.

Program Evaluation Division

The Program Evaluation Division develops and maintains systems to measure and evaluate the effectiveness of programs, develops techniques for forecasting, develops reporting systems, and coordinates studies.

1152. Trade Centers File - This contains Exhibitor's Report, final airgrams, Exhibition Summary Report, participant list and related papers for trade centers.

These papers contain source data used for the preparation of an evaluation of the success of the show.

Retire to BTRS when 3 years old, transfer to WNRC 1 year later, and dispose when 10 years old.

1153. Trade Fair File - This contains Exhibitor's Report, Exhibition Summary Report, final airgrams, participants list, and related papers for each trade fair.

These papers contain source data used by the staff to prepare an evaluation of the success of the show. Like the file for Trade Centers, the papers are sometimes used to prepare special studies within a limited period of time.

Retire to BTRS when 3 years old, transfer to WNRC 1 year later, and dispose when 10 years old.

1154. Trade Missions File - This contains the Exhibitor's Report, Exhibitions Summary Report, airgrams, participant lists and related papers for each trade mission.

These papers contain information used to prepare an evaluation report and to prepare special studies for a limited period of time after the mission has been closed out.

Retire to BTRS when 3 years old, transfer to WNRC 1 year later, and dispose when 10 years old.

1155. Final Evaluation Reports - These are copies of final evaluation reports prepared by the staff which measure the impact of a trade center, trade fair, or trade mission on the competitive status of U.S. origin products in a specified market or geographical area.

These reports are processed and given limited distribution to BIC and Departmental officials. These are the record copies of the reports.

- a. Set of 1 copy each. Permanent. Retire to BTRS when 1 records center box full has accumulated, and transfer to WNRC 3 years later. Offer to NARS when 20 years old.
- b. Operating set - (second copy is held in office) - Dispose when no longer needed for current business.

1156. Final Evaluation Report Worksheets - These are tabulations, desk memoranda, incoming and outgoing correspondence, airgrams, collected printed and processed material, and similar papers containing raw data used by the staff to prepare drafts and a final version of the evaluation reports. These papers must be held for a limited period of time to enable staff members to justify and validate their official findings.

These workpapers and supporting documentation have no value after the final evaluation report has been through the complete decision-making process.

Dispose when 3 years old or when they have served their purpose, whichever is sooner.

1157. Subject File - This contains incoming and outgoing correspondence, processed minutes of staff meetings, memorandums instructions, statistical reports and related papers pertaining to the operation of the office. The usual housekeeping papers also are interfiled among the other papers.

The papers in this file are duplicated by those maintained at higher level. The subject content is restricted to the local level and the papers have a very short-term value for any purpose.

Dispose when 2 years old or when they have served their purpose, whichever is sooner.

Commercial Representation Division

The Commercial Representation Division is responsible for maintaining working relationships between the Departments of State and Commerce relative to the recruitment, examination, training, assignment, and evaluation of Foreign Service Economic/Commercial Officers. In addition, the Division is responsible for manpower planning and budgeting, inspection of foreign posts, and revision of the Foreign Affairs Manual.

1158. Commercial Representation Director's Program File - Contains documents relating to the management and coordination of the program and work in Commercial Representation. Folders contain such headings as Ambassadors, Board of Examiners, Export Promotion, Senate Subcommittee Hearings, Legislation, Overseas Market Research, Trade Centers, and Trade Opportunities. Records consist primarily of memos, correspondence, and reports. Folders alphabetically arranged by subject.

Move active files forward and dispose of all others when 3 years old.

1159. Administration File - Contains data pertaining to the housekeeping and general management of the Division. Records in file cover such subjects as Directives, Budget and Finance, Personnel, Procurement, Organization, and Travel. Folders alphabetically arranged by subject.

Dispose when 3 years old.

1160. Chronological File - Contains outgoing correspondence initiated by staff members. Arranged by year and month.

Dispose when 5 years old.

1161. Training File - Contains data relating to workshops, seminars, and lectures for training foreign service overseas (FSO) personnel and foreign service locals (FSL) personnel for foreign assignments. Folders contain correspondence, course outlines, schedules, scripts, and comments. File arranged by title of course.

Retire to BTRS when 5 years old, transfer to WNRC 1 year later, and dispose 4 years thereafter.

Training and Evaluation Branch

1162. Evaluation File - Contains documents pertaining to the evaluation of performance by foreign service personnel. Folders contain end-user-reports, field observation reports, correspondence, and notes. Folders alphabetically maintained by name of foreign officer.

Dispose 1 year after transfer or separation of employee.

1163. Career Development File - Contains documents pertaining to the training and development of foreign service career-type personnel. File contains such records as training course announcements and descriptions, reports on career development, correspondence, and memos.

Move active papers forward and dispose of all others when 3 years old.

1164. Incentive Awards File - Contains documents relating to inducements and awards for improved or better than average performance by foreign service personnel. File contains such records as descriptions of incentive systems and awards, reports on awards systems, notifications of awards, nominations for awards, and correspondence.

Move active papers forward and dispose of all others when 3 years old.

1165. Branch Program File - Contains documents pertaining to the general subject of training, testing and evaluating foreign service personnel. File contains such items as selection and testing of FSO candidates, Board of Examiners (BEX) participation, candidate reviews, and reports on training.

Move active papers forward and dispose of all others when 3 years old.

Resources and Inspection Branch

1166. Foreign Service Inspection File - Contains data relating to the inspection of Foreign Service posts. File contains such items as briefing material for Foreign Service Inspectors, administration of Department of Commerce participation in inspections, and Foreign Service Inspection reports.

Dispose when superseded or obsolete.

1167. Resources - Overseas Commercial Staffing File - Contains documents pertaining to manpower planning and budgeting for international commercial activities. File contains such items as reviews of overseas manpower allocations, consultation with State Department on overseas commercial position classifications, and briefing papers and records on Commerce/State consultations.

Retire to BTRS when 3 years old and transfer to WNRC 3 years later. Dispose when 10 years old.

1168. Foreign Service Economic/Commercial Reporting File - Contains data pertaining to the scheduling and appraisal of commercial reporting from Foreign Service posts and the guidance of commercial officials in the area of commercial representation. File contains such items as reporting schedules and requirements under the Combined Economic Reporting Program (CERP), negotiations with State Department on revisions of Volume 10 of Foreign Affairs Manual (FAM), and application of compliance and appraisal requirements. File contains material of an administrative nature which serves no purpose after it's updated.

Dispose when revised or superseded.

1169. Chronological File - Contains copies of all outgoing correspondence. File maintained in date order.

Dispose when 5 years old.

Officer Assignment Branch

1170. Foreign Service Officer File - Contains data relating to the recruitment, examination, and assignment of Foreign Service Officers and Foreign Service Reserve Officers. Folder maintained for each officer in the Economic/Commercial cone of the Foreign Service and Commerce employees becoming Foreign Service Reservists. Folders contain records pertaining to such subjects as job assignment, qualification resume, position recruitment, and job description. Folders filed alphabetically by name of Officer.

Dispose upon the separation of employee from Federal Service.

1171. Chronological File - Contains copies of all outgoing correspondence. File maintained in date order.

Dispose when 5 years old.

1172. Branch Program File - Contains documents pertaining to the general subjects of interest to the branch. File contains such subjects as State/Commerce Exchange Program, Special FSR-5 Program, etc. Folders file alphabetically by subject.

Move active papers forward and dispose of all others at the end of each

BUREAU OF EAST-WEST TRADE

The Bureau of East-West Trade exercises and performs all the functions provided by the Export Administration Act of 1969, the Equal Export Opportunity Act, and the Export Administration Amendments of 1974. The Bureau issues rules and regulations to carry out the above acts, signs and issues subpoenas requiring persons or organizations to appear and produce records relative to investigations on exports, and takes any action necessary to achieve the enforcement of export laws. The policies and programs of the Bureau relate to the U.S.S.R., People's Republic of China, Poland, Romania, Czechoslovakia, Hungary, Bulgaria, Albania, German Democratic Republic, and countries with similar economic/political structures. The Bureau is made up of the Office of the Deputy Assistant Secretary, the Office of East-West Trade Development, the Office of East-West Country Affairs, the Office of East-West Policy and Planning, and the Office of Export Administration.

Office of the Deputy Assistant Secretary

The Office of the Deputy Assistant Secretary is responsible for determining the objective of the Bureau, formulating Bureau policies and programs, and directing the execution of programs. The Office of the Deputy Assistant Secretary maintains very few records. Once acted upon, records are returned to the action or operating groups.

1173. Bureau Program Subject File - Contains documents relating to the management and operation of the Bureau's program. Records in file pertain to such subjects as Advisory Committee on East-West Trade, American Bar Association, Bureau Budget, Commerce/State PSO Arrangements, Monthly Activities, Murphy Commissions, and Legislation. File maintained alphabetically by name of subject.

Move active papers forward, transfer all others to BTRS, and dispose of all others 3 years thereafter.

1174. Chronological File - Contains letters and memos written by members of the staff. File maintained in date order.

Dispose when 1 year old.

1175. Controlled Correspondence File - Contains CD-183 controlled correspondence. Responses to letters written by Congressmen, high government officials, corporate executives and the like. File maintained in date order.

Dispose when 2 years old.

1176. General Correspondence File - Contains letters to the Bureau and responses by the staff. File maintained in date order.

Dispose when 2 years old.

1177. Old Workpaper File - Contains papers related to the activities of prior Bureau members--Lazarus, Bowden, and Coler. Papers are of a routine nature concerning a combination of Bureau program and administrative activities. Papers pertain to such subjects as General Accounting Office, Advanced Business, Briefing Papers, Speeches, and Trade Analysis. File is about 3/4 of a cubic foot in size and is arranged alphabetically by subject.

Retire to BTRS and dispose 2 years thereafter.

OFFICE OF EXPORT ADMINISTRATION

The Office implements the Export Administration Act of 1969 which requires control of exports to the extent necessary: (1) to protect the national security; (2) to protect the domestic economy from excessive drain of scarce commodities; and (3) to further the foreign policy of the United States. The program is administered by selective licensing of U.S. exports of strategic or short supply commodities and exports to certain countries in accordance with U.S. foreign policy interests.

About 75,000 license applications are received and processed each year. A majority of these license applications apply to commodities unilaterally controlled by

the U.S. A description of these items is published in the Commodity Control List (CCL). Exports of other commodities under bilateral control are described on the international (COCOM) list. In addition to processing license applications, the Office handles a heavy volume of analytical work devoted to the review of U.S. unilateral controls, the biennial review of international (COCOM) controls, and to considerations of requests for exceptions to the COCOM embargo.

With the cooperation of the Bureau of Customs, the Office enforces the law through compliance work in the area of export clearance.

Effective January 2, 1972 a single official file station was established for all organizational elements of the Office of Export Administration. The Program Services and Processing Branch, Operations Division was made responsible for the maintenance of the files at this station, and all units of OEA, except Policy Planning Division, were instructed to forward record copies (yellow tissue) attached to the incoming item to the station (hereafter referred to as the OEA File).

At present the Office of Export Administration consists of the following divisions in addition to the Office of the Director:

- Policy Planning Division,
- Compliance Division,
- Scientific and Electronic Equipment Division,
- Technical Data Division,
- Operations Division, and
- Capital Goods and Production Materials Division

Most divisions are subdivided into branches. However the branches are not shown in this schedule for some divisions, especially those engaged in reviewing license applications, because the only difference between the records of one from the other branch is that they cover different commodities. To repeat the items just to pinpoint the commodities covered would result in needless repetition.

Office of the Director

1178. Major Company Files - These contain incoming and outgoing correspondence pertaining to requests for review and adjustment of decisions on export control matters imposed on the company by the Bureau. Much of the correspondence confirms the approval of the companies' requests to export specified controlled materials in a specified manner and time period. Also included are complaints from companies asking that a decision which they consider unjust be set-aside. Many of the papers contain requests from the companies for an interpretation of decision and/or procedures. A good part of the correspondence from the companies merely requests that their respective cases be expedited. Documentation of matters having any long-term significance is found in the Compliance Division.

Start a new file every 3 years, retire to BTRS 1 year later and transfer to WNRC 1 year later. Dispose when 10 years old.

1179. Small Companies File - This contains incoming and outgoing correspondence from small companies on essentially the same subject matter as found in the Major Company File, described above, except that the correspondence is with small firms. The reason for keeping small company correspondence separate from that of major companies is that the larger firms generally have well established export staffs and in some cases fully utilize available procedures in the conduct of a continuous export trade. The small firms most generally engage in only sporadic export transactions. The record copies of all long term documentation found in this file are maintained in the Compliance Division.

Start a new file ever 3 years, retire to BTRS 1 year later. Dispose when 10 years old.

1180. Commodities File - This contains primarily memorandums another internal communications pertaining to the export trade status of sensitive commodities under consideration for inclusion on the Commodity Control List, commodities in short supply, and strategic materials.

Start a new file every 3 years, retire to BTRS 1 year later. Dispose when 10 years old.

1181. Congressional Correspondence File - This contains mostly hot copies of replies to letters from Congressmen and other VIPs. However, hot copies of some incoming items are included. Copies of all Congressional correspondence are maintained in the Office of Congressional Relations, Office of the Secretary, long enough to meet all administrative, legal and historical needs.

Dispose when 5 years old.

1182. Other Government Agencies and Divisions Correspondence File – This contains communications with other government agencies and with the various subdivisions of the Office of Export Administration developed by the Director on emerging export control matters, application of existing legislation and regulations (extension of the Export Administration Act of 1969), and similar matters under consideration by top level authority.

The Director's memorandums to the Divisions provide guidance on changes of procedures, interpretations of law or regulations and on special situations surrounding the export of certain commodities. Includes copies of some operating Committee, ACEP, papers which are maintained long enough to meet all requirements in the ACEP files.

Start a new file every 3 years, retire to BTRS 1 year later, transfer to WNRC 1 year later. Dispose when 25 years old.

1183. General Correspondence Subject File - This contains incoming and outgoing correspondence with other government officials, and internal organizational units, having general applicability to export control operations and explanations of proposed and existing export control activities. Notable subject headings appearing in the file include compliance cases delayed, extension of Act, foreign service airgrams, East-West Trade Hearings, publicity, quarterly reports and technological gaps.

Start a new file every 3 years, transfer to BTRS 1 year later, transfer to WNRC 1 year later. Dispose when 10 years old.

1184. Country File - Documentation of the export control policy by country with associated papers concerning commodities under consideration for inclusion on Commodity Control List and the improvement of existing controls.

Start a new file every 3 years, retire to BTRS 1 year later, transfer to WNRC 1 year later. Dispose when 10 years old.

Executive Secretary, Advisory Committee on Export Policy (ACEP)/Chairman,
Operating Committee (OC)

Pursuant to the provisions of the Export Administration Act of 1969, the President by Executive Order No. 11533, dated June 4, 1970, delegated authority to administer export controls to the Secretary of Commerce. The Act requires Commerce, in administering the law, to "seek information and advice from the several executive departments and independent agencies concerned with aspects of our domestic and foreign policies and operations having an important bearing on exports."

The same Executive Order established the Export Administration Review Board (EARB) (formerly Export Administration Control Board (EACB) to assist the Secretary of Commerce in obtaining the highest level consideration of export control policies and determinations, when disagreement exists among the departments chiefly concerned with advising the Department of Commerce in its administration of the Export Administration Act.

EARB is composed of the Secretary of Commerce, Chairman, and the Secretaries of State and Defense. Heads of other departments and agencies are invited to participate in matters of concern to them. Generally, EARB meets only to consider and resolve export control matters on which the ACEP has failed to agree.

This Executive Order also established ACEP, an orderly and proper means of effectuating requirements of the Act, when members of the OC are in disagreement. The ACEP is composed of Commerce Assistant Secretary for Domestic and International Business, Chairman, and officials of Assistant Secretary-level from State, Defense, Treasury, Agriculture, Interior, Transportation Departments, and from AEC, NASA, OEP and CIA.

The Operating Committee (OC) is a subcommittee of ACEP. Its members are senior career-level officials of the same

departments and agencies represented in ACTP. The Chairman is a Commerce employee. It meets weekly or more often to resolve some 250-300 export policy questions or problem cases per year, which are documented by an OC document, numbered and dated and described fully.

The files described below are those of the Executive Secretary, ACEP or Chairman of the OC.

1185. Case Files - Contains recommendations for granting or denying export licenses on strategic or short supply grounds. Each request for a license contains the OC document, correspondence, minutes of interagency meetings, and information about the end use and user. The cases are filed by category of commodity or technology and numerically within the category. Arranged numerically.

Permanent. Retire to BTRS when 5 years old and transfer to WNRC 1 year later.
Offer to NARS when 20 years old.

1186. Country Files - Contains miscellaneous information, such as policy guidelines, airgrams, newspaper clippings, correspondence, on a given country in export matters (Not pertinent to a specific case).

The papers are arranged alphabetically by names of foreign countries.

Permanent. Retire to BTRS when 5 years old and transfer to WNRC 1 year later.
Offer to NARS when 20 years old.

1187. ACEP and EARB - Documentation on each case where the OC or the ACEP fails to reach a unanimous decision. Recently, disputed cases have been sent directly to the White House when department Secretaries do not agree and an EARB meeting would not resolve the case. These decisions are placed in the appropriate case file.

