#### Chapter 20: Economic and Business Affairs Records

# Office of the Assistant Secretary

A-20-010-01 Assistant Secretary Files

**Description:** Correspondence pertaining to the development and formulation of foreign policy

positions or the setting of precedents. Included are telegrams, memorandums, background papers, briefing materials, reports and other related correspondence.

**Disposition:** Permanent. Retire to the RSC when 2 years old for transfer to the WNRC.

Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-19, item 1 **Date Edited:** 4/1/1999

A-20-010-02 Deputy Assistant Secretary Files

**Description:** Correspondence pertaining to the development and formulation of foreign policy

positions or the setting of precedents. Included are telegrams, memorandums, background papers, briefing material, reports and other related correspondence.

**Disposition:** Permanent. Retire to the RSC when 2 years old for transfer to the WNRC.

Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-19, item 2 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

#### A-20-010-03 Administrative Records Maintained in any Agency Office

**Description:** 

Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:

- staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
- office-level administrative policies and procedures and files related to their development (see Note 1)
- calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)
- informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
- internal office activity and workload reports
- studies and analyses of office administrative functions and activities
- non-mission related management reviews and surveys
- minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

**Disposition:** Temporary. Destroy when business use ceases. (Supersedes GRS 23, item 5b)

DispAuthNo: DAA-GRS-2016-0016-0001 (G Date Edited: 9/21/2017

A-20-010-04 Correspondence Files - Arranged chronologically

**Description:** Copies of outgoing correspondence requiring the attention of the Assistant

Secretary or Deputy Assistant Secretary that reside in action offices. Included are action and briefing memorandums, telegrams, reports and related correspondence.

**Disposition:** Permanent. Retire to the RSC when 2 years old for transfer to the WNRC.

Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-19, item 4 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

A-20-010-05 Front Office Chron Files

**Description:** Copies of incoming correspondence such as telegrams, memorandums, reports

and notes on which no documented action is taken.

**Disposition:** Permanent. Retire to the RSC when 1 year old for transfer to the WNRC.

Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-19, item 5 **Date Edited:** 4/1/1999

A-20-010-06 Daily Activity Reports

**Description:** Reports prepared for and consolidated by the Assistant Secretary office on key

foreign policy issues or positions. Copies of consolidated reports are distributed to

each action office for information.

**Disposition:** Permanent. Retire to the RSC when 1 year old for transfer to the WNRC.

Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-19, item 6 **Date Edited:** 4/1/1999

A-20-010-07 Tracking and Control Records

**Description:** Logs, registers, and other records in hard copy or electronic form used to control or

document the status of action items or taskers.

**Disposition:** Destroy or delete when 6 months old or when no longer needed whichever is

sooner.

**DispAuthNo:** N1-059-94-19, item 7 **Date Edited:** 4/1/1999

A-20-010-08 NODIS and EXDIS Captioned Documents

**Description:** Documents captioned NODIS and EXDIS.

**Disposition:** Destroy when 1 year old and inform S/S-IRM for control purposes.

**DispAuthNo:** N1-059-94-19, item 8 **Date Edited:** 4/1/1999

A-20-010-09 Congressional Correspondence Files

**Description:** Documents reflect Department testimonies and speeches, prepared press

guidance, memos prepared for the Bureau on legislative action of interest, responses to congressional requests, legislative referral memos requesting the Department views on pending legislation, testimonies of other agencies or bills

proposed by other agencies and related correspondence.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-059-94-19, item 9 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

#### Office of Development Finance

A-20-020-01a Multilateral Development Bank (MDB) Files

**Description:** 

a. Subject Files - Arranged by MDB - Documents reflect replenishment negotiations and include international monetary and financial policies, proposed increases in resources, summary evaluations, co-financing and approaches, proposals, congressional records, negotiating sessions for proposed increase of capital resources, background papers, copies of notes, interagency memorandums, economic and development issues, economic reforms, environmental policy papers, reports to Congress, follow-up and needs assessment surveys, guidelines and reports on implementation of board decisions, review of lending operations, quarterly operational summaries, promotion of private sector, memberships, annual meetings, mid-year budget reviews, quarterly reviews and reports, general bank policy, employment standards, voting on proposed resolutions, organizational changes, decisions of the Board of Directors, technical cooperation projects and related correspondence.

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**Disposition:** Permanent. Retire to the RSC when 5 years old for transfer to the WNRC.

Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-22, item 1a Date Edited:

A-20-020-01b Multilateral Development Bank (MDB) Files

**Description:** 

b. Country Files - Documents reflect the review of loan proposals to ensure that U.S. foreign policy interests are being adequately reflected in the policies and operations of the banking institutions. Included are trade deficit reports, decision memorandums, environmental issues which affect certain projects, such as nuclear power projects and those involving highly toxic materials, strategic planning, economic situations, tax reform, financing, human rights issues including cases, testimonies and reports, investment proposals, option papers, economic trends report, trade policy measures, export subsidies, debt rescheduling agreements, trade estimate reports, tax reform, interest rates, economic highlights, strategic planning, economic reform, issues papers, viewpoints, Eximbank reviews providing discussion of country conditions and prospects within Eximbank, loan commitments from Eximbank to Board of Directors and related correspondence.

8/23/2013

**Disposition:** Permanent. Retire to the RSC when 2 years old for transfer to the WNRC.

Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-22, item 1b **Date Edited:** 8/23/2013

A-20-020-02 Eximbank Clearance Request File

**Description:** Requests submitted for the Department approval of loans and guarantees for

products or projects requested by countries abroad.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-059-94-22, item 2 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

A-20-020-03 Global Environmental Facility (GEF)

**Description:** Established by the World Bank as a pilot program to accelerate lending beneficial to

the global environment and thereby accelerate the overall development lending and development strategies. Files reflect World Bank and Department of Treasury generated documents. Included are analyses and recommendations, draft position papers, meeting reports, reporting telegrams as well as documentation on specific projects, eligibility and selection criteria for funding projects, background notes,

proposed criteria and related correspondence.

**Disposition:** Permanent. Retire to the RSC when 5 years old for transfer to the WNRC.

Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-22, item 3 **Date Edited:** 4/1/1999

A-20-020-04 Gulf Crisis Files

**Description:** Documents reflect reports to the Congress and reports submitted by OMB on Gulf

War costs. Included are Gulf Crisis Financial Assistance reports on Commitments and Disbursements, OMB reports on U.S. costs in the Persian Gulf Conflict and Foreign Contributions to offset such costs and GAO reports on Allied Burden

Sharing Efforts in the Persian Gulf.

