
U.S. Department of State Records Schedule

Chapter 20: Economic, Energy, and Business Affairs Records

Office of the Assistant Secretary**A-20-010-01 Assistant Secretary's 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: N1-59-94-19, item 1 **Date Edited:** 4/1/1999

A-20-010-02 Deputy Assistant Secretary's 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: N1-59-94-19, item 2 **Date Edited:** 4/1/1999

A-20-010-03 Schedules of Daily Activities

Description: Correspondence of the Assistant Secretary and Deputy Assistant Secretary containing non-substantive information. Documents reflect meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity. Included are calendars, appointment books, schedules, logs, diaries and other records created or maintained in hard copy excluding materials determined to be personal.

Disposition: Destroy when no longer needed.

DispAuthNo: GRS 23, item 5(b) **Date Edited:** 4/1/1999

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: N1-59-94-19, item 4 **Date Edited:** 4/1/1999

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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:	N1-59-94-19, item 5	Date Edited:	4/1/1999

A-20-010-06	Daily Activity Reports		
Description:	Reports prepared for and consolidated by the Assistant Secretary's 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:	N1-59-94-19, 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:	N1-59-94-19, 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:	N1-59-94-19, 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's views on pending legislation, testimonies of other agencies or bills proposed by other agencies and related correspondence.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	N1-59-94-19, item 9	Date Edited:	4/1/1999

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

Description: Documents reflect the Department's 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: N1-59-94-22, item 6

Date Edited:

4/1/1999

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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: N1-59-94-23, 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: N1-59-94-23, 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's 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: N1-59-94-23, item 5 **Date Edited:** 4/1/1999

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Office of Investment Affairs**A-20-022-01a** **Country Files**

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: N1-59-94-24, item 1 **Date Edited:** 4/1/1999

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: N1-59-94-24, item 1 **Date Edited:** 4/1/1999

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: N1-59-94-24, item 1 **Date Edited:** 4/1/1999

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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:	N1-59-94-24, item 2	Date Edited:	4/1/1999
A-20-022-03a	Unitary Taxation		
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:	N1-59-94-24, item 3a	Date Edited:	4/1/1999
A-20-022-03b	Unitary Taxation		
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:	N1-59-94-24, 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:	N1-59-94-24, item 4	Date Edited:	4/1/1999

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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: N1-59-94-24, item 5 **Date Edited:** 4/1/1999

A-20-022-06a 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.

DispAuthNo: N1-59-94-24, item 6a **Date Edited:** 4/1/1999

A-20-022-06b 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's 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: N1-59-94-24, item 6b **Date Edited:** 4/1/1999

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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: N1-59-94-25, 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: N1-59-94-25, item 2 **Date Edited:** 4/1/1999

A-20-030-03 Generalized System Preferences (GSP) & 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's 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: N1-59-94-25, 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: N1-59-94-25, item 4 **Date Edited:** 4/1/1999

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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 analyst's 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: N1-59-94-25, 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: N1-59-94-25, item 6 **Date Edited:** 4/1/1999

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Office of Multilateral Trade Affairs-Special Trade Activities Division**A-20-032-01a National Security Trade Restriction**

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: N1-59-94-27, 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: N1-59-94-27, 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: N1-59-94-27, item 2 **Date Edited:** 4/1/1999

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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: N1-59-94-27, item 7a **Date Edited:** 4/1/1999

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: N1-59-94-27, item 7b **Date Edited:** 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: N1-59-94-27, item 8 **Date Edited:** 4/1/1999

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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:	N1-59-94-28, item 4
Date Edited:	4/1/1999
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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:	N1-59-94-28, item 5
Date Edited:	4/1/1999
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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:	N1-59-94-28, item 6
Date Edited:	4/1/1999
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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: N1-59-94-32, 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: N1-59-94-32, 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: N1-59-94-32, item 6 **Date Edited:** 4/1/1999

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Transportation Affairs-Office of Maritime & 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: N1-59-94-33, 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: N1-59-94-33, 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 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: N1-59-94-33, 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's 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: N1-59-94-33, item 4 **Date Edited:** 4/1/1999

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International Energy Policy-Energy-Consumer Country Affairs Div.**A-20-060-01 Country/Subject Files**

Description: Telegrams, memorandums, reports and related correspondence reflecting relations with major energy importing countries on energy-related matters. Documents reflect formulation, coordination and implementation of policies affecting bilateral and multilateral relations with these countries, especially with members of the International Energy Agency.

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: N1-59-94-34, item 1 **Date Edited:** 4/1/1999

A-20-060-02 International Energy Agency (IEA) Program Files

Description: Correspondence reflecting the operational activities of IEA. Included are rules and regulations, budget material, accreditation of candidates, staffing and personnel, Annual Report on U.S. Energy Policy and other related issues concerning IEA's activities and operations.

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: N1-59-94-34, item 2 **Date Edited:** 4/1/1999

A-20-060-03a International Energy Agency (IEA) Briefing Books-Prepared for various committee and sub-committee meetings. Briefing materials reflect U.S. Government's position on interagency policies and programs.

Description: a. Master.

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: N1-59-94-34, item 3 **Date Edited:** 4/1/1999

A-20-060-03b International Energy Agency (IEA) Briefing Books-Prepared for various committee and sub-committee meetings. Briefing materials reflect U.S. Government's position on interagency policies and programs.