Permanent. Retire to BTRS when 5 years old and transfer to WNRC 1 year later.
Offer to NARS when 20 years old.

1188. COCOM - Airgrams, correspondence, relating to positions by the Coordinating Committee on export controls by and among COCOM members. (COCOM files are limited as this is not a function of the Office. These are information copies kept for convenience.)

Dispose when they have served their purpose.

1189. Registers - These are comprised of:

- (a) Loose-leaf binder containing one processed copy of each ACEP Policy Determination
- (b) Summaries of OC meetings,
- (c) List of all OC documents, date, subject, related License or Policy Determination, and the file designation, and
- (d) List of all License Determinations issued and related OC documents, and the file designation.

Permanent. Retire to BTRS when 2 years old and transfer to WNRC 1 year later. Offer to NARS when 20 years old.

1190. Administrative Subject File - This contains convenience office copies of housekeeping papers on such matters as budget, management surveys, personnel, safety, security, training, travel and the like.

Dispose when 2 years old.

1191. Chronological Files - This is a copy of all outgoing items prepared in the Office arranged chronologically.

Dispose when 1 year old.

Deputy Director

1192. Export Control Subject File - Documentation generated or received by the Deputy Director pertaining to the activities and decisions of other government agencies and the Department having an impact on the policies, procedures and operations of the Office of Export Administration. The file contains copies of internal memorandums and supporting papers on such subjects as administrative review of export license applications and appeals, Ampex Corporation, Commodity Control List Revisions, Cuban Assets Control, Extension of Export Control Act,

facilitation program, Foreign Service Officers Commercial Training Course, Freedom of Information Act, Nickel, Petroleum and Petro-Chemical Study, Rumanian Policy and the like. Also included are copies of memorandums from the various divisions of the Office. Memorandums and supporting papers concerning President Nixon's Economic Policy are also in the file.

Start a new file every 5 years, retire to BTRS 1 year later, and transfer to WNRC 2 years later. Dispose when 15 years old.

1193. Administrative Subject File - This contains office copies of housekeeping papers on such matters as budget, job applications, job classifications and other personnel actions, requisitions for supplies and services, security, travel and the like.

- a. Personnel Papers - Dispose upon separation of subject employee.
- b. All Other Papers - Dispose when 2 years old.

1194. Training File - This is a control file on employees approved for training and of the training available to the staff. The first part of the file is composed of cases by employee name which contain a copy of the Applicant's Career Plan and/or a brief record of the training for which he was approved.

The second part contains an Annual Training Needs Survey for Fiscal Year 197_ Applications for Job Related Training with supporting brochures and other material on the training involved. Also included are copies of orders, procedures and promotional material on in-service and outside training courses available to the staff. Record copies of these papers are maintained in the Official Personnel Folder or in the Personnel Division of DIBA.

- a. Control Records of Employee - Dispose upon separation of subject employee.
- b. All Other Papers - Dispose when superseded or when they have served their purpose.

Policy Planning Division

The Division develops recommendations for export control policies to be followed for specific countries and specific commodities, and analyzes and recommends disposition of license applications which present particular policy or security problems. Specific functions include:

- o initiation, coordination, and evaluation of technical task group reports by commodity divisions in order to establish the appropriate level of control over specific commodities, not only as it relates to U.S. controls but also the international list;
- o recommending export control policies for specific countries;
- o reviews and recommends licensing actions on applications to export U.S. goods to Eastern Europe, and.
- o representing the Office of Export Control on the interagency committees that advise the Secretary of Commerce on export control policies.

The Division forwards to the OEA File record copies of all communications going outside the bureau. In addition, the Division receives a significant volume of papers generated by other agencies that do not reach the OEA File, even though they contribute to export control policies, regulations, etc. Likewise, record copies of many internal communications are not sent to the OEA File.

1195. Policy Planning Subject File - This contains documentation generated by the Director in the course of directing the activities of the Division and coordinating them with those of other elements of the Department and of other government agencies having a primary interest in export control. More specifically, the subject file contains ACEP Policy Determinations, Appeals, OC memoranda and information on the foreign policy and economic conditions of various foreign countries that has a bearing on the export control policies and plans of the U.S. Copies of papers generated by various interagency committees and other bodies pertaining to policy and procedural matters are also included in the file.

A copy of most of the outgoing papers generated at the branch level is maintained in this file as well as the Director's chronological file.

A copy of all outgoing items with the incoming item, if any, are forwarded to the OEA official file station maintained in the Operators Division. However, this file contains a considerable volume of papers concerning export control policy and planning that are not duplicated in the OEA File.

Permanent. Start a new file every 10 years, retire to BTRS 2 years later, and transfer to WNRC 1 year later. Offer to NARS when 20 years old.

1196. Post Airgram and Telegram File - These are copies of incoming and outgoing messages to and from the U.S. Missions, OECD Abroad, pertaining to export control policies and problems and to clearance under or exceptions to COCOM regulations for the export of specific commodities to foreign consignees and similar matters.

Most of these airgrams and telegrams pertain to transactions that are handled under procedures that have been established and undergone at least a short test period. However, the pattern is often broken by the introduction of new factors surfaced by changes in foreign policy or economic conditions in the country involved. These precedential messages are easily segregated from the more routine ones by export control authorities.

- a. Precedential or Historical Messages - Permanent. Segregate and file separately. Retire to BTRS when no longer needed for current business, and transfer to WNRC 1 year-later. Offer to NARS when 20 years old.
- b. All Other - Dispose when 3 years old.

(Operating Committee Records)

The Committee is the authority of first resort for resolution of export control problems. Cases that are not finally decided by the Committee are referred to the ACEP for further consideration at a higher level.

1197. Operating Committee Subject File - These are the papers the representative of this Department of commerce on the interdepartmental Operating Committee (OC) on export control. Licensing Officers refer all cases involving unresolved problems on the export of specific controlled or embargoed commodities to the Policy Planning Division which in turn may decide the matter, or refer it to the Director, OEA, or to the Operating Committee for decision. If they are referred to the Operating Committee, they become a part of the subject file.

The file contains messages from U.S. Missions, with the OC document stating the recommendations of the Commerce or other concerned committee members to the Committee Chairman. Also included are copies of the summary for the meeting and of the recommendations of the Committee which may include a final decision on the matter or referral to ACEP. If OC resolves the matter, the bureau determination is processed and distributed to all government agencies concerned and to the Licensing Division for implementation. If the case goes to ACEP a copy of the Policy Determination made by the body is included.

The file is arranged alphabetically by categories of commodities, thereunder alphabetically by country.

Permanent. Start a new file every 10 years, retire to BTRS 2 years later, and transfer to WNRC 1 year later. Offer to NARS when 20 years old.

1198. Approved Recommendations - This is a set of approved recommendations on policy or license determinations prepared by the Operating Committee. The papers are arranged chronologically and there is a copy of each of them in the appropriate subject file which is earmarked for indefinite retention.

Dispose when 3 years old.

1199. Operating Committee Agenda and Minutes of Meetings - This contains record copies of the agenda and minutes of meetings of the Operating Committee which summarize the deliberations and findings of the Committee. Arranged by committee.

Permanent. Retire to BTRS in consignments, covering a 5-year period, when no longer needed for current business, transfer to WNRC 2 years later. Offer to NARS when 20 years old.

1200. Policy Determinations File - This contains a copy of each ACEP Policy Determination with supporting papers. With a few exceptions, these papers are duplicated in the Operating Committee Subject File and in the files maintained by the ACEP.

Dispose when 5 years old.

1201. Subject File Commodity Index - This is a (4x6) card file arranged alphabetically by the names of commodities referenced to the commodity classification and country in the subject file.

]

Permanent. Start a new file every 10 years, retire to BTRS 2 years later, and transfer to WNRC 1 year later. Offer to NARS when 20 years old.

1202. Subject File Country Index - This is a (4x6) card index to the subject file showing the name of the commodity exported and the commodity classification under which it is filed in the subject file.

Permanent. Start a new file every 10 years, retire to BTRS 2 years later, and transfer to WNRC 1 year later. Offer to NARS when 20 years old.

1203. Operating Committee Document Master File - This contains a processed copy of the OC document issued with a draft of it and any pertinent supporting documents such as commodity technical reports.

Each document is assigned a serial number and they are filed numerically.

Permanent. Retire to BTRS when 5 years old and, transfer to WNRC 2 years later. Offer to NARS 20 years old.

1204. Policy Determination Master Files - This is a record copy of each policy determination issued with a copy of the final draft and supporting papers, if any, filed numerically.

Permanent. Transfer to BTRS when 5 years old and transfer to WNRC 2 years later. Offer to NARS when 20 years old.

1205. License Determinations Master File - This is a record set of License Determinations as issued with a draft and support papers, if any, attached. They are filed numerically.

Permanent. Transfer to BTRS when 5 years old and transfer to WNRC 2 years later. Offer to NARS when 20 years old.

1206. Operating Committee Document Log - This is a register showing the number issued each OC Document the subject and date of it, the date on which the document was considered by the Committee, and the number of the policy or license determination issued based on the OC Document.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC when a large enough volume of the registers has accumulated. Offer to NARS when 20 years old.

1207. Policy Determinations Log - This is a register of Policy Determinations issued showing the number of the document, subject, and the related OC Document number.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC when a large enough volume of the registers has accumulated. Offer to NARS when 20 years old.

1208. License Determinations Log - This is a register of each License Determination issued showing its number, subject, and the number of the related OC Document.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC when a large enough volume of the registers has accumulated. Offer to NARS when 20 years old.

East-West Trade Branch

1209. Operating Committee Documents File - These are collected copies of operating Committee Documents used for reference purposes in reviewing export problems from a policy point of view and involving export of specific commodities to Eastern Europe.

Dispose of individual documents or contents of file folders when no longer needed for current business.

1210. Index to Operating Committee Documents File - This is a (3x5) card index by Operating Committee Document number referenced to the subject-numeric file, where the document is located.

Dispose of individual cards when no longer needed for current business.

1211. Eastern Europe Policy Review Case Files - These are cases that have been referred to the Branch for review and resolution of export problems by the Licensing Divisions. The cases contain a referral to Policy Planning Division prepared by the Licensing Officer, a chronological record of the application for an export license, and a copy of the application correspondence and other supporting papers, such as airgrams and telegrams from American Embassies.

In some cases the Branch recommends the issuance of a license and from there forward the papers are processed in the usual manner. In others, the Branch prepares a draft OC Document which is considered by the operating Committee and may later result in the issuance of either a Policy Determination or a License Determination or referred to higher authority until the matter is resolved. When a final determination has been made the cases are returned to the Licensing Division concerned and the papers generated during the review are made a part of the application file.

Forward cases upon completion of review to the appropriate licensing division for further action and processing.

1212. Case Review Control - This is a (3x5) card control of all applications or cases received for review. They show case number, name of applicant, value, licensing officer, and action taken. This control is maintained for a limited period of time as a precedent index.

Dispose of individual cards when 3 years old.

1213. Reports File - These are copies of activity and production reports prepared by East-West Trade Branch. They show the number of cases reviewed, number of applications in process for four weeks or longer in OEA, and other work assigned to the Branch. These reports are submitted to the Director of OEA and they have only a transitory value for making intra-office management and work assignment decisions.

Dispose when 2 years old.

1214. Program Officers Technical Information File - These are copies of COCOM, OC, ACEP, and other documents generated or collected by the Program Officers in the process of reviewing problem applications. Also included are copies of laws, regulations, OEA determinations and other papers containing export control information to which the Program Officer must refer to in his daily work.

Record copies of these papers are retained elsewhere long enough to meet all needs.

Dispose of individual documents or contents of file folders when superseded or no longer needed for current business.

Strategic Rating Branch

1215. International List Commodity File - This contains papers relating to a commodity on the International Lists including Technical Task Group Reports, Intelligence Analyses, COCOM Documents, Working Group I Documents and Commerce internal clearances.

The U.S. position on the embargo status of a given commodity is set forth in the COCOM Document. Supporting papers contain the technical information and the position of the Department of Commerce. The documents are transferred when the commodity is removed from the International List to a separate file.

The non-IL files are filed according to commodity categories established by the Bureau of the Census. OC Documents are prepared on commodities removed from the IL

recommending appropriate changes in the U.S. level of control of the subject commodity.

Dispose of closed commodity files 5 years after the commodity has been dropped from the International List.

1216. Strategic Commodity Policy and Procedures File - This contains COCOM, Economic Defense Advisory Committee (EDAC), and other papers pertaining to special area and overall problems, such as administrative notes, temporary exports, special Polish policy and technical data controls and other policy and procedural matters.

This is a long term worktool used to keep the professional staff currently informed with the latest information pertaining to COCOM regulations and procedures.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later. Offer to NARS when 20 years old.

1217. COCOM List Review File - Copies of the papers containing policy discussants and U.S. objectives behind each review of the International List by COCOM. Also included are the reasons for the position taken by the U.S.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later. Offer to NARS when 20 years old.

1218. U.S. Exception Cases to COCOM - These are U.S. applications to export items on the International List which are reviewed and submitted to COCOM for clearance.

Retire to BTRS when 5 years old, transfer to WNRC 1 year later. Dispose when 10 years old.

1219. Foreign Exception Cases to COCOM - These are non- U.S. applications to export items on the International List which are reviewed to determine Commerce and U.S. positions.

Retire to BTRS when 5 years old and transfer to WNRC 1 year later. Dispose when 10 years old.

1220. Commodity Control List Review - These are the background papers generated in the process of continuous review of the Department of Commerce level of control over exports. The level of control for all commodities which are not on the International List is established in an OC Document as a result of the review.

Dispose when 5 years old.

1221. COCOM Statistical Documents File - These are copies of statistical reports showing the number and type of licenses issued by COCOM Countries. They are arranged alphabetically by country. Record copies are among COCOM Documents in the Department of State.

Dispose when .5 years old.

1222. Administrative Subject File - This contains office copies of housekeeping papers on matters such as budget, personnel actions, travel, activity reports, copies of Comprehensive Export Schedule Bulletins, Commodity Control List and working copies of other authoritative issuances.

Dispose of individual documents or contents of file folders when 5 years old.

1223. Chronological Files - This is a copy of each outgoing item prepared in the Branch. Copies of these papers, of any importance, are filed in the appropriate case file.

Dispose when 1 year old.

Special Area Program Branch

1224. Country Control Case Files - These contain copies of papers generated and collected in the Branch in an effort to establish what controls foreign countries belonging to COCOM have on their strategic materials and to develop and reach agreements with other free-world countries for the purpose of preventing transshipment by these countries of commodities of U.S. origin to Soviet Bloc and other restricted countries. Arranged by case number.

Special programs based on foreign policy reasons for certain identified countries are also documented in the case files, e.g , Southern Rhodesia, Middle East, South Africa, Portugal, and East Africa territories. Similarly, the case files contain basic nuclear nonproliferation policies and programs relating to the export of materials suitable for use in connection with nuclear weapons development.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later. Offer to NARS when 20 years old.

1225. Administrative Subject File - These are office copies of housekeeping papers on such things as arrangements for meetings, time and attendance reports, transportation and travel, activity reports and chronological files.

Dispose when 2 years old.

1226. Nuclear Related Program Commodity File - Documentation of the examination of applications to export nuclear related commodities and/or commodities destined to nuclear establishments. Analyses of applications for commodities that are important for use in development of nuclear weapons to assure that export is in accordance with U.S. policy objectives. Papers pertaining to the implementation of U.S. programs in the fields of nuclear weapons development, communications, aircraft and maritime nuclear propulsion are also included.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later. Offer to NARS when 20 years old.

1227. African Profile Project Case File - This contains information of any kind that might be helpful in establishing the trade characteristics of each African country to be used as a profile in establishing export control programs for those countries.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later. Offer to NARS when 20 years old.

1228. China Special Trade File - This is documentation of all aspects of the development of an emerging trade program with the People's Republic of China including the implementation of controls insofar as they have been established. The file also contains diplomatic, intelligence, and other related information needed to establish the trade patterns of China and identify areas offering best opportunities for trade. The file also contains for historical purposes, case summaries of all U.S. transactions with the People's Republic of China.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 2 years later.

1229. Technical Information Files - These contain copies of papers generated or collected by the Program Officers including COCOM Documents, copies of export regulations of foreign countries or of the U.S., pertinent State Department issuances, reports of Foreign Service Officers, and technical reports on specific commodities. Record copies of these papers are maintained in files elsewhere for a long enough period to serve all purposes.

Dispose of individual documents of the contents of file folders when they have served their purpose.

1230. COCOM Subcommittee on Export Control File - The Subcommittee meets annually and the representatives of participating countries share their pro and con export control experience. This is an historical file documenting arrangements for the meeting, agenda, instructions to U.S. Representatives, minutes of meetings, subcommittee discussions and any COCOM authoritative issuances flowing from the meeting.

Following the Subcommittee meeting, the Economic Defense Officers meet to share experience, and to be briefed on developments and determinations made at the COCOM Subcommittee meeting. Arranged by year.

Permanent. Retire to BTRS when 10 years old and transfer to WNRC when 12 years old. Offer to NARS when 20 years old.