**Disposition:** Destroy when purpose has been served.

**DispAuthNo:** N1-059-94-22, item 4 **Date Edited:** 4/1/1999

A-20-020- Gulf Crisis Briefing Books - Prepared by the Gulf Crisis Financial

05a Coordination Group (Department of Treasury)

**Description:** a. Master.

**Disposition:** Permanent. Retire to the RSC when 3 years old for transfer to the WNRC.

Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-22, item 5 **Date Edited:** 4/1/1999

A-20-020- Gulf Crisis Briefing Books - Prepared by the Gulf Crisis Financial

05b Coordination Group (Department of Treasury)

**Description:** b. Other Copies.

**Disposition:** Destroy when purpose has been served.

**DispAuthNo:** N1-059-94-22, item 5 **Date Edited:** 4/1/1999

## Chapter 20: Economic and Business Affairs Records

A-20-020-06 Development Assistance Committee (DAC) Files

**Description:** Documents reflect the Department involvement on major decisions concerning

foreign aid to developing countries and territories. Included are U.S. position on (DAC) list of aid recipient countries, U.S. strategy for OECD/DAC review of foreign aid, project briefs, AID reviews on countries development assistance efforts and policies, meetings held with DAC, World Bank, International Monetary Fund and the UN, working party on financial assets of development assistance, public outreach issues, background material for discussion, draft issues and proposals and related

correspondence.

**Disposition:** Destroy upon resolution of the issue or when 2 years old whichever is sooner.

**DispAuthNo:** N1-059-94-22, item 6 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

### Office of Monetary Affairs

A-20-021-01 Macro-Economics Files - Arranged by country

**Description:** Telegrams, reports, memorandums and related correspondence relating to labor

costs, financial plans, economic projects, inflation trends, annual reviews, political leadership, monetary policy, financial and economic developments, semi-annual economic trends reports, interest rates, policy changes, solidarity pact agreements reflecting financing and reconstruction, budget deficits and unification costs, unemployment statistics, economic support issues, talking points, background papers, interagency meetings, and IMF working papers reflecting policy issues and

addressing major issues concerning money and banking statistics.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 1 year old for transfer

to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-23, item 1 **Date Edited:** 4/1/1999

A-20-021- Paris Club (PC) Files

02a

02b

**Description:** a. Policy Files - Documents reflect policies and procedures for developing countries

debts. Included are briefing papers, PC creditors data, U.S. Government issues, telegrams, working group documents, debt forgiveness, debt relief negotiations, repayment profiles, methodology issues, credit reform, legislation, agendas, talking

points, proposals, debt rescheduling and related correspondence.

**Disposition:** Permanent. Retire to the RSC when 10 years old for transfer to the WNRC.

Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-23, item 2a **Date Edited:** 8/23/2013

A-20-021- Paris Club (PC) Files

**Description:** b. Debt Rescheduling Agreement Files - Arranged by country - Documents reflect

U.S. policy on debt rescheduling and on the management of global indebtedness. Included are copies of bilateral agreements pertaining to consolidation and rescheduling of debts owed to and guaranteed by the U.S. Government or its agencies, requests for authorization to enter into multilateral negotiations on debt rescheduling, responses to individual country requests for debt rescheduling, debt data, updates on bilateral negotiations, background information, budget impact statements, legislation, payments received, consolidated debt, talking points and

related correspondence.

**Disposition:** Permanent. Block annually. Retire to the RSC when 3 years old for transfer to

the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-23, item 2b **Date Edited:** 8/23/2013

#### Chapter 20: Economic and Business Affairs Records

A-20-021-03 International Monetary Fund (IMF) General Files - Arranged by country

**Description:** Documents reflect files generated by the IMF and are maintained for reference

purposes. Copies are retained in related subject files. Included are Executive Board meetings and staff reports reflecting statistical background information, political reform, economic situations, economic program issues, integration into international

economy and related correspondence.

**Disposition:** Destroy when 2 years old or when no longer needed for current operations

whichever is sooner.

**DispAuthNo:** N1-059-94-23, item 3 **Date Edited:** 4/1/1999

A-20-021-04 General Subject Files

**Description:** Documents reflect domestic and international banking and monetary policies, debt

rescheduling policy, foreign exchange markets and restrictions, capital market restrictions and developments, financial and economic reports and publications, balance of payment developments and various international monetary system

documents.

**Disposition:** Block files annually. Retire to the RSC when 1 year old for transfer to the WNRC.

Destroy when 10 years old.

**DispAuthNo:** N1-059-94-23, item 4 **Date Edited:** 4/1/1999

A-20-021-05 Debt Policy Files

**Description:** Documents reflect IMF and Treasury related correspondence including

memorandums, reports, Comptroller General reports to Congress, general debt policy, National Advisory Council procedures and reporting of foreign debt, working

group documents, congressional hearings, World War I debt, lend-lease

settlements and related correspondence.

**Disposition:** Permanent. Retire to the RSC when 10 years old for transfer to the WNRC.

Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-23, item 5 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

#### Office of Investment Affairs

A-20-022-

**Country Files** 

01a

Description:

a. International Investment (General) - Documents reflect telegrams, memorandums and reports on annual labor, Multinational Development Bank (MDB) projects, consultations on financial services, briefing papers, privatization and deregulation, economic trends, Enterprise for the Americas Initiative (EAI) negotiations, legislation, debt reduction, national trade estimate comments, trade and tax measures, position papers, policy changes, foreign economic trends, commercial environmental issues for U.S. companies, bilateral trade talks, trade and investment council meetings, investment policy, bilateral export subsidies agreements, investment profiles, confiscation of property, insurance claims and contracts, operating problems, payment disputes, Overseas Private Investment Corporation (OPIC) support and related correspondence.

Disposition:

Permanent. Block files annually. Retire to the RSC when 2 years old for transfer

to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo:

N1-059-94-24, item 1a

**Date Edited:** 2/4/2014

A-20-022-01b **Country Files** 

**Description:** 

b. Expropriation Cases - Documents reflect the takeover of property of U.S. firms abroad. Included are talking points, Expropriation Committee reviews, appraisal of assets, investment agreements and disputes, status of negotiations, imposed sanctions on foreign aid and development bank lending, follow-up issues, insurance claims and related correspondence.

Disposition:

Permanent. Retire to the RSC once case has been resolved or when 5 years old for transfer to the WNRC. Transfer to the National Archives 30 years after

termination of the case.