Description: b. Other copies.

Disposition: Destroy when purpose has been served.

DispAuthNo: N1-59-94-34, item 3 **Date Edited:** 4/1/1999

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A-20-060-04 **North American Free Trade Agreement (NAFTA) Testimonies**

Description: Copies of Congressional hearings on energy as well as correspondence from private concerns stating views and opinions on specific issues.

Disposition: Destroy when no longer needed for current operations.

DispAuthNo: N1-59-94-34, item 4 **Date Edited:** 4/1/1999

International Energy Policy-Energy-Producer Country Affairs Division

A-20-061-01 **Country/Subject Files**

Description: Telegrams, memorandums, highlight reports, investment issues, economic indicators, talking points, initiatives and related correspondence reflecting U.S. international energy policy concerning energy producing countries, especially those exporting oil and natural gas, U.S. Government's energy policies and initiatives, promotion of U.S. energy interests overseas, meetings of the IEA Committee on Non-Member Countries and the Standing Group on the Oil Market and related issues.

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: N1-59-94-34, item 5 **Date Edited:** 4/1/1999

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International Energy Policy-International Commodities Division

A-20-062-01 General Commodity Policy Files

Description: Documents reflect international policy on commodities. Included are international organizations, telegrams, proposals, U.S. position papers, U.S. instructions, discussion papers, briefing material, background information 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: N1-59-94-35, item 1 **Date Edited:** 4/1/1999

A-20-062-02 General Commodities Files - Arranged by subject/country

Description: Documents reflect international agreements covering individual commodities, representation by the Department at interagency meetings and the U.S. Government at international meetings. Included are telegrams, memorandums, study material, mining projects, mineral production and sale, industrial outlook reports 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: N1-59-94-35, item 2 **Date Edited:** 4/1/1999

A-20-062-03 Commodities Organization Files

Description: Documents reflect general background information on the administration and operations of international organizations and study groups such as the International Natural Rubber Organization and Study Group. Included are expenditures and budget, funding, magazine articles, forum information and related correspondence.

Disposition: Destroy when 5 years old or sooner if no longer needed for current operations.

DispAuthNo: N1-59-94-35, item 3 **Date Edited:** 4/1/1999

A-20-062-04 International Tropical Timber Organization (ITTO) Files - Arranged by country/subject

Description: Documents provide historical background information on ITTO which was established in 1985 to promote cooperation between producers and consumers of tropical timber by collecting and publishing market data and by sponsoring a range of separately funded projects in the areas of forest management, reforestation, forest industry and market intelligence. Included are telegrams, background documentation, ad hoc working group papers, global forestry convention documents, congressionals, ITTO integrated action plans, proposed levies and related correspondence.

Disposition: Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Destroy when 20 years old.

DispAuthNo: N1-59-94-35, item 4 **Date Edited:** 4/1/1999

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Chapter 20: Economic, Energy, and Business Affairs Records

Office of Economic Sanctions Policy**A-20-063-01 Economic Sanctions Policy Files**

Description: Documents reflect the development and administration of Department policies including decisions on certain export license application requests concerning foreign policy controls. Included are telegrams, legislation, foreign policy trade control reports, briefings and speeches, press guidance, proposals, recommendations, committee meetings, legislation and related correspondence.

Disposition: Block files annually. Retire to RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-29, item 1 **Date Edited:** 4/1/1999

A-20-063-02 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: 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: N1-59-94-29, item 2 **Date Edited:** 4/1/1999

A-20-063-03 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 or delete when 2 years old, or 2 years after the date of latest entry, whichever is applicable.

DispAuthNo: GRS 23, item 8 **Date Edited:** 2/11/2009

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Chapter 20: Economic, Energy, 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: N1-59-92-3, item 1 **Date Edited:** 4/1/1999

A-20-070-02 Director's 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: N1-59-92-3, 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: N1-59-92-3, 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: N1-59-92-3, item 4 **Date Edited:** 4/1/1999

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Chapter 20: Economic, Energy, 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: N1-59-92-3, 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: N1-59-92-3, item 6 **Date Edited:** 4/1/1999

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Chapter 20: Economic, Energy, 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: N1-59-94-36, 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: N1-59-94-36, 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: N1-59-94-36, item 1b(1) **Date Edited:** 4/1/1999

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A-20-080-01b(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: b. Prepared for the Assistant Secretary or other high-level officials.

 (2) Other copies.

Disposition: Destroy when purpose has been served.

DispAuthNo: N1-59-94-36, item 1b(2) **Date Edited:** 4/1/1999

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

Description: Background information maintained on political leaders, foreign ministry officials and military leaders. Telegrams, memorandums, news articles, newspaper clippings and other related correspondence.

Disposition: Review annually and remove file for individuals no longer of interest. Destroy 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: N1-59-94-36, item 2 **Date Edited:** 4/1/1999

A-20-080-03a **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: N1-59-94-36, item 3a **Date Edited:** 4/1/1999

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Chapter 20: Economic, Energy, and Business Affairs Records

A-20-080-03b **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: 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: N1-59-94-36, 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: N1-59-94-36, item 4 **Date Edited:** 4/1/1999