1231. Foreign Country Profile Case Files - These contain general background information and specific transaction data pertaining to Free-World countries, e.g., Latin-America, Western Europe, and the Middle East.

The file constitutes a worktool for preparation of special areas export control programs and the information in it is essentially duplicated by the official documentation created by the Branch.

Dispose of individual documents of the contents of file folders when no longer needed for current business.

1232. Import Certificate/Delivery Verification File - This contains correspondence, telegrams, airgrams, and other papers pertaining to import certificates issued by foreign countries and verification of delivery of commodities of U.S. origin. Documentation is also included pertaining to the IC/DV and control procedures of foreign countries. The file is used to monitor the practices of foreign countries for use in keeping the U.S. currently informed of foreign practices in this area.

The same type of papers are maintained on import certificates issued by the U.S. as a part of the file.

Dispose of individual documents or contents of file folders when 10 years old.

Compliance Division

The Division directs the enforcement of export controls. Its functions include:

- development of intelligence information regarding areas of possible export control violations;
- investigation of actual and suspected violations; and
- preparation of cases on proven violations for referral to the Hearing Commissioner via the Office of General Counsel.

Teams of export control inspectors assisted by customs personnel make unscheduled “saturation” examinations of shipments at selected points of exit for enforcement purposes.

The Division develops and administers a program to insure maximum compliance with the export control regulations and at the same time having a minimum impact on normal trade practices; coordinates and directs facilitation activities to reduce paperwork and expedite the movement of cargo; encourages exporters to take advantage of simplified export clearance procedures; reviews export declarations and conducts other activities to assure that simplified procedures operate efficiently and effectively; works with the Bureau of Customs and the U.S. Postal Service in developing, evaluating and adjusting the export control responsibilities of those agencies; works with the Bureau of the Census, Department of Transportation and other government and private organizations in connection with facilitation matters; and studies and evaluates changing industry techniques, such as containerization, to assure that compliance methods are kept up to date.

The Division is comprised of the Office of the Director, Investigations Branch, Intelligence Branch, Facilitation Branch, and the New York Field Office.

An official file station in the Office of the Director serves all elements of the Division located at headquarters. The records cannot be divided by branches since they are filed by a numeric-subject arrangement. For the most part, records at the New York Office are filed according to the numeric-subject scheme used in the Washington Office, and their content parallels the content of those found in Washington.

1233. Consolidated Compliance Subject File - This is a consolidated file which contains both the usual variety of administrative (housekeeping) papers and program operations papers arranged by a numeric-subject system. The two categories of papers found in the file may be more specifically identified by the listing of a few of the file designations below:

A. Administrative Files

<u>File No.</u>	<u>Subject Heading</u>
2-1	General Administrative Files
2-1-A	Service, Supplies & Equipment
2-1A-2	Space

A. Administrative Files (Continued)

<u>File No.</u>	<u>Subject Heading</u>
2-1-159	Performance Rating Program
2-22	Catalogs (correspondence)
2-23	Budget

The file folders containing housekeeping papers are consistently identified as such by members of the staff with only inconsequential deviations from the norm.

B. Program Operations Files

<u>File No.</u>	<u>Subject Heading</u>
2-0-76	Retirement of Files
2-1-190	Indoctrination of Agents in Compliance Division
2-1-98	Interagency Meetings
2-1-98-E-1	Interagency Meetings (Department of Transportation)
2-1-98-E-2	ICACO Facilitation Sessions
2-14	Specific Request for Information

The Administrative Files can be easily identified and segregated from Program Operation's Files.

- a. Administrative Files - Dispose when 2 years old.
- b. Program Operations Files - Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 1 year later. Offer to NARS when 20 years old.

1234. Administrative and Investigative Indexes - This is a (3x5) card index on which the names of all parties of interest that appear in incoming items are typed with a reference (numerical) to the file where the paper is located.

The cards are filed alphabetically.

Permanent. Retire to BTRS when no longer needed for current business and transfer to WNRC 5 years later. Offer to NARS when 20 years old.

1235. Foreign Service Index - This is a (3x5) card index showing the name of the person or firm under investigation, the name of the specialist to whom the document was referred for action, and the file number. This index is really a work control device to locate documents while in process. It is also used to locate files when the requester has little or no information concerning the case in which he is interested, except a geographical location and/or the name of the Investigator that handled the matter.

Permanent. Retire to BTRS every 2 years and transfer to WNRC 5 years later.
Offer to NARS when 20 years old.

1236. Application for Export Licenses Index - This is a (3x5) card index of applications for export licenses received by the Compliance Division for review. The cards are arranged numerically by application numbers and show the date the application was received, review actions taken, and date of referral to sender, or to some other office. The cards for completed cases are withdrawn from the active file and maintained separately.

Dispose of inactive cards when 3 years old.

1237. Index of Export Information Service Reports - This is a (3x5) card index showing the CIA and DIA report numbers, date, security classification, subject, and the Investigator to whom the report was referred.

Dispose when 3 years old.

1238. Index of FBI Reports - This is a (5x8) card index showing date of report, subject (usually an individual or a firm's name), office of origin, date and file number. Withdraw cards from active file and file separately when the subject report is destroyed.

Dispose of inactive cards 2 years after destruction of the documents.

1239. Closed Investigative Case Files - These are case files containing papers compiled by the Compliance Division in the process of collecting evidence on suspected or alleged violations of export controls. Each case concerned a violation or violations of Export Control.

Regulations and has been completed and closed. Included is material relating to Denial Orders, letters of charges, warning letters, referrals to the Department of Justice, indictments, convictions, fines, returned without action notices, and transcripts of the Hearing Commissioner's or court proceedings, More specifically, investigative cases include the following types.

- a. Unlicensed Shipment Cases
- b. Untimely Filing of Shipper's Export Declarations
- c. Violations of Suspension Orders
- d. Transshipments
- e. Transshipments through Canada
- f. Trafficking in Licenses
- g. Misrepresentations
- h. Technical Data Investigations
- i. Fragrant Disregard of Export Controls
- j. Alteration of Documents
- k. Unethical Practices
- l. Prelicensing and Postshipment Checks

The cases are closed when all actions have been taken and the appropriate sanctions, if indicated, have been imposed.

Permanent. Retire closed cases to BTRS at the end of every 3rd year and transfer to WNRC 5 years later. Offer to NARS when 20 years old.

1240. Compliance Division Statistical Reports - An action sheet is prepared for each action taken on a case handled during the period at the end of each month. These sheets show the case number, type of violation, the action taken, dollar value, country, and the commodities involved. Also shown is the penalty, if any, imposed. From these sheets, statistics are drawn to produce a monthly statistical report which shows the case load handled and other statistical information used to plan and direct the Division's activities.

An annual statistical report is compiled from the monthly reports. The data appearing in the annual compilation are broken down on the basis of both the calendar and fiscal year.

Data from the monthly and annual reports are used to prepare a budget submission showing the Compliance Division's investigative workload and other special reports.

a. Action Sheets - Retire to BTRS when 2 years old and transfer to WNRC 1 year later. Dispose when 10 years old.

b. Monthly, Quarterly, Annual, Budget and Other Special Report - Permanent. Retire to BTRS when no longer needed for current business, transfer to WNRC 5 years later. Offer to NARS when 20 years old.

1241. Facilitations File - This contains copies of Shipper's Export Declarations selected from those in the custody of the Bureau of the Census.

The declarations are selected by developing a profile of export control violators from intelligence and directing the computer to scan all stored export data and report out declarations fitting the profile to an appropriate degree.

The criteria for selection of these declarations vary from time to time. All declarations and related papers which contain concrete evidence of an export violation are withdrawn and become a part of an investigative case file.

a. Copies from Census - Dispose when 2 years old.

b. All Others - Dispose when 1 year old.

New York Office

The New York Office is an extension of the Washington Office and with some exceptions it creates and maintains files in the same manner covering the same subject areas as the Washington Office.

1242. Consolidated Compliance Subject File - This contains the same type of papers arranged according to the same type of subject-numeric system as found in Washington. The papers are categorically separable and identifiable by the listing of a few of the file designations as shown below:

A. Administrative Files

<u>File No.</u>	<u>Subject Heading</u>
2-1	General Administration Files.
2-1-A	Services Supplies & Equipment
2-1A-2	Space
2-1-159	Performance Rating Program
2-14	Specific Request for Information
2-22	Catalogs (correspondence)
2-23	Budget

For purposes of disposition, this category of papers is easily identified and segregated on a folder by folder basis from the remainder for the papers in the file.

B. Program Operations Files

<u>File No.</u>	<u>Subject Heading</u>
2-0-76	Retirement of Files
2-1-A-1	Wire Tapping
2-1-190	Indoctrination of Agents in Compliance Division
2-1-98	Interagency Meetings
2-1-98-E-1	Interagency Meetings (Department of Transportation)
2-1-98-E-2	ICACO Facilitation Sessions

This category of papers has long term significance since they document export control compliance policies and procedures.

- a. Administrative Files - Dispose when 2 years old.
- b. Program Operations Files - Permanent. Transfer to the Federal Records Center when no longer needed for current business. Offer to NARS when 20 years old.

1243. Foreign Service Index - This is a (3x5) card index to the Consolidated Compliance Subject File used primarily to locate files while in process or to answer requests when the requester has very little information about the case in which he is interested.

Permanent. Transfer to the Federal Records Center when 10 years old. Offer to NARS when 20 years old.

1244. Index of Export Information - This is a (3x5) card index to the file Consolidated Compliance Subject Files showing the report number, date, security classification, subject, and the name of the specialist to whom the report was referred.

Dispose when 2 years old.

1245. Index of FBI Reports - This is a (5x8) card index showing date of report, subject (usually an individual or a firm's name), office of origin, destination, date, and file number. Withdraw cards from active file and file separately, when the subject report is destroyed.

Dispose of inactive cards 2 years after destruction of the subject documents.

1246. Facilitations File - This contains copies of Shipper's Export Declarations collected by inspectors conducting "saturation" examinations of shipments at selected points. These declarations are collected because the exporter has committed an error of omission or commission in filling out the declaration, or because there is some evidence of an export control violation. In most cases, copies of correspondence asking the exporter to correct the error or pointing out the proper procedure to be followed are filed with the declaration.

Declarations and related papers supporting an alleged export control violation are forwarded to Washington and become a part of the investigative case file.

Shipper's Export Declarations and Related Correspondence upon which action has been completed - Dispose when 1 year old.

Electronic Equipment Division

This Division administers export controls over computers, electronic components, communication and navigation equipment, laboratory instruments, and other related scientific and electronic equipment, in accordance with the policies set forth in export control legislation.

This program is designed to protect the national security, promote U.S. foreign policy, and protect the domestic economy from undue drain of scarce materials. Included in the specific functions are:

- o taking action on export license Applications;
- o making technical analyses of commodities in its area of responsibility in order to establish a basis for recommendations on export control policies, criteria, and regulations;
- o participating in interagency and government-industry committee activities regarding export problems; and
- o rendering assistance to industry and other government agencies on problems on mutual interest.

The Division sends record copies of its correspondence that go outside of the Department to the OEA File, but it does not forward internal papers to the OEA File.

Office of the Director

1247. General Correspondence Subject File - Documentation created or collected by the Director including incoming and outgoing correspondence pertaining to delayed cases, control procedures, and technology. Also included is correspondence with companies pertaining to the status of applications for export control licenses and other export control problems.

Papers relating to an application for export license are duplicated in the case file in Operations Division.

Dispose of individual documents or contents of file folders when 5 years old.

1248. Administrative Subject File - This contains copies of the usual types of housekeeping papers including time and attendance reports, requisitions, personnel actions, travel requests and orders, and security. These are

copies maintained for convenience of reference since record copies are kept elsewhere.

Dispose when 2 years old.

1249. Review of International Lists and CCL Commodities - Periodically the commodities on the International List and CCL are reviewed for control or decontrol. This is the file of the Director's principal assistant which contains copies of COCOM discussions, the International List (last two versions), technical reports, incoming and outgoing telegrams relating to the list review negotiations, and the evaluations and comments of the Division. The review of the CCL and the control requirements involved are unilateral and although the papers follow the same pattern as those pertaining to the International List there is the difference that no foreign power is involved.

Permanent. Retire to BTRS when 10 years old and transfer to WNRC 2 years later. Offer to NARS when 20 years old.

1250. COCOM Exception Cases - Frequently COCOM member governments wish to export a commodity that is controlled and on the International List. When this occurs the exporting government must get the approval of all other member governments. In the case where a foreign government wishes to export a COCOM item the United States receives a COCOM document requesting the clearance or position of the U.S. If the U.S. is the imitating country, an application for export license opens the case.

These are the cases handled in the Director's Office, and they contain copies of imitating documents, telegrams to and from U.S. missions, transcripts of consultations, technical reports, summaries of conversations, evaluations, and the recommended U.S. position and final determinations.

Exception cases generally fall in one of two categories, namely,

- a. Cases involving no interagency or intergovernmental conflict of opinion or position - Dispose when 1 year old.
- b. Cases where there is interagency or intergovernmental conflict of position - Dispose when 5 years old.

1251. Commodity Technical Reports File - This contains copies of technical data submitted by foreign governments or by U.S. exporters and evaluations provided by the Division frequently accompanied by a draft Operating Committee document.

Dispose when 1 year old.

1252. Technical Information Files - These consist of copies of Brochures, catalogs, and technical bulletins, OC Documents, PD Documents, LD Documents and other issuances received from U.S. and foreign companies and from other sources at all levels of government.

Dispose of individual documents of the contents of file folders when they have served their purpose.

Electronics Branch

1253. General Correspondence File - This contains incoming and outgoing correspondence pertaining to export control policies, procedures, license requirements for specific commodities, characteristics of commodities, and other information.

Dispose of individual documents or contents of file folders when 3 years old.

1254. Dispatches - These are copies of incoming and outgoing airgrams and telegrams received or transmitted by the State Department relating to export control of electronic equipment in which a foreign government is involved.

Dispose when 18 months old.

1255. Applications for Export License Actions (FC-149 and IA-145) - These are copies of the applications for export licenses showing the application number, name of company, description of commodity, Licensing Officer's determinations, and the final action taken by higher authority. These papers are duplicated in the case files kept in the Operations Division.

- a. Soviet Bloc Applications - Dispose when 10 years old.
- b. All Others - Dispose when 2 months old.

1256. Parts and Components Applications - These are copies of requests from foreign companies to use parts or components of U.S. origin, available in the foreign country, in the manufacture of electronic equipment. These are accompanied by a worksheet which identifies the applicant, end product, export control applicable to the component and the Licensing Officer's recommendations. Attached are any related papers.

Dispose when 6 years old.

1257. Special Cases Workpapers - These are workpapers generated or collected by the specialist on cases dealing with electronic equipment that are unique or exceptionally complex. Each case poses unanswered questions or situations that have not been fully satisfied and the specialist addresses himself as time permits to resolving the case. Eventually, these papers are essentially duplicated by recommendations and other submissions of the specialist.

Dispose of individual documents or contents of file folders when no longer needed for current business.

1258. Review of International Lists and CCL Commodities - These are papers generated by the Branch in the process of reviewing electronic equipment for control or decontrol on the CCL and/or International List.

Permanent. Retire to BTRS when 10 years old and transfer to WNRC 2 years later. Offer to NARS when 20 years old.

1259. Technical Information Files - These contain copies of company brochures, catalogs and similar material containing technical information on electronic equipment. Also included are copies of ACEP, OC, and COCOM documents.

Dispose of individual documents or contents of file folders when no longer needed for current business.

Computer Division

1260. General Subject File - This contains incoming and outgoing correspondence relating to export control determinations requirements and technical characteristics of computer equipment. Also included are copies of technical advice, and correspondence with exporters containing information not related to a specific case. Requests for Authority to take licensing actions (IA-221), parts and components, and letters of authorization are also included in the file.

Dispose of individual documents of contents of file folders when 5 years old.

1261. Technical Reference Papers - These are copies of policy determinations, summaries of Operating Committee meetings, Technical Inquiry (Form IA-100), license determinations, OC Documents, COCOM Documents, and referrals to Policy Planning Division (IA-798).

These papers are used by the specialists as precedents in making determinations on pending applications for export control licenses and policy and procedural matters. These papers are retained in official files elsewhere.

Dispose of individual documents or contents of file folders when no longer needed for current business.

1262. International Lists and CCL Review File - This contains copies of COCOM discussions, determinations, and evaluations and recommendations prepared by specialists in the Branch, and related papers.

Essentially the same type of papers one produced in the process of reviewing the CCL papers, which include ACEP and OC discussions and ACEP and OC documents, as the papers produced by the specialists in the process of making their recommendations.

Permanent. Retire to BTRS when 10 years old and transfer to WNRC 2 years later. Offer to NARS when 20 years old.

1263. Half-Sheet Export Licenses Actions (FC-419 and IA-1145) - These are the half-sheet copies of export licenses upon which the Licensing Officer has acted. They cover the export and reexport of computer equipment, or components or parts of such equipment. These are arranged by commodity.

a. Soviet Bloc Applications - Dispose when 10 years old.

b. All Others - Dispose when 2 months old.