DispAuthNo:

N1-059-94-24, item 1b

**Date Edited:** 2/4/2014

A-20-022-01c **Country Files** 

**Description:** 

c. Bilateral Investment Treaties (BIT) - Documents reflect bilateral investment treaties and investment issues arising under Treaties of Friendship, Commerce and Navigation. Included are negotiating rounds, coordination efforts, preparation for senate hearings, senate ratification, talking points, background information, discussion agendas, Circular 175 Authorizations for the negotiation and conclusion of a treaty on protection of investments, interagency bilateral investment treaty working group documents and related correspondence.

Disposition:

Permanent. Retire to the RSC 2 years after treaty comes into force for transfer to the WNRC. Transfer to the National Archives 20 years after termination of

agreement.

DispAuthNo:

N1-059-94-24, item 1c

**Date Edited:** 2/4/2014

#### Chapter 20: Economic and Business Affairs Records

A-20-022-02 Tax Treaty Files

**Description:** Treaties between the US and countries abroad for the prevention of double

taxation. Documents reflect handwritten notes, reporting issues on the rounds of negotiations, decision memorandums, preparations for senate hearings, status of treaties, agreements with the U.S., reimbursement system, exemption requests, proposed taxes, requests for information on tax treaties, tax reform, tax bills, legislation, imposed tax on financial assets, disputes and related correspondence.

**Disposition:** Permanent. Retire to the RSC upon renewal of treaty or when 10 years old for

transfer to the WNRC. Transfer to the National Archives 20 years after

termination of agreement.

**DispAuthNo:** N1-059-94-24, item 2 **Date Edited:** 4/1/1999

A-20-022- Unitary Taxation 03a

**Description:** a. Subject Files - Documents reflect a worldwide unitary method of taxation for

multinational enterprises. Included are taxation of foreign corporations, position papers, working group on worldwide unitary taxation, responses to requests concerning worldwide combined reporting, opposition to taxation and related

correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 5 years old for transfer

to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-24, item 3a **Date Edited:** 4/1/1999

A-20-022- Unitary Taxation 03b

**Description:** b. Case Files - Documents reflect court appeals pertaining to violations of

commerce clause, reports, legislation, briefing papers and related correspondence.

**Disposition:** Permanent. Retire to the RSC upon resolution of tax issue or when 10 years old

whichever is sooner for transfer to the WNRC. Transfer to the National Archives

when 30 years old.

**DispAuthNo:** N1-059-94-24, item 3b **Date Edited:** 4/1/1999

A-20-022-04 Investment Policy Files

**Description:** Documents reflect legislation pertaining to foreign investments. Included are laws

and regulations such as Foreign Direct Investment in U.S., Inward Investment, Practices under U.S. Treaties of Friendship, Commerce, and Navigation, taxation,

banking, international trade and investment and related correspondence.

**Disposition:** Permanent. Retire to the RSC when 5 years old for transfer to the WNRC.

Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-24, item 4 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

A-20-022-05 International Organization Files

**Description:** Documents reflect multilateral negotiations in the OECD, UN and other international

bodies relating to international investment. Included are working groups such as Capital Movements and Invisible Transactions (CMIT) and Committee on International Investment and Multinational Enterprises (CIME), international investment policies, multinational enterprise guidelines, guideline cases involving violations, accounting standards, trade related investment measures in developing countries, status reports, investment and privatization initiatives, UN Code of

Conduct, UNCTC meetings and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 5 years old for transfer

to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-24, item 5 **Date Edited:** 4/1/1999

A-20-022- Committee on Foreign Investment in the United States (CFIUS) Files-

Documents reflect CFIUS reviews of investment transactions to determine

issues of national security warranting an investigation.

**Description:** a. Case Files - Documents reflect company investments, legislation, voluntary

notices of acquisition and other correspondence relating to mergers, acquisitions

and takeovers by or with foreign persons.

**Disposition:** Retire to the RSC when 1 year old for transfer to the WNRC. Destroy when 10

years old.

06a

06b

**DispAuthNo:** N1-059-94-24, item 6a **Date Edited:** 4/1/1999

A-20-022- Committee on Foreign Investment in the United States (CFIUS) Files-

Documents reflect CFIUS reviews of investment transactions to determine

issues of national security warranting an investigation.

**Description:** b. Review Files - Documents reflect decision memos on whether State should

request an investigation or support another agency request for an investigation of the acquisition of companies or corporations, position papers, clearances on

proposed sales of companies and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 5 years old for transfer

to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-24, item 6b **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

### Office of Bilateral Trade Affairs-Developing Country Trade Division

A-20-030-01 Country Files

**Description:** Telegrams, memorandums, reports, legislation and background material relating to

international trade policy with developing countries. Included are trade policies and negotiations, commodities, property rights, statistical data and related trade and

economic material.

**Disposition:** Permanent. Block files annually. Retire to the RSC 2 years after cut off date for

transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-25, item 1 **Date Edited:** 4/1/1999

A-20-030-02 North American Free Trade Agreement (NAFTA) Files

**Description:** Telegrams, reports, studies and related correspondence regarding negotiations

between the United States, Canada and Mexico to improve the competitiveness of U.S. business through elimination of both tariff and non tariff trade barriers and unfair subsidies, providing legal protection for U.S. investors and intellectual property such as patents and copyrights, and other liberalization measures.

**Disposition:** Permanent. Block files annually. Retire to the RSC 2 years after cut off date for

transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-25, item 2 **Date Edited:** 4/1/1999

A-20-030-03 Generalized System Preferences (GSP) and Worker Rights Files

**Description:** Telegrams, reports, legislation and related correspondence pertaining to preferential

duty-free entry for products from designated beneficiary countries and territories. Included are petitions for modifications based on market access, intellectual property rights, trade and investment practices and worker rights, GSP

Subcommittee Annual Report of the list of articles and countries eligible for duty-

free treatment, proposed rules and regulations and related material.

**Disposition:** Permanent. Block files annually. Retire to the RSC 2 years after cut off date for

transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-25, item 3 **Date Edited:** 4/1/1999

A-20-030-04 Public Comment Mail

**Description:** Correspondence received from private corporations and individuals in response to

Federal Register notices, newspaper articles etc. stating views on and reactions to

current trade issues.