1264. Applications for Reexport Licenses (IA-1145) - These are copies of applications for reexport licenses covering computer equipment to free world and Soviet Bloc countries. These are arranged by companies.

a. Soviet Bloc Applications - Dispose when 10 years old.

b. All Others - Dispose when 2 months old.

1265. Technical Information File - This consists of copies of brochures, catalogs, and other releases from private industry, government and other sources containing technical data on computer equipment and its installation and use.

Dispose of individual documents or contents of file folders when they have served their purpose.

1266. Multiple and Single Transactions Statements - These show the names of the exporter and purchaser, description of commodity and its end use.

Dispose when 2 years old.

1267. Dispatches - These are copies of incoming and outgoing airgrams and telegrams received or transmitted by the State Department relating to export control of computer equipment in which a foreign government is involved. They contain information pertaining to the status of an export license or to export control problems in connection with a specific case or company.

Dispose when 1 year old.

1268. Administrative Subject File – This file contains office copies of housekeeping papers on such matters as budget applications for leave, personnel actions, production reports, requisitions, security, space, travel orders and requests, and the like.

Dispose when 2 years old.

Technical Data Division

Functions of the Division include the administration of export controls over technical data to protect the national security and promote U.S. foreign policy, as required by export control legislation. It also furnishes assistance to the Department of State in its East/West Exchange program. Specific functions include:

- taking action on export license applications;
- conducting studies of technology in important fields of endeavor in order to establish a basis for recommendations on export control policies, criteria, and regulations;
- participating in interagency and governments industry committee activities regarding export problems; and
- rendering assistant to industry and)other government agencies of mutual interest.

The export control of technical data is executed through utilization of a very complex set of procedures and professional techniques which result in the establishment of mutual understanding between the Division and industry personnel.

Office of the Director

1269. Director's Subject Correspondence File - This contains papers generated by the Director pertaining to technical data export control problems, procedures policy and regulations. Notable subject headings found in the file include export control of U.S. technical data to Canada; chemical industry-Soviet; China licensing policy; COCOM list reviews; effects of Czechoslovakia invasion; CIA information reports re Poland; White House study, and the like.

The papers do not pertain to individual license applications. Prior to January 1972, record copies of these papers were maintained in Central Files, DIBA. On January 2, 1972, an official files station for all record copies of papers generated by the Office of Export Administration was established in its Operations Division. Consequently, the papers maintained were for convenience of reference and are essentially duplicated at the old DIBA Central Files or in the recently established OEA Files kept in the Operations Division. Notwithstanding the fact that a large percentage of these papers are duplicated in the OEA Files, they are of significant value because they are arranged separately and in a manner that shows the Division's contribution to the position on some very important matters. This would be difficult to determine in the OEA Files because Technical Data Division papers are interfiled with those of other organizational units on the same subject.

Start a new file every 5 years, retire to BTRS 1 year later, and transfer to WNRC 1 year later. Dispose when 10 years old.

1270. Exchange Program with the Soviet Bloc File - This contains copies of agreements for the exchange of officials and other authorities in scientific, technical, educational, cultural, and other fields. These agreements have been renewed every two years and the Division has a primary interest in the delegations from the U.S. and Soviet Bloc countries and the delegation from such countries that will be studying areas that involve technical data within the jurisdiction of the Division.

The papers also contain copies of the arrangements for the delegations visit, lists of delegation members' names, itineraries and related documentation. The papers are arranged by the names of the industry, commodity, or other areas of special interest to the delegation, e.g., aluminum, clothing, electric power production of foodstuffs, metallurgy and industrialization of building process.

The State Department administers the delegations' visits to various localities in this country to examine industries and other activities. The Division advises the State Department on export control of technical data that might be divulged by such visits.

The papers are not duplicated in the OEA Files or elsewhere.

Permanent. Retire to BTRS papers pertaining to each agreement 4 years after its renewal, and transfer to WNRC 1 year later.

1271. Administrative Subject File - This contains convenience copies of housekeeping papers such as time and attendance reports (case filed by name of employee), travel (name case filed), work flow through OEA, announcements (copies of directives, notices, etc.), job descriptions, clearance of aliens to visit other bureaus, register of classified material destroyed, receipts for classified material and similar papers.

- a. Announcements, Directives, Notices, etc. Dispose when superseded or revoked.
- b. Job Descriptions - Dispose 1 year after position is abolished.
- c. Clearance of Aliens to Visit Other Bureaus - Dispose when 5 years old.
- d. Register of Classified Material - Dispose when 5 years old.
- e. Receipts for Classified Material - Dispose when 2 years old.
- f. All Other Papers - Dispose when 2 years old.

1272. Chronological or Reading File - This contains one copy of each outgoing item signed or cleared by the Director.

Dispose when 2 years old.

1273. Mail and Messenger Log - This is a log of each piece of mail as received showing the date of incoming item, date of receipt, description of contents, and the name of the addresser. The destruction of security classified documents is now noted on these sheets instead of posting a register.

a. Sheets showing destruction of classified material - Dispose when 5 years old.

b. All Other Papers - Dispose when 2 years old.

(Licensing Officers and Related Records)

1274. Licensing Officers Country File - This contains copies of Applications for Export License (FC-419) or a letter from the applicant company requesting an export license for the export of technical data and a statement of justification with such attachments as the company chooses to submit. The file also contains copies of advices on applications returned without action (FC-204B), Referral to Policy Planning Division (IA-798) with related correspondence and copies of the internal memorandums and other communications developed in the process of evaluating and preparing a recommendation on the issuance of an export license. Documentation of the preparation of cases referred to the Operating Committee (ACEP) is also filed. These papers are arranged by categories of countries (East European communist countries, Free World, and other communist countries) thereunder by the name of individual countries, and thereunder alphabetically by the name of applicant companies.

Adequate documentation of cases requiring policy, major procedural, legal or technical decisions by higher authority is maintained at the appropriate level starting with the Policy Planning Division (OEA) and occasionally culminating at the White House level.

Retire to BTRS when 10 years old. Dispose when 15 years old.

1275. Technical Data Information File - This contains hot copies, clippings, reprints, brochures and other printed and processed materials collected by Licensing Officers which contain descriptions of commodities and processes that actually provides a library of data. In most cases the data found in the file is such that it supports export license applications and consequently, technical information can be derived from it.

The data is used by the Licensing Officers for background purposes and to sharpen their perspective and judgment of very complex technological processes and commodities.

Dispose of individual documents or contents of file folders when superseded or when they have served their purpose, whichever is sooner.

Capital Goods and Production
Materials Division

The Division administers export controls over a wide variety of production, consumer, and capital goods products (e.g., fuels, chemicals, fertilizer and other agricultural related products, metals, metalworking equipment, transportation equipment, and general industrial equipment in accordance with export control legislation).

Specific functions include:

- o taking action on export license applications;
- o making technical analyses of commodities in its area of responsibility in order to establish a basis for recommendations on export control policies, criteria, and regulations;
- o participating in interagency and government-industry committee activities regarding export problems; and

o rendering assistance to industry and government agencies on problems of mutual interest.

Record copies of correspondence going outside of the Department are sent to the OEA Files; record copies of most internal communications are not. Consequently, some files must be retained for a longer period than expected to provide adequate documentation.

Office of the Director

1276. Director's Commodity File - This is the Director's commodity file which contains papers pertaining to export control of individual commodities because they are in short supply, a strategic material or because of a foreign policy consideration. Individual files contain information on the domestic reserve, production, supply, market and end uses of commodities, and the need for export control. The files also contain background information on the development of and present U.S. position on control of the subject commodity.

The file is arranged alphabetically by names of commodities, thereunder by year.

Permanent. Retire to BTRS when 5 years old and transfer to WNRC 2 years later.
Offer to NARS when 20 years old.

1277. Director's Subject File - Documentation created or collected by the Director pertaining to the development of export controls on commodities in general and for the establishment of procedures and a mechanism for carrying out such controls as are imposed. The file also contains precedential and other papers which are useful to the Director in keeping abreast of the current developments on export control of commodities. Replies to requests for relief from specific export control problems are also included.

There are in the file a number of folders which contain the usual type housekeeping papers that are sometimes separately filed in an administrative subject file. File designations in these folders include the following: East-West Trade Advisory Committee, AEC mail pickup, budget, executive reserve, financial statements, requisitions, production reports, training seminars, and the like.

- a. Program Operations Folders - Permanent. Retire to BTRS when 10 years old and transfer to WNRC 2 years later. Offer to NARS when 20 years old.
- b. Administrative Files - Dispose of individual documents or contents of file folders when 5 years old.

1278. Capital Goods Subject Correspondence File - This contains incoming and outgoing correspondence that has general applicability to the control of commodities for which the Division has responsibility, and to its operations. Notable among the subject headings found in the file are aircraft, appeals, Arms Control and Disarmament Agency, Congressional correspondence, industry participation, joint venture areas, Kama River Project, and Mondale Committee. The information in these papers is essentially duplicated in higher echelon offices and elsewhere.

Dispose of individual documents or the contents of file folders when 5 years old.

1279. International Commodity Review File - Documentation generated by the Chief in the process of reviewing commodities for inclusion or removal from the International Lists of the Coordinating Committee. Also included is material on the substantive review of such matters as the expansion or diminution of the number of commodities controlled and on the International Lists. The file contains a considerable quantity of printed or processed material (clippings, brochures, catalogs, etc.) which support or directly relate to the matter under review.

Start a new file every 10 years, retire to BTRS 2 years later, and transfer to WNRC 1 year later. Dispose when 25 years old.

1280. Chronological File - This consists of a carbon copy of each outgoing item prepared in the Office arranged chronologically.

Dispose when 1 year old.

1281. Exception Cases (International Lists) File - These are papers relating to commodities on which the United States for domestic and foreign policy reasons allows exceptions to the COCOM embargo list in accordance with allowances provided by the Battle Act.

The papers are case filed chronologically in accordance with the international commodity classification listings.

Dispose when 5 years old.

1282. Technical Information File - These are papers containing technical information on U.S. export controls as distinguished from COCOM controls. They are used primarily in connection with a periodic and continuing review of the Commodity Control List. A set of Operating Committee, ACEP, documents is included in the file.

These papers are filed alphabetically by the names of commodities.

Dispose of individual documents or contents of file folders when no longer needed for current business.

1283. Capital Goods Substantive Review File - Documentation generated by the Chief in the process of reviewing capital goods (commodities) for export control or decontrol by the U.S.

Start a new file every 10 years, retire to BTRS 2 years later, and transfer to WNRC 1 year later. Dispose when 25 years old.

1284. Capital Goods Company Correspondence File - This contains incoming and outgoing correspondence requesting authority to export or reexport commodities, review of export control decisions, exceptions to decisions or export control regulations; and clarifications of law, regulations and decisions. The papers are arranged alphabetically by company name.

Start a new file every 2 years, move active case files forward to the new file. Dispose of residual (inactive) cases when 3 years old.

Licensing Officers Files

Various licensing officers within the Division, each assigned a specific group of commodities, review licenses for the export of their assigned commodities in accordance with law and regulations. The following are the grouping of commodities assigned licensing officer:

- chemicals, materials, cameras and photographic materials, lasers, specialty laboratory equipment, cryogenics
- metals and alloys, materials, wire and cable, biomaterials
- chemicals, materials, pharmaceuticals, petroleum products, medical equipment, biomaterials
- equipment, general capital equipment
- transportation equipment, machine tools, general capital equipment
- semiconductor manufacturing equipment, computer component test equipment, machine tools, specialty test equipment, cryogenics
- aircraft, turbine engines, avionics, navigation equipment, sonar, flight systems

1285. Approved Applications for Export License (FC-419 and FC- 98) for such commodities as Agricultural, Photographic, Laser Metals and Minerals Chemicals and Drugs - The file contains copies of approved applications used as precedents on making a determination on new applications. These papers are duplicated in case files maintained in the Operations Division.

Dispose when 5 years old.

1286. General Subjects Files for such commodities as Agricultural, Photographic, Lasers, Metals and Minerals, Chemicals and Drugs - This file contains incoming and outgoing correspondence pertaining to export control on policy determinations and actions not relating to a specific licensing action.

Retire to BTRS when 5 years old, transfer to WNRC 1 year later and dispose when 10 years old.

1287. Technical Information File for such commodities as Agricultural, Photographic, Lasers, Metals and Minerals, Chemicals and Drugs - The file contains reference materials to provide technical descriptions of commodities basically from private companies.

Dispose of individual documents when they have served their purpose.

1288. Technical Case Files on Fertilizers, Cameras, Lasers and Cryogenics, and Agricultural Related Materials - These contain technical information on the characteristics and uses of commodities with analyses of the impact on the U.S. that export of a given commodity might have. Also documented, to a limited extent, are foreign policy considerations growing out of the export of selected commodities.

Retire to BTRS when 5 years old, transfer to WNRC 1 year later and dispose when 10 years old.

1289. Camera Memorandums - These are copies of technical reports, clearances and memorandums, reports of information authorizing sale and export of specified commodities to specified end-users of cameras, film and related equipment.

Dispose when 5 years old.

1290. Metals and Minerals Company File - This is incoming and outgoing correspondence with companies pertaining to the status of applications for export licenses covering short supply and controlled commodities. The file also contains correspondence relating to a variety of export control problems on the export of metals and minerals (copper and others).

Dispose when 5 years old.

1291. Decontrol Review of Metals and Minerals - Documentation of meetings, findings and recommendations, determinations, and related papers created in reviewing for decontrol of short supply commodities such as copper, walnut logs, hides and skins.

The file also contains the same type of documentation of the continuous review of items on the Commodity Control List. Similar papers documenting review for decontrol of commodities on the International List are included in the file. Arranged by subject.

Permanent. Retire to BTRS when 10 years old and transfer to WNRC 2 years later. Offer to NARS when 20 years old.

1292. Metals and Minerals Licensing Actions - This file contains Referrals to Policy Planning Division (IA-798) which show the Application for Export License Number Commodity Control List Number, and the name of the company making the application with a short description of the commodities involved. The form also shows the action taken by the Licensing Officer, Division Director and the final action taken by the Policy Planning Division. A copy of the approved application export license is attached to the form along with any related papers.

Although these documents are duplicated in the record copy of application cases, they are an essential worktool that must be kept by the specialist until the control is discontinued.

The papers are arranged by the names of metals and minerals.

Dispose when the commodity (metal or mineral) is decontrolled.

1293. Metals and Minerals Multiple Transactions Statement by Consignee and Purchaser - These are statements furnished by the consignee and exporter covering multiple shipments. These statements are used by the exporter to justify two or more applications for export license so long as the same commodities are involved.

Dispose when 2 years old.

1294. Review of Chemicals and Drugs on International List - This branch is responsible for a periodic review for addition or deletion of chemicals, drugs, and related materials on the COCOM International Lists.

The file contains the definitions, proposals, and records of discussion and other actions of the COCOM meetings. Accompanying these are technical analyses and reports generated by the Branch and by outside sources, and the recommendations of the Branch on control or decontrol of chemicals, drugs, and related materials.

Final determinations on the recommendations submitted are reflected in the next issue of the International Lists which are also a part of the file. Arranged by subject.

Permanent. Retire to BTRS when 10 years old and transfer to WNRC 2 years later. Offer to NARS when 20 years old.

1295. Chemicals and Drugs Precedents Notebooks - These are looseleaf notebooks which contain compilations of information from action documents that have or that will set policy on export control or embargo of chemicals, drugs and related materials.

The notebooks are an essential long term worktool that must be kept in close proximity to the user/professional staff.

Permanent. Retire to BTRS and transfer to WNRC when no longer needed for current business. Offer to NARS when 20 years old.

1296. Technical Inquiries on Capital Goods - These are requests from the Coordinator, Technical Task Force Group, COCOM, for technical information on capital goods such as general capital equipment, machine tools, computer components and other electronic equipment, aircraft flight systems, engines and navigation equipment that some firm proposes to export or reexport. The replies are attached to the request. Record copies of these documents are maintained in the Policy Planning Division.

Dispose of completed inquiries when no longer needed for current business.

1297. Capital Goods Multiple Transactions Statements - License applications for export commodities to Eastern European and Free World countries are submitted for review and a recommendation of approval, rejection, or some other appropriate action. The application is accompanied by supporting papers including an International Import Certi-

ificate issued by the importing country, and a statement by the importing company of what the equipment is going to be used for, and the country of ultimate destination of the end product. Applications for Export License are submitted with a Single Transaction Statement by Consignee and Purchaser (one shipment) or a Multiple Transactions Statement by Consignee and Purchaser involving multiple shipments to occur under authority granted for either one or two years.

These are copies of the Multiple Transactions Statements held by the Licensing Officer reviewing the application for use in answering any questions that may arise during the authorized period. The papers are arranged alphabetically by name of companies. Record copies of these statements are maintained in the Policy Planning Division long enough to meet all requirements.

Dispose upon expiration of the license authority.

1298. Capital Goods Export Application Review Workpapers - These are copies of papers pertaining to the review of export applications received from companies that contain information useful to the analyst as precedents or for other purposes. Also included are guideline papers such as a summary of export control decisions made, list of commodities in ACEP, Operating Committee documents, and copies of referrals to the Policy Planning Division.

Dispose of individual documents or contents of file folders when no longer needed for current business.

1299. Capital Goods Export Licenses - These are carbon copies of the portions of Applications for Export License that are validated licenses and returned to the exporting firm. These are convenience copies maintained solely for the purpose of answering inquiries during the period of the transaction.

Dispose when 90 days old.

1300. Capital Goods International List Review (IA 402) - This contains workpapers of the analyst preparing recommendations for including or removing general industrial equipment from the International List for the approval of the Director of the Division. These papers are generated in

the process of preparing substantive review documentation of the International List. Record copies are maintained in the Director's International Commodity Review File.

Dispose when no longer needed for current business.

1301. Capital Goods Company Correspondence File - This contains incoming and outgoing correspondence with exporter companies pertaining to the proper classification of commodities under the Commodity Control List, the reexport of commodities, the likelihood of the issuance of an export license for a controlled commodity, and to interpretations of export control decisions and a variety of similar matters.

The file also contains a quantity of printed and processed literature received from the companies which describes their products. Copies of the outgoing items in the file are maintained in the Director's Company Correspondence File long enough to meet all requirements.

Dispose of file folders when the subject company is dissolved or dispose of individual documents and contents of file folders when 5 years old, whichever is appropriate.

1302. Capital Goods International Commodity Control File - This contains Technical Task Force Group evaluations of exception cases and evaluations of proposals made to change the entries covering those commodities of strategic importance that are subject to international control.

These files contain significant historical and legal data on the controlled system and on the particular commodities involved. These data have long term values.

Permanent. Transfer to WNRC when no longer needed for current business. Offer to NARS when 20 years old.

1303. Capital Goods Export Analyst's International Commodity Control Workpapers - This contains drafts, memorandums, other correspondence, commodity fact sheets, brochures, copies of pertinent laws and regulations, and similar material accumulated by an Export Analyst in the process of formulating recommended language for inclusion in the Commodity Control List. Record copies of the language prepared are included in the International Commodity Control File.

Dispose when they have served their purpose.

1304. Capital Goods Licensing Officers Control File for Special Licensing Procedures - Special licensing procedures have been established to primarily facilitate exports to Free World countries. These special procedures include project licenses, distribution licenses, foreign-based warehouse procedures, periodic requirements licenses, time limit licenses, service supply procedures and aircraft, and vessel repair station procedures.

The file contains a copy of the Licensing Officers' recommendations, a copy of the validated portion of the license, copies of supporting papers submitted with the application, copies of related correspondence and of the findings of the Multiple Licensing Committee, Office of Export Adminis., if any is involved. These papers are maintained by the Licensing Officer as a control of a status of the license from receipt of the application until authority expires or has been revoked, revised, or changed in some other manner. The papers are also used as precedent by the Licensing Officer. Record copies of the papers are maintained in the Operations Division.

Dispose when the license has expired or been revoked.

1305. Capital Goods Import Certificate Quantitative Control Sheet (IA 919) – This is a control sheet showing the import certificate number, consignee foreign country, date of certificate, expiration date of certificate, the commodity code number, export control commodity number, value of shipments made and the authorized remainder of value outstanding for additional shipments under the license.

Dispose of individual sheets when the value import certificate has been used up.

Operations Division

The Division processes license applications, develops and issues regulations and operating procedures and conducts public contact activities. Specific functions include:

- numbers, screens, and routes incoming applications;
- prepares and issues licenses;
- coordinates processing of "bulk" licenses and monitors exporters' operation under the licenses;
- reviews for conformance with regulations and instructions a substantial proportion of the licensing officers actions on applications;
- issues U.S. import certificates;
- prepares analytical and statistical surveys and reports on export control activities;
- coordinates the development of automated techniques in export control operations;
- maintains a public contact office, handling requests for information and emergency processing of applications, and answering correspondence;
- develops and publishes export control regulations and procedures as well as instructions for Commerce field offices;
- handles emergency planning functions for the Bureau of East-West Trade; and
- clears public reporting requirements with the Office of Management and Budget.

The Division is divided into three branches, one of which has been designated the official files station for all units of the Office of Export Administration except the Compliance Division.

Office of the Director

1306. Operations Subject File - This contains papers generated or collected by the Director in the process of providing executive direction of the Division. The Division is responsible for giving operating support to the Office of Export Administration including an advisory and technical service for representatives of U.S. exporters' receiving and maintaining documentation of the Office of Export Administration at an official files station; and the initiation and publication of export control regulations (including the Manual of Export Administration Regulations distributed to the industry), internal procedures, and other operating manuals.

Subject headings noted in the file include AEC problems, banks (liaison with), boycott, component parts, exporters studies, forwarded problems, management improvement, quarterly reports, and trade fairs.

Record copies of most of the papers generated by the Office are forwarded to the OEA Official File Station located in the Program Services and Processing Branch. However, a copy of each outgoing item is maintained in this file with quantities of documentation such as minutes of meetings, special studies, technical reports, and the like that are collected or forwarded from other sources.

Permanent. Retire to BTRS inactive subject files every 2 years and transfer to WNRC 1 year later. Offer to NARS when 20 years old.

1307. Administrative Subject File - This contains office copies of housekeeping papers on such things as personnel actions, requisitions, security, transportation orders, and other things.

a. Personnel Files - Dispose upon separation of subject employee.

b. All Other Papers - Dispose when 2 years old.

1308. Classified Document Register - This is a register of all classified material generated (except cables and telegrams) or received showing the document number, origin, distribution, date of document, date received, and

disposition of the document with the appropriate authorization. No top secret material is involved.

Dispose when 3 years old.

1309. Classified Cables and Telegrams Register - This is a register of classified cables and telegrams containing the same information as the Register of other classified material described above.

Dispose when 3 years old.

1310. Register for Foreign Service Material - This is an action control log of foreign service material showing the type, post, document number, date of document, number of copies, distribution, filed, and date of destination.

Dispose of individual sheets when they are no longer needed for current business.

Exporters Service Branch

1311. Special Processing Control Record (IA-743) - This is a three-part interleaved carbon form used to record telephone conversations with exporters needing counseling or some other service. This file is made up initially of the third copy of the form, which is held by the office for follow-up purposes. Upon completion of action, this copy is disposed of and the original of the form is inserted in the file. The record (second) copy is filed in the appropriate application case.

Dispose when 3 months old.

1312. Exporters Service Subject Correspondence File - This contains documentation generated or collected by the Chief of the Branch pertaining to the professional techniques and the underlying laws and procedures governing counseling and responding to emergency and special treatment requests from exporters.

These are convenience copies of papers created by the Branch that are duplicated by record copies kept in the OEA files. Also included is a quantity of printed or

processed materials collected from various sources. The file accumulates slowly and it is an essential worktool that must be maintained in close, proximity to the user.

Dispose of individual documents or contents of file folders when superseded or no longer needed for current business.

1313. Chronological File - This consists of a copy of each outgoing item generated by the Operations Division. The incoming item and the second copy of outgoing items are maintained in the OEA File.

Dispose when 1 year old.

Program Services and Processing Branch

1314. Operating Procedures and Requirements Subject File - Documentation of internal action on personnel security, space, organization, job descriptions, promotion program and procedures, and customs liaison. Also included are selected papers concerning export control procedures, commodities, and operations with related production, analytical reports and workload studies.

This file constitutes a long term worktool that must be maintained in the Branch and it also includes precedential administrative information that is duplicated elsewhere.

Dispose of individual documents or contents of file folders when no longer needed for current business.

1315. List of Application Numbers Issued - This is a list of the serial number assigned to each export license application received. The primary purpose of this list is to ensure that no number is used twice, and to make a monthly report.

Dispose after submission of monthly report.

1316. Foreign Import Certificate Record - This is a (3x5) card index of Import Certificates submitted with Applications for Export Licenses. The cards show the name of the issuing foreign country, import certificate number, application number, and date received. The cards are arranged alphabetically by name of issuing foreign country.

Retire to BTRS when 2 years old, transfer to WNRC, and dispose when 5 years old.

1317. Incoming Batch Control Record - This is a control by batch of applications and related papers received. A copy is filed and the yellow copy is forwarded with the papers to the appropriate licensing division.

Dispose when 3 months old.

1318. Confirmation Copies of Import Certificates - These are copies of Import Certificates issued by foreign countries authorizing import of commodities for which a U.S. export license has been requested. These copies are submitted to OEA by the issuing government. The copies are duplicates of the certificate submitted by the U.S. exporter with his application for an export license.

These copies are used for verification purposes.

Dispose when 2 years old.

1319. Import Certificate and Delivery Verification Certification Correspondence - This contains letters transmitting Import Certificates and Delivery Verification Certificates and requests for information concerning them from foreign countries. The file also contains "Stop Licensing" and "Start Licensing" notices and related follow-through correspondence.

Retire to BTRS when 2 years old, transfer to WNRC, and dispose when 5 years old.

1320. Delivery Verification Certificates - These are certificates verifying delivery of commodities authorized for export by a U.S. export license.

Retire to BTRS when 2 years old, transfer to WNRC, and dispose when 5 years old.

1321. Application Screen Notices - These are notices with related temporary screen notices issued by the Export Information Services Division listing names of exporters and foreign consignees who have violated or allegedly violated Export Control Regulations. Also included are names of firms which have purged themselves of wrongdoing and restored themselves as exporters in good faith.

Permanent. Retire to BTRS when no longer needed for current business. Transfer to WNRC 5 years later. Offer to NARS when 20 years old.

1322. Application Screen File - This is a rotary visible file containing the names of the U.S. exporters and foreign consignees who have been denied the privilege of exporting or receiving commodities of U.S. origin or have engaged in activities that call for special surveillance of applications.

No time interval list is made of this file which contains the names of the individuals and firms in alphabetical order. The record copy supporting this file is the screen notices.

Dispose of strips when firm is removed from screen.

1323. Multiple Licenses Files - These contain license applications with supporting papers for a license having characteristics above and beyond those of a license for a single transaction. These are considered special licenses that are categorized as follows:

1. Distribution License,
2. Service Supply License, and
3. Project License

Each of the above special licenses either involves exports for a long period of time (e.g., project license), numerous consignees, or liberal export provisions.

These license applications with supporting papers are case filed by license application number.

- a. Project Files - Retire to BTRS when 3 years old, transfer to WNRC, and dispose when 6 years old.
- b. Service Supply and Distribution Licenses - Retire to BTRS when 3 years old, transfer to WNRC, and dispose when 6 years old.
- c. All Other Papers - Retire to BTRS when 2 years old transfer to WNRC, and dispose when 6 years old.

1324. Applications for Warehousing Licenses - This is an application for authorization to export commodities as stock items in a warehouse overseas. If the applicant is a 51% owned subsidiary of an American firm the request is acted upon in this office. If not, the request is returned to the applicant with a notation of ineligibility. After authorization to warehouse overseas the applicant must apply for an export license to maintain his inventory and must submit a customer signed form which can be approved or disapproved.

- a. Form FC-143, Request for Authorization to Distribute U.S. Origin Commodities Stocked Abroad to Approved Customers - Retire to BTRS when no longer needed for current purposes. Transfer to WNRC 5 years later. Dispose after 5 additional years.
- b. Form FC-243, Multiple Transactions Statement by Customer of Distribution of U.S. Commodities Stocked Abroad - Retire to BTRS when 3 years old, transfer to WNRC and dispose when 6 years old.
- c. Form FC-43, Statement by Foreign Importer of Aircraft or Vessel Repair Parts - Retire to BTRS when 2 years old, transfer to WRNC and dispose when 6 years old.

1325. Multiple Transactions Statement by Consignee and Purchaser (FC-843) - This is a statement which the exporter gets from a foreign customer showing that the exporter expects to do business with the customer involving intermittent shipments. This form permits

the exporter to file for an individual license for shipments to this particular customer without the usual supporting data on each transaction.

Retire to BTRS when 3 years old, transfer to WNRC and dispose when 6 years old.

1326. U.S. Import Certificates - These are copies of U.S. Import Certificates issued to U.S. exporters for submission to a foreign country to support the issuance of an export license by the foreign government. This certificate represents an undertaking by the importer not to divert the specified "A" controlled commodities listed therein without U.S. government approval.

Retire to BTRS when years old, transfer to WNRC and dispose when 6 years old.

1327. Export Licenses - Copies of the validated export license giving U.S. exporters authority to export controlled or embargoed commodities to specified countries are maintained to ensure compliance with law and regulations and to account for each such license issued.

Retire to BTRS when 2 years old, transfer to WNRC, and dispose when 5 years old.

1328. Application for Export Licenses - These are applications submitted by exporters for a license to export one or more shipments of specified commodities under the Export Control Regulations.

The Branch receives all applications for export licenses and routes them to the appropriate licensing division. The routing process includes screening applications against the "Application Screening File".

The application and its attachments are routed to the appropriate licensing division where a licensing officer reviews it and approves issuance of the license or takes some other appropriate action. The record copies of the application and attachments are returned to the Program Services and Processing Branch where they are reviewed for compliance with law and regulations and issuance of the license or other action, as appropriate. The applications are then bundled into stacks of fifty and sent to

the Data Processing Division, Office of the Secretary, where data is keypunched for input into the management information system.

Upon return of the applications, they are filed numerically. Included in this file are applications for all types of licenses for the export of controlled or embargoed commodities except an Application for a Project License or one of the other special types. Most export licenses are valid for one year. However, some are extended and some are valid for two years to take care of special circumstances. Licenses having a validity beyond two years are not included in this file and are maintained separately.

Experience has shown that retention of these record copies for five years is adequate to protect the interest of the Government and the legal rights of individuals and firms in the private sector

Retire to BTRS when 2 years old, transfer to WNRC and dispose when 5 years old.

1329 Consignee's Copies of Export License - These are carbon copies of the export licenses issued to the exporters without the addition of any information that does not appear on the exporter's copy. Filed alphabetically by country, thereunder numerically.

Retire to BTRS when 2 years old, transfer to WNRC and dispose when 5 years old.

1330. Returned Export Licenses - Export licenses must be returned by the exporter to OEA/BIC when they have been fully used, when they have expired, or when it has been determined that they will not be used or will no longer be used. These licenses will be used in the verification of census export statistics and in spot checking to confirm proper use of the license.

Retire to BTRS when 2 years old, transfer to WNRC and dispose when 5 years old.

1331. Microfilm File of Export Applications and Licenses – The consignee's copies of export licenses issued are microfilmed each day. Applications for export licenses that

have been returned to the applicant and resubmitted, applications that are amended., and all of those that are withdrawn from the file for loan to staff members are microfilmed daily. The microfilm file serves as a security copy and as a control of documents withdrawn from the file that are expected to require further processing,

Retire to BTRS when 2 years old, transfer to WNRC and dispose when 5 years old.

1332. Index to Applications for Export Licenses (FC-420) - This is a (3x.5) card index arranged alphabetically by the name of the exporter. It is used to locate an application when its number is not known. The index is also a control that substantiates the existence of a given case in the event of a misfile or some other unexpected occurrence.

A new file is started each year.

Retire to BTRS when 2 years old, transfer to WNRC and dispose when 5 years old.

1333. OEA Subject File - These are the papers maintained at the official files station for all units of the Office of Export Administration except the Compliance Division which maintains its own files. These papers pertain to all facets of the responsibilities and activities of the office. The official record copies of OEA papers are forwarded for inclusion in this file.

The papers are arranged according to a subject-numeric system based on the subject classification used in the Export Administration Regulations.

Permanent. Start a new file every 2 years, retire to BTRS 2 years later, and transfer to WNRC 1 year later, Offer to NARS when 20 years old.

1334. Mailing Lists - These are mailing lists for export control regulations, bulletins, administrative notices, export control manual transmittals. Field Circulars, \$100,000 memoranda daily licenses list, and similar material.

Dispose when superseded or no longer needed for current business, whichever is sooner.

Short Supply Division

The Division administers export control programs for commodities that are in short supply and monitors the export of commodities that are in Potential short likely to have an inflationary impact. The Division is also responsible for advanced Planning and programming, and coordinating the semi-annual report of short supply activities to the Congress.

1335. Agricultural Products File - Contains documents relating report such commodities as wheat, corn, barley, oats, and soy beans. File divided into three major parts: Control Program, Companies, and Quota Cards. Records in the file consist of such items as: (In Control Program) - laws and regulations, news clips, correspondence with other agencies, Steering Committee reports; (In Companies) - correspondence with exporting companies, Form DIB-634P, Anticipated Exports as of "month and year," Form DIB-635P, Report of Exports, Form DIB-636P, Contract Detail Supporting Anticipated Exports as Reported to the Department of Commerce, vendor contracts to sell commodities; (In Quota Cards) - Quota Balance Posting Cards with copy of license half-sheets attached.

Retire to BTRS when 5 years old, transfer to WNRC 2 years later, and dispose 10 years thereafter.

1336. Ferrous Scrap and Stainless Steel Scrap File - Contains documents export of metal scrap. File divided into four major parts: Control Program, Companies, Quota Cards, and Hardship Cases. Records consist of such items as: (In Program Control) - laws and regulations, correspondence with other agencies, Steering Committee Reports news clips; (In Companies) - correspondence with exporting companies, Form IA-204A, Notification of Rejection of Export License, Form DIB-632P, Anticipated Shipment Status of Unfilled Accepted Orders, Form IA-1094 Report of Exports: (In Quota Cards) - Quota Balance Posting Cards with license half-sheets attached, notes; (In Hardship Cases) appeal notices, agenda, minutes of hearings, correspondence, appeal decisions.