**Disposition:** Destroy 6 months after resolution of issue.

**DispAuthNo:** N1-059-94-25, item 4 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

A-20-030-05 Analyst Chron Files

**Description:** Included are assigned taskers, responses to inquiries, items of interest, talking

points, work requirements and background information relevant to the analysts

assigned area of responsibility. Some material such as copies of action

memorandums may be duplicated in the country files but the majority of documents

remain intact in the subject files.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the

WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-059-94-25, item 5 **Date Edited:** 4/1/1999

#### Office of Bilateral Trade Affairs-Developed Country Trade Division

A-20-031-01 Trade Relations Files - Arranged by country/subject

**Description:** Telegrams, U.S. Trade Representative reports, status reports, problem and

prospect papers, impact statements, economic indicators, briefing memorandums, investment reports, Organization for Economic Cooperation and Development (OECD) trade-related issues, Trade Committee meetings and working party documents, talking points, dispute settlements, trade and commercial agreements, position papers, trade in services negotiations under the General Agreements on Tariffs and Trade (GATT) and related correspondence reflecting trade policy with developed market-economy countries; especially Japan, Canada, the European

Community (EC) and Eastern Europe.

**Disposition:** Permanent. Block files annually. Retire to RSC 2 years after cut off date for

transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-25, item 6 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

#### Office of Multilateral Trade Affairs-Special Trade Activities Division

A-20-032-

**National Security Trade Restriction** 

01a

**Description:** a. Case Files - Cases industry investigates that threaten national security.

Documents reflect national security import restrictions as outlined in Section 232 of the Trade Act. Included are telegrams, national security analysis, statistical analysis, consumption reports, tariff schedules, competitive assessments, press releases, briefing material, Volunteer Restraint Agreements (VRAs) and related

correspondence.

**Disposition:** Permanent. Place in inactive file when case is closed. Cut off inactive file at the

end of the calendar year. Retire to the RSC 2 years after cut off date for transfer

to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-27, item 1a

**Date Edited:** 4/1/1999

A-20-032-01b **National Security Trade Restriction** 

**Description:** b. Subject Files - Documents reflect Department of Commerce (DOC) draft

investigation reports, pending investigations under Section 232 of the Trade Act, studies and industry comments, telegrams, Federal Register notices, DOC meeting agendas, memorandums to conduct investigations, reports to the President,

background information on Section 232 and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC 5 years after cut off date for

transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-27, item 1b **Date Edited:** 4/1/1999

A-20-032-02 Anti-dumping/Countervailing Duty Files - Arranged by country

**Description:** Case files document actions taken on unfair trade practices. Included are Federal

Register notices announcing actions such as intent to revoke antidumping duty order, determination not to revoke antidumping order, intent to terminate suspended investigation, U.S. International Trade Commission (USITC) memos regarding termination of investigations, telegrams on antidumping investigations, amendment

to final result of countervailing administrative review, preliminary results of

antidumping duty administration review, background statements, fact sheets and

related correspondence.

**Disposition:** Place in inactive file when case is closed. Cut off inactive file at the end of the

calendar year. Retire to the RSC 1 year after cut off date for transfer to the

WNRC. Destroy 10 years after cutoff.

**DispAuthNo:** N1-059-94-27, item 2 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

A-20-032-03 Trade Standard Files - Arranged by country/subject

**Description:** Included are product standards, health, safety and environmental laws and

regulations. All files are related to GATT meetings and NAFTA negotiations. Included are telegrams, memorandums of understanding, NAFTA standards-related issues, proposed revisions, American National Standards Institute (ANSI) meetings, standard group meeting reports, proposed U.S. regulations, standards policy, Uruguay Round proposal on standards code, Trade Policy Staff Committee (TPSC)

action records, discussion papers, council directives, status reports, USTR

meetings and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 3 years after cut off date for transfer to the

WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-059-94-27, item 3 **Date Edited:** 4/1/1999

A-20-032-04 Steel Trade Files - Arranged by country/subject

**Description:** Documents reflect trade-related activities involving the Steel Industry. Included are

telegrams, status reports, executive summaries, U.S. Steel agreements and trade actions, Voluntary Restraint Agreements (VRAs), Bilateral Consensus Agreements (BCAs), implementation of BCAs, analysis and summary sheets, working group

documents and subcommittee memos and background papers.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the

WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-059-94-27, item 4 **Date Edited:** 4/1/1999

A-20-032-05 Telecommunications Trade Files - Arranged by country/subject

**Description:** Documents reflect market access to telecommunications equipment and services.

Included are telegrams, talking points, briefing papers, telecommunications trade objectives, Council Directive proposals, draft analysis of telecommunications services directive, Telecommunications Trade Task Force recommendations, consultations, outlines for services proposal, legislation and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 5 years after cut off date for transfer to the

WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-059-94-27, item 5 **Date Edited:** 4/1/1999

A-20-032-06 Trade Act Report Files - Arranged by country

**Description:** Documents reflect correspondence with posts on the development of the

Department Annual Trade Act Report to Congress on trade, investments and the overall economic conditions in over 80 countries. Included are country reports on

economic and trade practices (key economic indicators.)

**Disposition:** Block files annually. Destroy when 2 years old.

**DispAuthNo:** N1-059-94-27, item 6 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

A-20-032-07a **Procurement Policy Files** 

Description:

a. General Agreement on Tariffs and Trade (GATT) - Documents reflect the GATT Agreement on Government Procurement (the "Code") establishing an agreed international framework of rights and obligations with respect to laws, regulations, procedures, and practices regarding trade aspects of government procurement in order to achieve greater liberalization and expansion of world trade. Included are procurement practices, procurement code overviews, memorandums, telegrams, interagency meetings and related correspondence.

Disposition:

Block files annually. Retire to the RSC 5 years after cut off date for transfer to the

WNRC. Destroy when 15 years old.

DispAuthNo:

A-20-032-07b **Procurement Policy Files** 

**Description:** 

b. North American Free Trade Agreement (NAFTA) - Documents reflect U.S. access to the Mexican government procurement market, including state-controlled agencies such as PEMEX and CFE including U.S. suppliers of petroleum equipment, heavy electrical equipment, electronics, pharmaceuticals, and environmental and computer software and support services and construction and the procurement of many services by Canada. Included are strategy papers, memorandums on negotiations, Trade Policy Staff Committee (TPSC) meetings, working group documents, talking points, proposals, transitional membership, NAFTA/Government Procurement Group meetings and related correspondence.

Disposition:

Block files annually. Retire to the RSC 5 years after cut off date for transfer to the

WNRC. Destroy when 15 years old.

DispAuthNo:

N1-059-94-27, item 7b

**Date Edited:** 4/1/1999

4/1/1999

A-20-032-08

**Customs and Trade Files - Arranged by subject** 

**Description:** 

Documents reflect issues related to the General Agreement on Tariffs and Trade Customs Code. Included are telegrams, customs and standards surveys, interest in cooperative programs, conference materials, background material on the Customs Cooperation Council (CCC), meetings on Interagency Committee (IAC) on Customs Cooperation Council matters, customs mutual assistance agreement negotiations, issues for decision, memorandums of understanding, documents pertaining to the Interagency Bureau for the Publication of Customs Tariff, reporting on the use of customs fees, fact sheets on customs import user fees, customs user fee working group documents and related correspondence.