Retire to BTRS when 5 years old, transfer to WNRC 2 years later, and dispose 10 years thereafter.

1337. Petroleum and Petroleum Products File - Contains data relating to the export control of petroleum and petroleum products. File divided into four major parts: Control Program, Companies, Quota Cards, and Hardship Cases. Records consist of such items as: (In Control Program) - laws and regulations, correspondence with other agencies, Congressional correspondence, reports, schedules, news clips; (In Companies) - correspondence with exporting companies, Report of Exports, Anticipated Exports as of "month and year"; (In Quota Cards) - Quota Balance Posting and Cards with license half-sheets attached; (In Hardship Cases) - Hardship Committee agenda, minutes, correspondence, notification of Rejection of Export License, and appeal decisions.

Retire to BTRS when 5 years old, transfer to WNRC 2 years later, and dispose 10 years thereafter.

1338. Coal Monitoring Program File - Contains documents pertaining to the export of coal. At the time of coal miners' strike, the Department of Commerce initiated an export monitoring program. File is currently inactive. Records consist of such items as correspondence with coal exporting companies, exporter lists, export statistics, correspondence with other agencies, export shipments and contracts (Form DIB-6006P).

Retire to BTRS when 5 years old, transfer to WNRC 2 years later, and dispose 3 years thereafter.

1339. Hides and Skins File - Contains documents relating to the export control of animal hides and skins. Records consist of such items as correspondence with exporting companies and other agencies, program reports and notes, export report and statistics.

Retire to BTRS when 5 years old, transfer to WNRC 2 years later, and dispose 3 years thereafter.

1340. Walnut Logs File - Contains documents relating to the export control of walnut logs. Records consist of correspondence relative to the need for control, testimony before Congressional committees, copies of requests for export licenses, magazines, and newspaper clips.

Retire to BTRS when 5 years old, transfer to WNRC 2 years later, and dispose 3 years thereafter.

1341. Short Supply Division Program Files - Contains documents pertaining to the management and operation of the Short Supply Division and its program. Records consist of such items as laws and regulations governing the export of commodities and materials that are in short supply in the U.S., statement of program definition and objectives, policies and procedures, historical and background data on rare and unpredictable yield items, congressional testimony on program, program status reports, proposed legislation and regulations, and internal memos.

Move papers to be retained forward and retire all others to BTRS when 5 years old. Transfer to WNRC 2 years later and dispose 10 years thereafter.

1342. Administrative File - Contains documents pertaining to the general management and housekeeping activities of the Division. Records pertain to such subjects as budget and finance, staffing and organization, personnel actions, time and attendance, travel, furniture and equipment purchases, and public relations.

Dispose when 2 years old.

1343. Chronological File - Contains copies of letters and memos initiated by staff members. File maintained in date order.

Move active papers forward and dispose of all others when 2 years old.

OFFICE OF EAST-WEST TRADE DEVELOPMENT

The Office of East-West Trade Development works with American businessmen in introducing U.S. firms to Soviet and East European markets, and helping them to market their products in these Centrally Planned Economies (CPE).

The Office is made up of the Office of the Director and two Divisions - Trade Development Assistance and Trade Promotion.

Office of the Director

1344. Director's Subject File - Contains documents generated and acquired by the Director and Deputy Director. Documents relate to the development and management of the East-West Trade Development Program. File contains data on such subjects as Foreign Buyer Groups, Advisory Committee on East-West Trade, Nickel, Public Affairs, Legislation, Economic Export Meeting in Moscow, and Market Research.

Move active papers forward and retire all others to BTRS every 3 years. Transfer to WNRC 2 years later and dispose 5 years thereafter.

1345. Administrative Subject File - Contains documents relating to the general housekeeping activities of the Office. Records pertain to such subjects as budget and finance, public relations, time and attendance, organization and staffing, travel, and equipment and furniture.

Dispose when 2 years old.

1346. Chronological File - Contains letters and memos written by the Director and his staff. File maintained in date order.

Dispose when 2 years

Trade Development Assistance Division

The Trade Development Assistance Division advises U.S. companies of the market potential for their products and how to go about doing business in the CPE.

The Division also disseminates information on significant trade opportunities, helps CPE delegations to set-up meetings with U.S. companies, and assists U.S. firms in selling their products.

1347. Company Files - Contains data relating to the conduct of potential and existing products and service sales by U.S. companies to CPE countries. Records consist of correspondence, news clips, meeting notes, sales brochures, and magazine articles. File maintained alphabetically by name of company.

Transfer to BTRS when 5 years old, send to WRNC 3 years later, and dispose 3 years thereafter.

1348. Country Files - Contains documents relating to business practices and general political and economic events and conditions in CPE countries. Records consist of such items as correspondence and cablegrams, news clips, and magazine articles reports, minutes of meeting, and memos. File alphabetical maintained by name of country.

Dispose when 4 years old.

1349. Administrative File - Contains document pertaining to the general housekeeping activities of the Division. Records pertain to such subjects as budgets, furniture and equipment, travel, time and attendance, organization and staffing.

Dispose when 2 years old.

1350. Chronological File - Contains letters and memos written by members of the Division staff. File maintained in date order.

Dispose when 2 years old.

Trade Promotion Division

The Trade Promotion Division sponsors promotional event in CPE countries and operates a Commercial Office in Moscow, a Trade Development Center in Warsaw, and an East-West Trade Development Support Office in Vienna. The Division uses such promotional methods as trade show exhibits, technical sales seminars, and trade mission. The Division is also responsible for staffing shows, missions, and other promotional events.

1351. Program Subject File - Contains documents relating to the development and management of the Division's Program. Records pertain to such subjects as Controlled Companies, Trade Missions, Trade Fairs, Market Data, Trade Issues, International Affairs, and Machine Tools. File alphabetically maintained by subject.

Dispose when 3 years old.

1352. Chronological File - Contains letters and memos written by members of the Division staff. File maintained in date order.

Dispose when 2 years old.

1353. Country File - Contains documents relating to the business practices and general political and economic events and conditions in CPE countries. Records consist of such items as cablegrams, airgrams, correspondence, reports, minutes of meetings, and newspaper and magazine articles. File alphabetically maintained by name of country.

Dispose when 3 years old.

1354. Personnel File - Contains documents relating to the recruitment, training, and development of foreign and domestic personnel. Records consist of such items as job applications, resumes, recommendations, job descriptions, interview notes, performance evaluations, and qualification notices. File is a partial duplicate of that maintained by DIBA Personnel. Folders alphabetically maintained by employee name.

Dispose 1 year after transfer or termination of employee.

1355. Trade Promotion Project File - Contains documents design, development, staffing, conduct, and analysis of trade shows, exhibits, trade fairs, and trade missions and seminars. File covers such subjects as solicitation of exhibitors, description and transport of exhibits, construction and assembly of show, staffing and assignment of duties, budgeting and finance, promotional literature and advertising, and evaluation of show. File alphabetically maintained by name of project.

Dispose 3 years after completion of project.

OFFICE OF EAST-WEST COUNTRY AFFAIRS

The Office of East-West Country Affairs provides executive secretariat services to U.S. Joint commissions with the U.S.S.R., Poland, Romania, and other participating members of the Centrally Planned Economics (CPE). In addition, the Office maintains full familiarity with the social, economic, and political policies and practices of the U.S.S.R., People's Republic of China, and Eastern European countries. The Office is made up of the Office of the Director and three Divisions - U.S.S.R. Affairs, Eastern European Affairs, and People's Republic of China.

Office of the Director

1356. Director's Program Management File - Contains document relating to the management of the East-West Country Affairs Program. Papers in the file pertain to such subjects as Advisory Committees, Conferences on Security and Cooperation in Europe, Joint American-Polish Trade Commission, Briefing Papers, Import Studies, Congressional Liaison, Manpower Objectives, Trade Acts, and Western Slavic Association. File alphabetically maintained by subject.

Move active papers forward and retire all others to BTRS every 3 years. Transfer to WNRC 2 years later and dispose 5 years later.

1357. Director's Administrative Subject File - Contains documents relating to the general housekeeping activity of the Office. Records pertain to such subjects as office equipment, budgets organization and staffing, time and attendance, and travel.

Dispose when 2 years old.

1358. Director's Chronological File - Contains copies of letters and memos written by the Director and his staff. File maintained in date order.

Dispose when 3 years old.

1359. Joint Trade Commission File - Contains documents pertaining to the development, arrangement, conduct, conclusions, and results of Joint Trade Commission meetings between the U.S. and members of the CPE, like the U.S.S.R., Poland, and Bulgaria. File divided by country and then meeting and session. Data in file pertains to meeting announcements, agenda, list and biographies of participants, subject background papers, joint statements, minutes, and agreements. File also contains final meeting reports prepared by the Office. Arranged alpha.

a. Final Meeting Report

1. Record copy - Permanent. Retire one copy of Final Meeting Report to BTRS 1 year after completion of Joint Commission Meeting. Transfer to WNRC 2 years later and offer to the National Archives 20 years thereafter.

2. All other copies of Report - Dispose after they have served their purpose.

b. All Other Papers in File - Retire to BTRS 2 years after completion of meeting. Transfer to WNRC 3 years later and dispose 10 years thereafter.

1360. Joint Trade Commission Program File - Contains documents relating to the general management and conduct of Joint Trade Commission meetings. Records in file cover such subjects as copyrights and licensing, taxation, marketing studies, export control issues, trade centers, western foreign trade, and tourism. File also contains workpapers pertaining to the Program.

a. Workpapers - Dispose after they have served their purpose.

b. All Other Records in File - Move active papers forward and dispose of all others every 5 years.

Eastern European Affairs Division

1361. Division Director's Program File - Contains documents relating to the management and operation of the Eastern European Affairs Program. Records consist of

such items as incoming and outgoing correspondence with the private sector, controlled correspondence, briefing and program papers, Joint Commission meeting arrangements and agenda, foreign trip arrangements, and Policy and program statements and procedures.

Retire to BTRS when 2 years old, transfer to WNRC 1 year later, and dispose 3 years thereafter.

1362. Division Administrative Subject File – Contains documents relating to the general housekeeping operations of the Division. Papers pertain to such subjects as budgets and finance, organization and staffing, time and attendance, office space and equipment, travel, monthly reports, and staff meetings.

Dispose when 2 years old.

1363. Division Chronological File - Contains memos and correspondence initiated by members of the staff. File maintained in date orders.

Dispose when 3 years old.

1364. Foreign Desk Subject Files - Contains documents relating to the social, political, and economic activities and events in the Eastern European Region and specific countries like Bulgaria, Hungary, and Czechoslovakia. Paper pertain to such subjects as physical geography, names and biographies of national leaders, immigration tourism) industries and commodities, passports, government policies, legislation, and foreign and Political relations. Records consist of airgrams and cablegrams, maps, news clips magazine articles, market reports, news releases correspondence, and memos.

Move active Papers forward and dispose of all others after they have served their purpose.

1365. Briefing Books and Trip Reports- Collection of information put together in book-form for top Commerce, government, and commercial representatives attending conferences and meetings with top foreign officials. Information collected and formatted for specific trips and events. Books contain such items as position papers biographies of foreign participants and leaders, statis-

tical information on trade, crops and geographical data) general economic data, trip or event summaries and conclusions.

- a. Record copy - Permanent. Retire to BTRS 1 year after trip or event, send to WNRC 3 years later, and offer to the National Archives 20 years thereafter.
- b. Other copies - Dispose after they have served their purpose.

1366. Overseas Business Reports (OBR) - A specially designed and non-scheduled published report covering such subjects as the general market, trade policy, buying and selling procedures, cooperative agreements, trade regulations, buying and selling tips, biographies of political and business leaders of foreign countries, regions, and communities at a specific point in time.

- a. Record copy (one copy of each) - Permanent. Retire to BTRS when enough is accumulated to fill one GSA box, transfer to WNRC 3 years later, and offer to the National Archives 20 years thereafter.
- b. Other copies - Dispose after they have served their purpose.

U.S.S.R. Affairs Division

1367. Division Director's Program File - Contains documents relating to the management and operation of the U.S.S.R. Affairs Program. Records consist of such items as incoming and outgoing correspondence with the private sector, controlled correspondence, briefing and program papers, Joint Commission meeting arrangements and agenda, foreign trip arrangements, and policy and program statements and procedures.

Retire to BTRS when 2 years old, transfer to WNRC 1 year later, and dispose 3 years thereafter.

1368. Foreign Desk Subject Files - Contains documents relating to the social, political and economical activities and events in the U.S.S.R. Region and specific countries like Bulgaria, Hungary, and Czechoslovakia. Papers pertain to such subjects as physical geography, names, and biographies of national leaders, immigration, tourism, industries, and commodities, passports, government policies, legislation, and foreign and political relations. Records consist of airmails and cablegrams, maps, news clips, magazine articles, market reports, news releases, correspondence, and memos.

Move active Papers forward and dispose of all others after they have served their purpose.

1369. Briefing Books and Trips Reports - Collection of information put together in book-form for Commerce, government, and commercial representatives attending conferences and meeting with top foreign officials. Information collected and formatted for specific trips and events. Books contain such items as position papers, biographies of foreign participants and leaders, statistical information on trade, maps and geographical data general economic data, trip or event summaries and conclusions.

- a. Record copy - Permanent. Retire to BTRS 1 year after trip or event, send to WNRC 3 years later, and offer to the National Archives 20 years thereafter.
- b. Other copies - Dispose after they have served their purpose.

1370. Overseas Business Report (OBR)- A specially designed and non-scheduled published report covering such subjects as the general market, trade policy, buying and selling procedures, cooperative agreements, trade regulations, buying and selling tips biographies of political and business leaders for foreign countries, regions and communities at a specific point in time.

- a. Record copy (one copy each) - Permanent to BTRS when enough is accumulated to fill one GSA box, transfer to WNRC 3 years later and offer to the National Archives 20 years thereafter.

- c. Other copies - Dispose after they have served their purpose.

People's Republic of China Division

1371. Division Chronological File - Contains memos and correspondence initiated by members of the staff. File maintained in date order.

Dispose when 3 years old.

1372. Foreign Desk Subject Files - Contains documents relating to the social, political, and economic activities and events in the People's Republic of China Region, and specific countries like Bulgaria, Hungary, and Czechoslovakia. Papers pertain to such subjects as physical geography, names and biographies of national leaders, immigration, tourism, industries and commodities, passports, government policies, legislation and foreign and political relations. Records consist of airgrams and cablegrams, maps, news clips, magazine articles, market reports, news releases, correspondence, and memos.

Move active papers forward and dispose of all others after they have served their purpose.

1373. Briefing Books and Trip Reports - Collection of information put together in book-form for top Commerce, government, and commercial representatives attending conferences and meetings with top foreign officials. Information collected and formatted for specific trips and events. Books contain such items as position papers, biographies of foreign participants and leaders, statistical information on trade, maps and geographical data, general economic data, trip or event summaries and conclusions.

- a. Record copy - Permanent. Retire to BTRS 1 year after trip or event, send to WNRC 3 years later, and offer to the National Archives 20 years thereafter.
- b. Other copies - Dispose after they have served their purpose.

1374. Overseas Business Reports (OBR) - A specially designed and non-scheduled published report covering such subjects as the general market, trade policy, buying and selling procedures cooperative agreements, trade regulations, buying and selling tips, biographies of political and business leaders for foreign countries, region, and communities at a specific point in time.

a. Record copy (one copy of each) – Permanent. Retire to BTRS when enough is accumulated to fill one GSA box, transfer to WNRC 3 years later, and offer to the National Archives 20 years thereafter.

b. Other copies - Dispose after they have served their purpose.

1375. Monthly Reports - Contains a presentation of the Division's activities, the main economical and political events taking place in China, summaries of trips and an analysis of market conditions.

Retire to BTRS when 5 years old, transfer to WNRC 2 years later, and dispose 3 years thereafter.

OFFICE OF EAST-WEST POLICY AND PLANNING

The Office of East-West Policy and Planning formulates, analyzes, and makes recommendations about legislative and policy issues arising in East-West trade activities. In addition, the Office develops and provides statistical data services for the Bureau of East-West Trade and other appropriate recipients.

1376. Office Director's Subject File - Contains documents relating to the management of the Office's Program. Records in the file pertain to such subjects as BEWT Reports, Brookings Institute, Committees/Discussion Groups/Boards, DIBA Priorities, EW Trade Financing, Legislation, Murphy Commission Statistics, and Trade Development and Promotion. File alphabetically maintained by subject.

Dispose when 5 years old.

1377. Country Files - Contains documents relating to the trade, political, and economic conditions and activities in CPE countries. Records pertain to such subjects as meetings and conferences, trade missions, market research, imports and exports, trade agreements, and foreign exchange. Folders alphabetically maintained by name of country.

Dispose when 5 years old.

1378. Administrative File - Contains documents relating to the general housekeeping operations of the Office. Records pertain to such subjects as Facilities, Incoming Publications, Organization, Personnel, Time and Attendance and Travel.

a. Personnel Records - Dispose upon separation or termination of employee.

b. All Other Records - Dispose when 2 years old.

1379. Budget File - Contains documents relating to the formulation and implementation of the BEWT Program and Budget. Records consist of such items as task definitions, program descriptions, staffing patterns and requirements, workpapers and notes, budget drafts, and comments and evaluations.

Dispose when 3 years old.

1380. Chronological File - Contains letters and memos written by members of the staff. File maintained in date order.

Dispose when 1 year old.

1381. U.S./Industrialized West (IW) Trade with Socialist Countries - Data and Reports (Printouts) - Magnetic tapes and computer printouts containing detail data relative to trade between US/IW and Socialist Countries. Data presented in terms of specific products, including forecasts of future potential. Data obtained from Census and United Nations tapes and reformatted and compacted to meet requirements of the Office of East-West Policy and Planning (OEWP).

a. Printouts

Monthly Reports – Dispose, when 1 year old.

Quarterly Reports - Dispose when 3 years old.

Annual Reports - Dispose when 3 years old.

b. Tapes - Scratch data over 10 years old.

BUREAU OF RESOURCES AND TRADE ASSISTANCE

The Bureau of Resources and Trade Assistance is made up of the Deputy Assistant Secretary, the Office of Textiles, and the Office of Import Programs. The Deputy Assistant Secretary and Director determines the objectives of the Bureau and formulates the policies and programs necessary for their accomplishment. The Office of Import Programs is made up of the Office of the Director and three Divisions - Special Import Programs, Foreign Trade Zones, and the Industrial Products. The Office of Import Programs is responsible for the technical evaluation, review, and general administration of imports and quotas; providing staff support to the Secretary when he is serving as Chairman of the Foreign Trade Zones Board; and monitoring and analyzing data pertaining to the trade of such industrial products as steel, electronics, footwear, and automobiles; for the development and implementation of policies to limit the domestic economic disruption occurring as a result of these imports.

The Office of Textiles is made up of the Office of the Director and three Divisions - Market Analysis, Trade Analysis, and the Implementation Division. The Office of Textiles is responsible for providing support to such committees as the Committee for the Implementation of Textile Agreements, the Management-Labor Textile Advisory Committee, the Importers' Textile Advisory Committee, Exporters' Textile Advisory Committee, and the Textile Trade Policy Group, collecting and analyzing data for the purpose of determining such things as the impact of imports on the U.S. textile and apparel market, and the effects of new legislative proposals; negotiation and monitoring bilateral textile agreements and coordinating market and import analyses to identify problems relating to the implementation of trade agreements.

DEPUTY ASSISTANT SECRETARY

1382. Bureau Director's Program File - Contains data relating to the development and management of programs pertaining to textile trade and import programs. File contains papers on such subjects as the President's

Cabinet Textile Advisory Committee, the Importers' Textile Advisory Committee, the Management-Labor Textile Advisory Committee, the Oil Policy Committee, International Agreements, Textile Problems – Congressional Steel, Energy, Oil, Footwear, Law of the Sea, Briefing Papers, Market Studies and Evaluations. File alphabetically arranged by subject.

Permanent. Transfer to BTRS when 5 years old and send to WNRC 3 years later. Offer to the National Archives 20 years thereafter.

1383. Chronological File - Contains letters and memos written by members of the staff. File maintained in date order.

Dispose when 2 years old.

1384. Bureau Director's Administrative File - Contains documents relating to the general housekeeping operations of the Bureau. Papers in file pertain to such subjects as budgets, acquisition of office equipment, organization and staffing, time and attendance, and travel.

Dispose when 2 years old.

OFFICE OF IMPORT PROGRAMS

The office of Import Programs directs the analysis for determining the economic impact that selected foreign products (i.e., steel and textile) have on domestic markets, supports negotiations and monitors international and bilateral agreements related to selected imports, and administers special statutory programs related to imports (e.g., Watch Quota, Florence Agreement, and Foreign Excess Property Programs). The Office of Import Programs is made up of the Office of the Deputy Assistant Secretary and Director, the Special Programs, Industrial Products and Foreign Trade Zones Divisions.

Office of the Deputy Assistant Secretary and Director

1385. Director's Program Subject File - Contains documents related to the management and operation of the Office and its Divisions. File contains papers pertaining to such subjects as U.S.-Japan Trade Council, Senate Foreign Relations Committee, Office Goals, Briefing Materials, Reports on Major Accomplishments, Project Codes, and Proposed Travel Plans. File maintained alphabetically by subject.

Move active papers forward and retire all others to BTRS when 3 years old.
Transfer to WNRC 3 years later and dispose 5 years thereafter.

1386. Administrative File - Contains documents relating to the general housekeeping operations of the Office and its Divisions. Records pertain to such subjects as Budget and Finance, Organization and Staffing, Time and Attendance, Office Furniture and Equipment, Training, and Travel.

- a. Budget Papers - Dispose when 5 years old.
- b. All Other Papers - Dispose when 2 years old.

1387. Personnel Files - Contains general data required by the management of the Office staff. All documents duplicates of those maintained by DIBA Personnel. File contains copies of such records as Requests for Personnel Action, Position Descriptions, Resumes, and Applications (SF 171). File maintained alphabetically by name of staff member.

Dispose 1 year after transfer or termination of staff member.

1388. Office Chronological File - Contains incoming and outgoing correspondence and memos of members of the Office staff. File maintained in date order.

Dispose when 2 years old.

1389. Division Chronological File - Contains outgoing correspondence and memos written by Division staff members. File maintained alphabetically by Division name, then by date.

Dispose when 2 years old.

Special Import Programs Division

The Special Import Programs Division administers the program for the duty-free entry of scientific, educational, and cultural material under the Florence Agreement. In addition, the Division jointly administers, with the Department of Interior, the licensing of quota recipients and the allocation of quota units in the Watch Quota Program. The Division also administers the Foreign Excess Property Program.

1390. Florence Agreement - Duty-free Entry Application File - Contains documents relating to the receipt and processing of applications for the duty-free entry of scientific instruments or apparatus. File contains such records as applications for duty-free entry, item specifications, purchase orders, comments and evaluations on requests by other agencies (NIH, HEW, NBS, NOAA), equipment drawings, customs entry information, Federal Register notices of application, comments resulting from FR notices, drafts of decisions and Federal Register notices of decision, transmittal documents, certified mail receipts, etc. File maintained in two sections - Record and Conformed - and folders are filed serially by docket numbers assigned by Customs. Early cases sometimes used to establish precedent.

- a. Record Copy - Retire to BTRS 6 years after application approval or rejection, transfer to WNRC 3 years later, and dispose 6 years thereafter.
- b. Conformed Copy - Move forward conformed copies of applications involving significant precedents or issues, outright denials and cases appealed to U.S. Court of Customs and Patent Appeals. Dispose all others 1 year after final approval or denial of the applications.

1391. Manufacturer Specification File - Contains letters, brochures, equipment specifications, and like items received from U.S. or foreign manufacturers of scientific instruments or apparatus.

Move active documents forward and dispose of all others when 3 years old.

1392. Chronological File - Contains copies of letters and memos written by members of the staff. File maintained in date order.

Dispose when 5 years old.

1393. Duty-free Application Docket Cards - These are 5x8-inch control cards used to record the receipt and actions taken on duty-free applications.

Dispose 15 years after approval or rejection of application.

1394. Administrative File - Contains documents relating to the general housekeeping activities of the unit. Records pertain to such subjects as budget and finance, organization and staffing, office furniture and equipment, travel, and time and attendance.

Dispose when 2 years old.

1395. Foreign Excess Property (FEP) Application File - Contains documents relating to the importation control of U.S. excess government property sold abroad. File contains such records as Foreign Excess Property (FEP) Import Authorizations (DIB-305), Case Processing Checksheet, FEP Determinations (DIB-303), Application for Foreign Excess Property (FEP) Determinations (DIB-302P), Notice of Awards (DD-1427), and correspondence. File maintained numerically by three- to five-digit application number.

Retire to BTRS 3 years after cases processed for given fiscal year (FY 1974 cases retired in July 1977), transfer to WNRC 3 years later, and dispose 4 years thereafter. Move forward files on applications appealed to Commerce Appeals Board.

1396. Foreign Excess Property Import Control Card File - Cards used to maintain the receipt and processing activity on FEP import determination applications.

Dispose 10 years after approval or rejection of application.

1397. Bid Announcement File - Contains copies of requests for bids on excess government property in overseas locations. Bid Announcements put out by the Department of Defense in such forms as Local Spot Bids, Seal Bids, Sale

of Foreign Excess Personal Property-Negotiated Sales Contract, and Term Sale. Bid Announcements used as a tool for determining the nature and transaction history of property on import application request.

Retire to BTRS when 7 years old, transfer to WNRC 5 years later, and dispose 3 years thereafter.

1398. Excess Property Program File - Contains documents relating to the management and operation of the Excess Property Unit. Papers in file cover such subjects as Authorizations, Classified Material Receipts, Defense Property Disposal Service, Export Control Regulations, Congressional Hearings, Legislation, Policy, Regulations and Federal Register, Illegal Entry Cases, Revised Regulations and Procedures.

Move active papers and program history documents forward and dispose of all others when 3 years old.

1399. In Bond Entries File - Contains documents relating to excess property held in bond pending approval of import application. File contains such papers as transmittal letters from Customs, Consumption Entry - Bureau of Customs (Customs 7501), Pro Forma Invoices, Declaration for Free Entry of Returned American Products and Certificate of Exportation, and Immediate Delivery and Consumption Entry Bond.

Dispose 1 year after Customs notification of final liquidation, entry or other disposal of property.

1400. Watch Quotas Program File - Contains documents relating to the management and operation of the Watch Quota Program administered with the Department of Interior which limits the number of watches and watch movements imported duty-free from U.S. insular possessions (Virgin Islands, American Samoa, and Guam). Watch quotas allocated to obtain maximum direct economic development in insular possessions. File contains such subjects as Program Resources Handbook, Program Highlights, U.S. Trade with Switzerland, Clearance Requests, Legislation and Congressional Hearings, Watch Manufacturers and Watch Quota Rule-making and Federal Register Notices. File maintained alphabetically by subject.

Move active papers forward and destroy all others when 3 years old.

1401. Watch Import Licensing and Permit File - File contains such records as applications for licenses to enter watches and watch movements into the U.S., permits to enter watches and watch movements into the U.S., notices from insular companies that quotas will not be used up, quota reallocations, insular company tax reports and quarterly Social Security reports, correspondence from/to and about insular companies, quota recording and control worksheets, quarterly reports from companies on watch assembly operations, legal briefs and show cause orders.

Retire to BTRS when 3 years old, transfer to WNRC 3 years later, and dispose 6 years thereafter.

1402. Watch Industry History File - Contains documents dating back to 1920 about foreign and domestic watch and allied product (i.e., bomb fuses, bombsights, etc.) manufacture. File contains documents on the creation, development and demise of watch making companies. Data in file pertains to such subjects as making fuses and weapons instruments by watch companies, conversion of German watch plants during WW II, history of the Swiss Watch industry, company and country agreements and regulations, the Swiss Watch Cartel, watch manufacture superholdings, economic and trade notes from 1920, the chronometer competition from 1934, watch making in Germany, United Kingdom, Russia, and Japan, records of imported watch movements, and jeweled and electronic watch manufacture. Records consist of original and copies of correspondence, newspaper and magazine articles, company sales brochures and annual reports, confidential survey reports, Foreign Service dispatches, copies of agreements and regulations, and internal memos and notes. File alphabetically maintained by subject.

Permanent. Retire to BTRS every 10 years, transfer to WRNC 3 years later, and offer to the National Archives 20 years thereafter.

1403. Administrative File - Contains documents relating to the general housekeeping operation of the Watch Quota Unit. Papers pertain to such subjects as budget and finance, organization and staffing, time and attendance, furniture and office equipment, and travel.

Dispose when 2 years old.

Foreign Trade Zones Division

The Foreign Trade Zones Division serves as the executive secretariat of the Foreign Trade Zones Board, of which the Secretary of Commerce serves as Chairman. The office's activities include the processing of foreign trade zones applications, holding hearings on zone proposals, monitoring zone operations, providing technical advice on zones, and publishing the Foreign Trade Zones Board's Annual Report.

1404. Foreign Trade Zones Application File - Contains documents related to applications made by State and local agencies or public corporations for establishing or extending U.S. Foreign Trade Zones. File contains such records as applications for the establishment or expansion of zones, applicants' plans for acquiring title, methods of financing venture, economic surveys, descriptions of projects, estimates of costs, maps and plot plans, State laws authorizing applications, Federal Register and other notices, transcripts of public hearings, public comments, lists of proponents and opponents, newspaper clips and press releases. File maintained by zone and application.

Retire, all but condensed original, to BTRS 1 year after the termination of zone operation. Transfer to WNRC 2 years later, and dispose 7 years thereafter.

1405. Foreign Trade Zones Board - Orders and Program Files - Contains documents relating to the early operation of the Board and Orders promulgated by the Board. Program section of file concerns Board procedures and items like the 1934 Executive Order 7104 (1935). Orders section of file contains copies of such orders as Grants, Zone Expansions, Zone Transfers, and relocations. Signed originals of Orders sent to and maintained by the Federal Register.

a. Program Section of File - Permanent. Remove and make part of Foreign Trade Zones Board History File.

b. Orders Section of File - Dispose 3 years after publication in the Federal Register.

1406. Foreign Trade Zones Board Operations File - Contains documents related to the operations and administrative proceedings of the Board. Records deal with such items as Circulars (Grant Rules and Regulations, Reproduction of Zone Forms, Zone Cargo Statistics), Dockets (Appeals of such cases as Dye and Imported PC Good and Mix and Color Rums), Proviso Cases (Requests to perform certain operations in a trade zone). File also contains backup papers for Docket decisions.

Move active papers forward and retire all others to BTRS 2 years later. Transfer to WNRC and dispose 10 years thereafter.

1407. Foreign Trade Zones Board History File - Contains documents relating to the development, composition, operations, programs, and policy of the Board. Records in binders pertain to such subjects as Board Authority, Board Meetings, Board Voting Records, Committee of Alternates Authority and Meetings, Board Member Addendums, and Board Orders. File is a special effort by the Support Staff to maintain a history of Board activities. Arranged by subject.

Permanent. Retire to BTRS when 10 years old, transfer to WNRC 2 years later, and offer to the National Archives 20 years thereafter.

1408. Support Staff Program File - Contains documents related to the management and operations of the Foreign Trade Zones Program. Papers in file pertain to such subjects as American Association of Port Authorities, Trade Mission Briefings, Import Programs, Hearings, Government Agencies, Customs, and the Foreign Service Institute. Records in file consist of such items as news releases, newspaper and magazine articles speeches, pamphlets, weekly reports, and correspondence and memos.

Move active papers forward and retire all others to BTRS when 3 years old. Transfer to WNRC 2 years later, and dispose when 5 years old.

1409. Foreign Trade Zones Board - Annual Reports - Annual report of operations issued by the Board. Reports present a summary of the year's activities by the Executive Secretary, reports of FTZ Grantees, and summaries of income and expenditures by each zone.

a. Record Copy - Permanent. Retire to BTRS when 5 years old, transfer to WNRC 1 year later, and offer to the National Archives 20 years thereafter.

b. All Other Copies - Dispose when no longer needed.

1410 Support Staff Administration File - Contains document relating to the general housekeeping operations of the Division. Records pertain to such subjects as budget and finance, organization and staffing, time and attendance, office furniture and equipment, and travel.

Dispose when 3 years old.

1411. Zone Correspondence File - Contains letters and memos to and from and about the Foreign Trade Zones. File maintained by zone number and date.

Dispose when 5 years old.

1412. State Correspondence File - Contains letters and memos to and from State and local officials and business. File maintained alphabetically by name of state and date.

Dispose when 3 years old.

1413. Commodity Correspondence File - Contains letters and memos from government agencies, business groups, and the public about commodities handled in zones. File maintained alphabetically by commodity category and then commodity.

Dispose when 3 years old.

1414. Chronological File - Contains copies of letters and memos written by members of the staff. File maintained in date order.

Dispose when 5 years old.

1415. Public Hearing Transcripts File - Contains copies of transcripts of public hearings held by the Board on zone applications, custom rulings, zone expansions, and similar subjects.

- a. Record Copy - Retire to BTRS 5 years after hearing, transfer to WNRC 3 years later, and dispose 10 years thereafter.
- b. All Other Copies - Dispose after they have served their purpose.

1416. Zone Schedule File - Contains tariff schedules and regulations for each operating zone. Papers in file cover rates and charges, descriptions of zone storage and services, and rules and regulations regarding merchandise and carriers. File maintained by zone.

Retire to BTRS 1 year after zone termination, transfer to WNRC 1 year later, and dispose 4 years thereafter.

1417. Zone Engineering Drawings - Copies of site drawings, layouts, and plot plans of zone installations. Usually submitted in support of an application for or expansion of a zone and kept current as changes are approved. Drawings separately maintained in engineering drawings file cabinet by zone number.

Retire to BTRS 1 year after the termination of zone operation. Transfer to WNRC 2 years later and dispose 7 years thereafter.

Industrial Products Division

The Industrial Products Division monitors, collects, and analyzes information pertaining to international trade in such industrial products as steel, footwear, automobiles, and electronic products. In addition, the Division produces market impact studies, special purpose reports, and trade pattern analyses.