**Disposition:** 

Block files annually. Retire to the RSC 2 years after cut off date for transfer to the

WNRC. Destroy when 10 years old.

DispAuthNo:

N1-059-94-27, item 8

**Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

A-20-032-09 Committee Files

**Description:** Documents reflect committee and working group activities on various program

issues such as steel trade and telecommunications. Included are testimonies and speeches, discussion papers, status reports, surveys, meetings, memorandums,

talking points, position papers and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the

WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-059-94-27, item 9 **Date Edited:** 4/1/1999

A-20-032-10 Negotiation Files - Arranged by country/subject

**Description:** Documents reflect GATT market access and North American Free Trade (NAFTA)

agreements. Included are summary of meetings, negotiation developments, telegrams, market access group meetings, market access status reports, USTR memos on market access offers, summary and highlights, meetings and

developments, consultations on implementation of market access, services barriers, trade barriers report, zero tariff proposals, trade policy reforms, tariff and non-tariff

barriers and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC 5 years after cut off date for

transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-27, item 10 **Date Edited:** 4/1/1999

A-20-032-11 Environment and Trade Files - Arranged by country/subject

**Description:** Documents reflect international agreements dealing with regional or global

problems, trade effects of national standards and regulations, export trade between industrialized and developing countries and other issues relating to environmental protection. Included are Environmental Protection Agency (EPA) rulings, telegrams, memorandums, GATT reports, news articles, proposed legislation, talking points, comments on proposed rulemaking, copies of trade agreements and related

correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC 5 years after cut off date for

transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-27, item 11 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

### Office of Intellectual Property and Competition Division

**Description:** Legislation, briefing papers, congressional correspondence, policy issues and

related correspondence pertaining to the implementation of trade laws.

**Disposition:** Block files annually. Retire to the RSC when 3 years old. Destroy when 5 years

old.

**DispAuthNo:** N1-059-94-27, item 12 **Date Edited:** 4/1/1999

A-20-033-02 Intellectual Property Rights Files - Arranged by Country/Subject

**Description:** Telegrams, meeting agendas, follow-up actions, working group reports, proposed

legislation and related correspondence on the protection of intellectual property rights (patents, trademarks, and copyrights) abroad, North American Free Trade Agreement (NAFTA), trade-related intellectual property, anti-trust activities and

transfer of technology.

**Disposition:** Block files annually. Retire to the RSC 3 years after cut off date for transfer to the

WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-059-94-27, item 13 **Date Edited:** 4/1/1999

A-20-033-03 World Intellectual Property Organization (WIPO)

**Description:** Documents provide historical background on WIPO. Included are general

administration of WIPO, dispute settlements, special agreements under the Paris Convention, budget committee documents, meeting agendas, draft agendas of

governing bodies, staffing material and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 3 years after cut off date for transfer to the

WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-059-94-27, item 14 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

### Agricultural and Textile Trade-Agri. Trade Policy and Program Division

A-20-040-01 **Agricultural Trade Policy Files** 

**Description:** Documents reflect legislation such as the Farm Bill, agricultural and food aid policy

under the General Agreement on Tariffs and Trade (GATT), Free Trade Agreements and PL 480. Included are proposed bills on agriculture and traderelated issues, hearings, position papers, updates, negotiations and related

correspondence.

Permanent. Retire to the RSC in 5 year blocks for transfer to the WNRC. Disposition:

Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-28, item 1 4/1/1999 Date Edited:

A-20-040-02 **International Organization and Conference Files** 

Documents reflect the Department representation in commodity organizations and **Description:** 

> forums. International organizations include wheat, sugar, coffee, jute, and cotton, Food Aid Committee, World Food Program and Council, Food and Agriculture Organization, U.N. Conference on Trade and Development and the Organization for Economic Cooperation and Development. Included are telegrams, meetings,

reports, agenda items, summary statements and related correspondence.

Disposition: Block files annually. Retire to the RSC 2 years after cut off date for transfer to the

WNRC. Destroy when 20 years old.

DispAuthNo: N1-059-94-28, item 2 Date Edited: 4/1/1999

A-20-040-03 **Agricultural Product Files** 

**Description:** Documents reflect the facilitation of U.S. food and agricultural trade with other

> countries on commodities such as bananas, beverages, dairy, fibers, grains. horticultural products, meat, non-grain feeds, oilseeds, sugar, tobacco and tropical products. Included are agreements, dispute settlements, promotion of U.S. farm export opportunities, market access, statistical data, quotas, reporting instructions

and related correspondence.

Block files annually. Retire to the RSC 2 years after cut off date for transfer to the Disposition:

WNRC. Destroy when 25 years old.

DispAuthNo: N1-059-94-28, item 3 Date Edited: 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

A-20-040-04 Export Enhancement Program (EEP) General Program Files - Arranged by

subject/country

**Description:** Documents reflect background information on subsidized exports of grains and

other raw products overseas. The EEP discourages unfair trade practices by making U.S. agricultural commodities competitive. Included are telegrams, briefing papers, daily reports, action memorandums, Trade Policy Review Group (TPRG) meeting memorandums, issue papers, USTR updates dealing with the program in general. Specific issues are filed in the agricultural product files and reflect product initiatives sales, talking points, agricultural policy issues and related correspondence.

**Disposition:** Retire to the RSC in 5 year blocks when 10 years old for transfer to the WNRC.

Destroy when 25 years old.

**DispAuthNo:** N1-059-94-28, item 4 **Date Edited:** 4/1/1999

A-20-040-05 Dairy Export Incentive Program (DEIP) General Program Files

**Description:** Documents reflect background information on subsidized exports of dairy products.

Included are memorandums regarding global and proposed allocations, export guidance, telegrams on dairy export subsidies, position papers, USDA proposals to export subsidies, fact sheets, memorandums on various issues for decision,

countries eligible to purchase dairy products and related correspondence.

**Disposition:** Retire to the RSC in 5 year blocks when 10 years old for transfer to the WNRC. Destroy when 25 years old.

**DispAuthNo:** N1-059-94-28, item 5 **Date Edited:** 4/1/1999

A-20-040-06 Agricultural Export Sales and Promotion Files - Arranged by subject/country

**Description:** Documents reflect the sales of U.S. agricultural commodities to developing

countries as authorized under PL 480. Included are telegrams on agreement negotiations, proposed amendments, talking points, USDA summaries, food assistance, memorandums of understanding, economic reform updates, food program status reports, briefing memorandums, export credit issues, credit guarantees, budget and financial documentation, meetings and related

correspondence.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the

WNRC. Destroy when 25 years old.

**DispAuthNo:** N1-059-94-28, item 6 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

#### Agricultural and Textile Trade-Agri. Trade Policy and Program Division

A-20-041-

01a

Industry Adviser Files - Arranged by Name of Candidate-Documents reflect Department of State clearance for industry representatives to serve as

advisers during bilateral textile negotiations.

**Description:** 

a. Electronic File.

Disposition:

Destroy when active agency use ceases.

DispAuthNo:

N1-059-94-28, item 7a

Date Edited:

4/1/1999

A-20-041-

01b

Industry Adviser Files - Arranged by Name of Candidate-Documents reflect Department of State clearance for industry representatives to serve as

advisers during bilateral textile negotiations.

**Description:** 

b. Paper File.

**Disposition:** 

Destroy when no longer needed for current operations.

DispAuthNo:

N1-059-94-28, item 7b

**Date Edited:** 4/1/1999

A-20-041-02

#### Bilateral Textile Agreements - Arranged by Country and Subject

**Description:** 

Documents reflect negotiations of bilateral agreements between textile importing and exporting countries or unilaterally if an agreement cannot be reached under the provisions of the Multifiber Arrangement (MFA). The MFA is a multilateral agreement negotiated under the auspices of the General Agreement on Tariffs and Trade (GATT). Included are telegrams, memorandums, reports, legislation, proposals, interagency position papers, policy papers, background information on textile agreements and related correspondence.

**Disposition:** 

Permanent. Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo:

N1-059-94-28. item 8

**Date Edited:** 4/1/1999

A-20-041-03

#### North American Free Trade Agreement (NAFTA) General Files

**Description:** 

Documents reflect industry reaction to specific textile issues. Included are policy papers, position papers, legislation, background information on trade, opinions and views on specific textile issues and related correspondence.

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Disposition:

Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 20 years old.

DispAuthNo:

N1-059-94-28, item 9

Date Edited: 4/1

4/1/1999

#### Chapter 20: Economic and Business Affairs Records

A-20-041-04 General Agreement on Tariffs and Trade (GATT) Files

**Description:** Documents reflect U.S. efforts to extend a phaseout of the multifiber arrangement

import quotas under the General Agreement on Tariffs and Trade (GATT). Included are telegrams, working papers, GATT reports, statistical analyses, negotiation

statements and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the

WNRC. Destroy when 20 years old.

**DispAuthNo:** N1-059-94-28, item 10 **Date Edited:** 4/1/1999

#### **Transportation Affairs-Special Negotiator**

A-20-050-01 International Aviation Negotiation Files

**Description:** Documents reflect the development and implementation of policy programs

concerning international transportation. Included are telegrams, memorandums, reports, briefing materials and other key issues relating to international aviation generated or handled specifically by the Special Negotiator and not residing in an

action office.

**Disposition:** Permanent. Retire to the RSC when 2 years old for transfer to the WNRC.

Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-30, item 1 **Date Edited:** 4/1/1999

#### **Transportation Affairs-Office of Aviation Negotiations**

A-20-051-01 Bilateral Aviation Negotiation Files

**Description:** Arranged by country/subject. Documents reflect U.S. policy for international air

transportation analyses, countermeasure options, economic and political policy issues, disputes, talking points, meetings, discussion papers, overviews, background information, negotiation rounds, aviation designations and related

correspondence.

**Disposition:** Permanent. Retire to the RSC when 2 years old for transfer to the WNRC.

Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-94-31, item 1 **Date Edited:** 4/1/1999

A-20-051-02 Air Transport Association of America (ATA) Files

**Description:** Documents reflect notes of ATA Representative on U.S. Delegation. Notes and

attachments are for use of ATA member airlines and other airlines which ATA may represent, brief or otherwise keep informed, in the course of government-to-government negotiations or consultations concerning civil aviation matters.

**Disposition:** Block files annually. Destroy when 4 years old.

**DispAuthNo:** N1-059-94-31, item 2 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

#### **Transportation Affairs-Office of Aviation Programs and Policy**

A-20-052- International Civil Aviation General Files-Arranged by country/subject.

01a Documents reflect international civil aviation issues involving discriminatory

and unfair practices U.S. airlines face abroad.

**Description:** a. Arbitration Files.

**Disposition:** Permanent. Retire to RSC after case is closed or when 5 years old for transfer to

the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-32, item 1a **Date Edited:** 4/1/1999

A-20-052- International Civil Aviation General Files-Arranged by country/subject.

01b Documents reflect international civil aviation issues involving discriminatory

and unfair practices U.S. airlines face abroad.

**Description:** b. Other Files.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 2 years old for transfer

to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-32, item 1b **Date Edited:** 4/1/1999

A-20-052-02 International Airport Security Files - Arranged by country

**Description:** Documents reflect security weaknesses, inspections, travel itineraries, proposed

FAA security visits to ensure airports meet the minimum international standards and

recommended practices of the international civil aviation organization for

safeguarding international civil aviation against acts of unlawful interference, 90-day notices summarizing deficiencies of security, policy changes, executive summaries

and related correspondence.

**Disposition:** Block files annually. Retire to the RSC when 2 years old for transfer to the

WNRC. Destroy when 30 years old.

**DispAuthNo:** N1-059-94-32, item 2 **Date Edited:** 4/1/1999

A-20-052-03 International Organization Files

**Description:** Documents reflect U.S. participation in the European Community (EC), Asia Pacific

Economic Cooperation (APEC) forum, the International Civil Aviation Organization (ICAO) and with other international and multilateral bodies concerned with aviation. Included are rules and regulations, cargo talks and studies, memorandums of understanding, conferences, working group documents, reports and related

correspondence.

**Disposition:** Block files annually. Retire to the RSC when 5 years old for transfer to the

WNRC. Destroy when 20 years old.

**DispAuthNo:** N1-059-94-32, item 3 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

A-20-052-04 International Civil Aviation Organization (ICAO) Document Files

**Description:** Documents reflect council sessions and assembly files. Included are council

working papers, strategic action plans, progress reports, minutes and decisions, news articles, briefing materials, council elections, plenary meetings and related

correspondence.

**Disposition:** Block files annually. Retire to the RSC when 2 years old for transfer to the

WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-059-94-32, item 4 **Date Edited:** 4/1/1999

A-20-052-05 International Civil Aviation Organization (ICAO) Fellowship Training Program

**Description:** Documents reflect memorandums of agreement relating to training foreign students

in the United States in the field of aviation.