1418. Computer Run - U.S. General Imports of Steel by Customs Area of Import - Report by category from exporting is country. Data presented by country, customs area, category, tons, and value.

Dispose after receipt of current run

1419 Computer Run - Steel Import Data - Steel Mill Products - Data presented in terms of country, product type (ingots, rods, etc.), year quantity and percent, and value. Run issued monthly and provides year-to-date totals.

Summary Run - Dispose when 5 years old.

1420. Voluntary Restraint Program - Steel Imports File - Contains documents relating to the program for controlling steel imports primarily from Japan and the European Steel Production Community. File contains such records as letters to and from Congress, reports to Congress, reports covering imports from Japan and Europe, newspaper clips, memos, and worksheets.

Retire to BTRS when 5 years old, transfer to WNRC 3 years later, and dispose 5 years thereafter.

1421. Chronological File - Contains copies of letters and memos written by staff members. File maintained in date order.

Dispose when 2 years old.

1422. Administrative File - Contains documents relating to the general housekeeping activities of the Division. Papers in file pertain to such subjects as budget and finance, organization and staffing, furniture and equipment, time and attendance, and travel.

Dispose when 2 years old.

1423. Country File - Contains documents relating to the social, political, and economic conditions and activities in foreign countries engaged in trade with the U.S. Records consist of such items as cables, airgrams, copies

of import/export laws and regulations, market reports, newspaper clips, magazine articles, maps, memos, and notes. File maintained alphabetically by name of country.

Move active papers forward and dispose of all others when 3 years old.

1424. Commodity File - Contains documents relating to the nature, use, demand, and transport of such commodities as electronic products, footwear, steel and steel products, automobiles and automobile parts. Records consist of such subjects as plant openings, reports to Congress, pricing of exports, position papers, new products, mergers and purchases of companies, Acts and Bills regulating imports and exports, cost of transport, research and development, Trade Commission Reports, consumer attitudes, and product techniques. File maintained alphabetically by commodity.

Move active papers forward and dispose of all others when 3 years old.

1425. Division Program File - Contains documents relating to the management and operation of the Division's Program. Papers in file pertain to such subjects as Anti-Dumping, Briefings, Border Taxes, Import Surcharges, Multi-national Companies, Quantitative Restrictions, Revenue Act, and Tariff Level. File maintained alphabetically by subject.

Move active papers forward and dispose of all others when 3 years old.

1426. Analyst Work Files - Contains documents relating to commodities and countries handled by the analyst, and to the marketing, statistical, and similar methods and techniques used in analysis. Papers consist of such items as newspaper clips, magazine articles, product pamphlets and brochures, Congressional reports, position papers, briefing notes, correspondence and memos.

Dispose when they have served their purpose.

OFFICE OF TEXTILES

The Office of Textiles is responsible for matters involving the fiber, textile, and apparel sector of the industrial economy, including the negotiation and administration of international textile agreements; and analyzes the fiber, textile, and apparel sector and provides interpretive data on current trends. The Office provides the staff work for the Committee for the Implementation of Textile Agreements. The Office of Textiles is made up of the Office of the Director and three Divisions - Implementation, Market Analysis, and Trade Analysis.

Office of the Director

1427. Director's Program Subject File - Contains documents relating to the formulation or policy and management of the Office. Folders in file contain documents pertaining to such subjects as Textile Imports, Customs, Cotton Textile Finishing Industry, Flammable Fabrics, Kennedy Round, Textile Machinery, GATT Textile Committee, NSC Involvement in Cotton, and Secretarial Briefings. File alphabetically arranged by subject.

Permanent. Move active records forward every 5 years and retire others to BTRS. Transfer to WNRC 2 years later and offer to the National Archives 20 years thereafter.

1428. Administrative File - Contains documents relating to the general housekeeping activities of the Office. Records pertain to such subjects as budget and finance, organization and staffing, time and attendance, travel, training, and office space and equipment.

Dispose when 2 years old.

1429. Chronological File - Contains letters and memos written by members of the staff. File Maintained in date order.

Dispose when 2 years old.

1430. Director's Country File - Contains documents relating to textile trade agreements made with foreign countries. Records consist of such items as copies of trade agreements, airgrams, press releases, notes, correspondence, and workpapers. File alphabetically arranged by country.

Retire to BTRS when 3 years old, transfer to WNRC 1 year later, and dispose 5 years thereafter.

Implementation Division

The Implementation Division provides administrative and technical support to Office of Textiles to implement existing bilateral textile agreements and to negotiate and consult with our major textile trading partners.

1431. Division Program Subject File - Contains data relating to the management of the Division's programs. Files contain papers pertaining to such subjects as Federal Register Notices, Program Actions, Men and Boys Wear, Type-written Ribbon Cloth, Gloves, and Trade Committees. File alphabetically arranged by subject. File primarily made up of short term working type papers.

Move active records forward and dispose of all others when 2 years old.

1432. General Correspondence File - Contains incoming and outgoing copies of memos and letters. Blue outgoing copy of staff correspondence maintained in this file. File maintained in date order.

Retire to BTRS when 2 years old and dispose 2 years later.

1433. Chronological File - Contains pink copies of letters and memos written by the members of the staff. File maintained in date order.

Dispose when 2 years old.

1434. Statistical Group File - Contains data relating to statistical methodology and Division programs, and to quantitative and qualitative reports and commentaries on textile imports and exports and quotas. Records consist

of such items as other agencies and United Nations reports of imports and exports, newspaper and magazine articles on textile foreign trade, copies of bilateral agreements, charts and graphs, handbooks and procedures, correspondence and memos, airgrams and cablegrams.

Dispose when no longer needed.

1435. Monthly Performance Reports of Countries Under Restraints - Reports produced by the Implementation Division presenting data on textile trade in such items as fabrics and apparel in terms of class, units and conversion factor original limit, adjustment, and imports for each of the countries in the bilateral agreements administered by the Division.

Retire to BTRS when 5 years old, transfer to WNRC 1 year later, and dispose 10 years thereafter.

1436. Analyst Workpaper File - Contains workpapers and support data maintained and used by textile analysts in the performance of their tasks. Papers consist of such items as copies of agreements, press releases, newspaper and magazine articles, statistical and narrative reports, notes and worksheets, report drafts, and correspondence.

Dispose after they have served their purpose.

1437. Committee Files - Contains documents relating to the membership and operation of such committees as Management and Labor Textile Committee, Import Technical Advisory Committee for Implementation of Textile Agreements, and Interagency Textile Administrative Committee (ITAC). The Division performs staff functions for both advisory and interagency committees. Papers consist of such items as membership lists, meeting announcements, agenda, minutes of meetings, and reports.

Retire to BTRS when 2 years old, transfer to WNRC 2 years later, and dispose 6 years thereafter.

1438. Federal Register Notice File - Contains documents relating to the development, submission, and response to textile agreement and quota notices published in the Federal Register. File contains such items as preparation requests, notice drafts, sign-offs and draft approvals,

transmittal to Federal Register, tearsheets from Federal Register, comment and response correspondence.

Retire to BTRS when 5 years old, transfer to WNRC 3 years later, and dispose 7 years thereafter.

Market Analysis Division

The Market Analysis Division develops data and analyzes conditions in the textile and apparel market, and assesses the impact of imports on the textile and apparel markets. In addition, the Division analyzes legislative proposals and provides data for negotiation of agreements.

1439. Division Program Subject File - Contains data relating to the management and operation of the Division. File contains papers on such subjects as Work Gloves, Manufacturers Associations, Defense Procurement, Textile Arrangements, Hard Fibers, Newsworthy Events, Congressional Hearings, and Ratio Data Worksheets.

Move active papers forward and retire all others to BTRS when 2 years old. Transfer to WNRC 2 years later, and dispose 4 years thereafter.

1440. Administrative File - Contains data relating to the general housekeeping operation of the Division. Records pertain to such subjects as budget and finance, office furniture and equipment, travel arrangements, organization and staffing, time and attendance, and travel vouchers.

Dispose when 2 years old.

1441. Market Statements - Market Disruption File - Contains data on fluctuations in the production, prices, and import and export of textiles and apparel. File maintained by numerical categories. Category numbers assigned to items such as cotton yarn, T-shirts, gloves, and fish nets.

Retire to BTRS when 5 years old, transfer to WNRC 2 years later, and dispose 5 years thereafter.

1442. Country File - Contains airgrams and cablegrams relating to textiles and textile products and bilateral agreements. File alphabetically maintained by name of country.

Dispose when 2 years old.

1443. Chronological File - Contains incoming and outgoing Division letter and memos. File maintained in date order.

Dispose when 2 years old.

1444 Legislative File - Contains documents relating to existing and proposed textile legislation. File contains such papers as Congressional Hearing Reports, request for and comments on proposed legislation, requests from Congressmen for information on existing or proposed legislations, and copies of Bills and Acts.

Retire to BTRS when 5 years old, transfer to WNRC 2 years later, and dispose 5 years thereafter.

1445. Committee Files - Contains documents relating to advisory, interagency, and trade committees on textiles and textile products (i.e. CITA, ITAC, Exporters, and MLTAC). File contains such papers as membership lists, meeting announcements, agenda, minutes of meetings, and committee reports. File alphabetically maintained by committee name.

Dispose when 3 years old.

1446. Staff Technical Analyst Files - Contains documents collected and created by analysts in the performance of their activities. File contains general data on textiles textile products, fashions and product applications, markets, mills and machinery, and transportation. Records consist of reports, laws, memos, photos, samples of fibers and finished products, news clips, and magazine and trade paper articles.

Dispose after they have served their purpose.

Trade Analysis Division

The Trade Analysis Division provides statistical compilations for the negotiation and administration of international textile arrangements, develops and maintains import and export classification procedures, and provides regular and special statistical trade reports.

1447. Machine Run TQ 2196-Exports - U.S. exports of cotton manufactures of domestic origin. Grouped by country of destination. Shows current month, current quarter, and cumulative quarterly data for quantity and value.

Dispose when 2 years old.

1448. Machine Run TQ 2409 - Cotton, wool, and man-made fiber. Category code by TSUSA by country of origin. (Alternate unit of quantity) Shows 1972 calendar year, cumulative year-to-date, current month, and year ending with current month.

Dispose when 2 years old.

1449. Machine Run TQ 2491 - Country of origin by category by Tariff Schedules of the U.S. Annotated (TSUSA) by date of export. Shows carrier, port of entry, block and file number. Also shows quantity and value. Produced monthly for internal use.

Dispose when 2 years old.

1450. Machine Run TQ 2492 - Cotton, wool, and man-made fiber manufactures. Country of origin by category by date of export. Also quantity and value. Produced monthly for internal use.

Dispose when 2 years old.

1451. Machine Run TQ 2493 - Cotton, wool, and man-made fiber manufactures. Country of origin by category by date of export. Also quantity and no value is shown. Produced monthly.

Dispose after receipt and publication of current report.

1452. Machine Run TQ 2496 - U.S. imports for cotton, wool, and man-made fibers. Subgroups by country of origin. Shows quantity and value data for current month and cumulative quarterly. Formerly Report 2096 was for cotton only.

Dispose when 2 years old.

1453. Machine Run TQ 2510 - Textile manufactures other than cotton, wool, and man-made fibers. Category and TSUSA commodity totals by country.

Dispose upon receipt of current month report.

1454. Machine Run T2 2709 - Cotton only. Category by country of origin and TSUSA by country of origin.

Dispose when 2 years old.

1455. Machine Run TQ 2710 - Cotton only. Country of origin by category.

Dispose when 2 years old.

1456. Machine Run TQ 2711 - Cotton only. Totals by agreement category.

Dispose when 2 years old.

1457. Machine Run TQ 2712 - Cotton only. Totals by country of origin.

Dispose when 2 years old.

1458. Machine Run TQ 2750 - Value other than cotton (wool, man-made, etc.). Category by TSUSA and by country of origin.

Dispose when 2 years old.

1459. Machine Run TQ 2751 - Value other than cotton (wool, man-made, etc.). Category by TSUSA and country of origin totals.

Dispose when 2 years old.

1460. Machine Run TQ 2752 - Value other than cotton (wool, man-made, etc.). Category by TSUSA and country of origin. Category totals.

Dispose when 2 years old.

1461. Machine Run and Published Report TQ 2010-U.S. General Imports-Cotton Manufactures-Monthly and Five-Year History - Data presented in five sections: (1) country of origin totals in equivalent square yards, (2) Agreement categories - Quantity Totals, (3) Country of origin by agreement category - Quantity Totals, (4) Agreement category by country of origin and TSUSA number by country of origin - Quantity Totals, and (5) Country of origin by agreement category in equivalent square yards.

- a. Monthly Machine Run - Dispose after receipt and publication of current report.
- b. Monthly Published Report - Permanent. Retire to BTRS after 10 years, transfer to WNRC 3 years later, and offer to the National Archives 20 years thereafter.

1462. Machine Run and Published Report TQ 2210-U.S. General Imports-Wool Manufactures - Monthly and Five-Year History - Data presented in five sections: (1) Country of origin totals in equivalent square yards, (2) Groupings of TSUSA numbers - Quantity Totals, (3) Groupings of TSUSA numbers by country of origin and TSUSA numbers by country of origin - Quantity Totals, (4) Country of origin by Groupings of TSUSA numbers - Quantity Totals and (5) Country of origin by Groupings of TSUSA numbers in equivalent square yards.

- a. Monthly Machine Run - Dispose after receipt and publication of current report.
- b. Monthly Published Report - Permanent. Retire to BTRS after 10 years, transfer to WNRC 3 years later, and offer to the National Archives 20 years thereafter.

1463. Machine Run and Published Report TQ 2310-U.S. General Imports-Man Made Fibers and Manufactures - Monthly and Five-Year History - Data presented in five sections:

(1) Country of origin totals, (2) Groupings of TSUSA numbers, (3) Groupings of TSUSA numbers by country of origin and TSUSA number by country of origin - Quantity Totals, (4) Country of origin by Groupings of TSUSA numbers and country totals, and (5) Country of origin by Groupings of TSUSA numbers.

- a. Monthly Machine Run - Dispose after receipt and publication of current report.
- b. Monthly Published Report - Permanent. Retire to BTRS after 10 years, transfer to WNRC 3 years later, and offer to the National Archives 20 years thereafter.

1464. Report TR 2493-U.S. General Imports-Cotton, Wool and Man-Made Fiber Manufactures - Monthly - Data presented by ICTA Category or Grouping Code by of Expiration. Quantity totals in category or grouping units and country totals in equivalent square yards.

Permanent. Retire to BTRS when 10 years old, transfer to WNRC 3 years later and offer to the National Archives 20 years thereafter.

1465. Report TQ 2510-U.S. General Imports-Textile Manufactures Other Than Cotton, Wool, or Man-Made Fibers - Semi-Annual - Data presented by Grouping and TSUSA numbers by country of origin and TSUSA number by country of origin (Quantity Totals), published semi-annually.

Permanent. Retire to BTRS when 10 years old, transfer to WNRC 3 years later, and offer to the National Archives 20 years thereafter.

1466. Correlation-Textile and Apparel Categories with Tariff Schedules of the U.S. Annotated - Cotton, Wool and Man-Made Fibers - Table by Textile Category, TSUSA Number, Description Conversion Factor and Unit of Measure.

Permanent. Retire to BTRS when 10 years old, transfer to WNRC 3 years later, and offer to the National Archives 20 years thereafter.

1467. Textile Agreement Summaries - A summary of agreements affecting U.S. imports or textile manufactures. Report is a compendium of current in-force Article 3 restraint actions and bilateral agreements between the U.S. and various foreign countries. Data presented by country and date; and then by category code, commodity-grouping, unit, agreement level, adjustments and control level. Agreement summaries maintained in loose-leaf binders.

Permanent. Retire to BTRS when 10 years old, transfer to WNRC 3 years later, and offer to the National Archives 20 years thereafter.

1468. Chronological File - Contains copies of incoming and outgoing letters and memos. File maintained by calendar year.

Dispose when 3 years old.

1469. Country - Investigation and Committee File - Contains data relating to textiles improperly classified for U.S. entry. File contains copies of bilateral agreements, telegrams, airgrams, letters, and reports.

Dispose upon termination of bilateral agreement or after 3 years, whichever is later.

1470. Textile Program Subject File - Contains data relating to the management and operation of the Trade Analysis Division. Papers in file pertain to such subjects as agreements, classifications, cotton, Customs, advisory committee, and textile classification training.

Retire to BTRS when 3 years old, transfer to WNRC 3 years later, and dispose 4 years thereafter.

1471. Country File - Contains airgrams and cablegrams relating to textiles and textile imports and exports and bilateral agreements. File alphabetically maintained by country.

Dispose when 3 years old.

1472. Personnel File - Contains general data relating to staff members. Papers consist of resumes, travel vouchers, leave requests, job descriptions, and personnel actions notices.

Dispose upon termination or transfer of staff member.

1473. General Agreement on Trade and Tariffs (GATT) File - Contains textile export and import data that relates to GATT. File contains papers on such subjects as cotton, textile statistics, quarterly and annual reports on man-made fibers, and GATA working group papers.

Move active papers forward and dispose of all others when 3 years old.