**Disposition:** Block files annually. Destroy when 5 years old or when no longer needed

whichever is sooner.

**DispAuthNo:** N1-059-94-32, item 5 **Date Edited:** 4/1/1999

A-20-052-06 Interagency Group on International Aviation (IGIA) Files

**Description:** Documents reflect requests for information, memberships, organization and

procedures, agendas, meetings, designations, U.S. participation, U.S. positions and

related correspondence.

**Disposition:** Block files annually. Destroy when 5 years old or when no longer needed

whichever is sooner.

**DispAuthNo:** N1-059-94-32, item 6 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

Transportation Affairs-Office of Maritime and Land Transportation

A-20-053-01 International Maritime and Land Transport Files - Arranged by country/subject

**Description:** Documents reflect broad economic, political and technical problems involving

shipping relations with countries abroad.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 2 years old for transfer

to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-33, item 1 **Date Edited:** 4/1/1999

A-20-053-02 Organization Files

**Description:** Documents reflect multilateral activities with international and intergovernmental

shipping organizations such as the Organization for Economic Cooperation and Development (OECD), the U.N. Conference on Trade and Development (UNCTAD)

and the Federal Maritime Commission (FMC).

**Disposition:** Block files annually. Retire to the RSC when 2 years old for transfer to the

WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-059-94-33, item 2 **Date Edited:** 4/1/1999

A-20-053-03 Legislation Files - Arranged by congressional session

**Description:** Documents reflect senate bills, house reports and house joint resolutions used for

preparing comments on proposed shipping, trucking and railroad legislation. Included are legislative referrals, congressional records, congressional sessions,

text of maritime bills, proposed policy resolutions, maritime reform act, authorizations and appropriations, DOS views on maritime bills, shipbuilding reform

act, proposed reports, newspaper and magazine articles and related

aci, proposed reports, newspaper and magazine articles and reia

correspondence.

**Disposition:** Review files annually. Retire congressional reports no longer needed for current

operations to the RSC for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-059-94-33, item 3 **Date Edited:** 4/1/1999

A-20-053-04 Longshore Activities File

**Description:** Documents reflect foreign prohibitions on Longshore Work by U.S. Nationals.

Included are list of countries that prohibit U.S. marines from performing longshore work; i.e., activities associated with loading and discharging cargo from a ship, public notices, comments on DOS proposed rule making, position papers, congressionals, longshore activities by crews of U.S. ships and related

correspondence.

**Disposition:** Permanent. Retire to the RSC in 5-year blocks for transfer to the WNRC.

Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-33, item 4 **Date Edited:** 4/1/1999

# Chapter 20: Economic and Business Affairs Records

A-20-053-05 Shipbuilding Files - Arranged by country/subject

**Description:** Documents reflect the assurance that domestic shipyards can compete effectively

in the international shipbuilding market.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 7 years old for transfer

to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-33, item 5 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

### Office of Economic Sanctions Policy

A-20-063-01 Economic Sanctions Policy Files

**Description:** Documents reflect the development and implementation of Department policies

involving sanction programs, and policies with respect to certain categories of export license application requests requiring foreign policy guidance. Included are cables, memos, legislation, briefings and speeches, press guidance, proposals, recommendations, committee meetings, and related correspondence. Arranged by

country/subject.

**Disposition:** PERMANENT. Cut off at the end of the calendar year. Retire to the Records

Service Center (RSC) when 5 years old, or sooner if needed. Transfer to the National Archives and Records Administration 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and quidance at the time of transfer. (Supersedes NARA Job No. N1-059-94-29, item

1).

DispAuthNo: DAA-0059-2013-0001-0001 Date Edited: 9/27/2013

A-20-063-02 Threat Finance Countermeasures Policy Files

**Description:** Documents reflect the development and implementation of Department policies

involving efforts to counter terrorism and piracy finance and efforts to stem the exploitation of conflict diamonds and conflict minerals. Included are telegrams, legislation, foreign policy trade control reports, briefings and speeches, press guidance, proposals, recommendations, committee meetings, and related

correspondence. Arranged by country/subject.

**Disposition:** PERMANENT. Cut off at the end of the calendar year. Retire to the Records

Service Center (RSC) when 5 years old, or sooner if needed. Transfer to the National Archives and Records Administration 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and guidance at the time of transfer. (Supersedes NARA Job No. N1-059-94-29, item

1).

**DispAuthNo:** DAA-0059-2013-0001-0002 **Date Edited:** 9/27/2013

A-20-063-03 Department of the Treasury License Case Files

**Description:** Documents reflect foreign policy recommendations on specific licenses

administered by the Department of the Treasury. Included are license applications,

meeting notes, foreign policy reviews, background papers, reports, license guidelines and related correspondence. Arranged by country/subject.

**Disposition:** TEMPORARY. Cut off inactive file at the end of the calendar year. Delete or

destroy when 10 years old. (Supersedes NARA Job No. N1-059-94-29, item 2).

#### Chapter 20: Economic and Business Affairs Records

A-20-063-04 Department of Commerce Export Cases

**Description:** Documents reflect foreign policy recommendations on export cases administered by

the Department of Commerce. Included are license applications, meeting notes, foreign policy reviews, background papers, reports, export policies security issues, license guidelines and related correspondence. Arranged by country/subject.

**Disposition:** TEMPORARY. Cut off inactive file at the end of the calendar year. Delete or

destroy when 4 years old. (Supersedes NARA Job No. N1-059-94-29, item 2).

DispAuthNo: DAA-0059-2013-0001-0004 Date Edited: 9/27/2013

A-20-063-05 Export Control Case Files - Arranged by country/subject

**Description:** Documents reflect foreign policy issues on export cases for the Departments of

Commerce and Treasury. Included are license applications, meetings, strategic plans, foreign policy reviews, background papers, reports, export policies, security

issues, license guidelines and related correspondence.

**Disposition:** TEMPORARY. Place in inactive file when case is closed. Cut off inactive file at

the end of the calendar year. Retire to the RSC 2 years after cut off date for

transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-059-94-29, item 2 **Date Edited:** 4/1/1999

A-20-063-06 Export License Tracking System

**Description:** Logs, registers, and other records used to control or document the status of export

license applications that are referred by the Department of Commerce.

**Disposition:** Temporary. Destroy when no longer needed. (Supersedes GRS 23, item 8)

DispAuthNo: GRS 4.1, Item 010 Date Edited: 3/9/2017

#### Chapter 20: Economic and Business Affairs Records

### **International Communications and Information Policy**

A-20-070-01 International Communications and Information-Policy Subject File and

**Director's File** 

**Description:** Program and policy documents on countries and international organizations dealing

with communications and information matters such as coordinating and overseeing domestic and foreign economic and political agreements, cooperation, diplomatic and public initiatives, legislation, negotiations and treaties of industrialized countries.

**Disposition:** Permanent. Block by year. Retire to RSC after 4 years. Transfer to WNRC after

10 years. Transfer to the National Archives after 30 years.

**DispAuthNo:** N1-059-92-03, item 1 **Date Edited:** 4/1/1999

A-20-070-02 Director Chronological Files

**Description:** Consist of extra copies of correspondence, memorandums, notes, official-informal,

reports, speeches, statements, telegrams, and other material maintained by the

director or for use in conjunction with the policy subject file.

**Disposition:** Permanent. Block by year. Retire to RSC after 3 years. Transfer to WNRC after

5 years. Transfer to the National Archives after 30 years old.

**DispAuthNo:** N1-059-92-03, item 2 **Date Edited:** 4/1/1999

A-20-070-03 Standards and International Organizations - Policy File

**Description:** Agreements, initiatives, legislation, negotiations, policies, summary reports from

countries and international organizations dealing with standards in communications

and information areas such as: aeronautics, broadcasting, cables, circuits, commerce, communications, data, development, electronics, equipment, frequencies, information, jamming, networks, radios, relay sites, remote sensing,

research, satellites, telecommunications, security, signaling, space, technical assistance, telecommunications, telegraph, telephone, trade and transmissions.

**Disposition:** Permanent. Block by year. Retire to RSC after 4 years. Transfer to WNRC after

10 years. Transfer to the National Archives after 30 years.

**DispAuthNo:** N1-059-92-03, item 3 **Date Edited:** 4/1/1999

A-20-070-04 Standards and International Organizations - Reference File

**Description:** Agendas, copies of agreements, amendments, annuals, bulletins, circulars,

documents, films, instructions, initiatives, journals, laws, legislation, letters, notifications, periodicals, photos, positions papers, policies, publications, reports

from countries and international organizations dealing with standards in

communications and information areas and used as reference for preparation of

Department documents.

**Disposition:** Block by year. Retire to RSC after 4 years. Destroy after 10 years.

**DispAuthNo:** N1-059-92-03, item 4 **Date Edited:** 4/1/1999

## Chapter 20: Economic and Business Affairs Records

A-20-070-05 Trade and Development - Policy File

**Description:** Agreements, initiatives, legislation, negotiations, policies summary reports from

countries and international organizations dealing with trade and development in

communications and information areas.

Disposition: Permanent. Block by year. Retire to RSC after 4 years. Transfer to WNRC after

10 years. Transfer to the National Archives after 30 years.

**DispAuthNo:** N1-059-92-03, item 5 **Date Edited:** 4/1/1999

A-20-070-06 Trade and Development - Reference File

**Description:** Reference materials dealing with trade and development in communications and

information areas.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-059-92-03, item 6 **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

#### All Bureau Files

A-20-080-01a(1) Briefing Books-Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important

activities.

**Description:** a. Prepared for the Secretary of State.

(1) Master.

Disposition: Permanent. Retained by the Executive Secretariat (S/S). See item no. 270101 of

the Records Disposition Schedules for the Department.

**DispAuthNo:** N1-059-94-36, item 1a(1) **Date Edited:** 4/1/1999

A-20-080-01a(2) Briefing Books-Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important

activities.

**Description:** a. Prepared for the Secretary of State.

(2) Other copies.

**Disposition:** Destroy when purpose has been served.

**DispAuthNo:** N1-059-94-36, item 1a(2) **Date Edited:** 4/1/1999

A-20-080-01b(1) Briefing Books-Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important

activities.

**Description:** b. Prepared for the Assistant Secretary or other high-level officials.

(1) Master.

**Disposition:** Permanent. Retire to RSC when 3 years old. Transfer to the National Archives

when 30 years old.

**DispAuthNo:** N1-059-94-36, item 1b(1) **Date Edited:** 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

A-20-080-Briefing Books-Records relating to presidential visits by foreign dignitaries 01b(2)

and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important

activities.

**Description:** b. Prepared for the Assistant Secretary or other high-level officials.

(2) Other copies.

Disposition: Destroy when purpose has been served.

DispAuthNo: N1-059-94-36, item 1b(2) Date Edited: 4/1/1999

A-20-080-02 **Biographic Files** 

03a

Background information maintained on political leaders, foreign ministry officials and **Description:** 

military leaders. Telegrams, memorandums, news articles, newspaper clippings

and other related correspondence.

Review annually and remove file for individuals no longer of interest. Destroy Disposition:

> news articles, newspaper clippings, and related correspondence. Offer telegrams and other documents not previously distributed to INR to the Office of Intelligence

Liaison, Biographic Division (INR-B).

DispAuthNo: N1-059-94-36, item 2 **Date Edited:** 4/1/1999

A-20-080-Task Force/Working Group Files-activity logs (chronology of events), news

tickers, press guidance and releases, memorandums, incoming and outgoing

telegrams, issue papers, contact lists, schedules and minutes of meetings

and other related documents.

**Description:** a. 7th Floor Task Force/Working Group

Disposition: After ascertaining that the disbandment report containing all substantive

> happenings and activities on a day-by-day, shift-by-shift is received by S/S-IRM/SRD, destroy 1 year after conclusion of Task Force. S/S-IRM/SRD is

responsible for the historical record.

DispAuthNo: N1-059-94-36, item 3a Date Edited: 4/1/1999

#### Chapter 20: Economic and Business Affairs Records

A-20-080- Task Force/Working Group Files-activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoin

tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules and minutes of meetings

and other related documents.

**Description:** b. Bureau Level Task Force/Working Group - Administrative material consisting of

information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing

material.

**Disposition:** Permanent. Retire to the RSC 1 year after conclusion of Task Force/Working

Group. Transfer to WNRC 5 years after conclusion. Transfer to the National

Archives when 30 years old.

**DispAuthNo:** N1-059-94-36, item 3b **Date Edited:** 4/1/1999

A-20-080-04 Daily Activity Reports

**Description:** Reports prepared for the Assistant Secretary by each program office providing key

foreign policy issues or positions.

**Disposition:** Retire to the RSC when 2 years old for transfer to the WNRC. Destroy when 10

years old.

**DispAuthNo:** N1-059-94-36, item 4 **Date Edited:** 4/1/1999