



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

IMPORTANT NOTE

The document that follows is the filing manual issued by the Department of State in 1924 to control the filing of records at American Foreign Service Posts. It is a revision and expansion of the filing manual issued in May 1912. Ultimately, the filing scheme found here covered records from the period 1912 through 1948.

For the period 1912 through 1935, except when bound into a volume with other classes or files of records deemed worthy of preservation, the preserved records generally do not include records from Class 0: Miscellaneous, Class 1: Administration, Class 2: Extradition, or File 811.11: Visas.

For the period 1936 through 1948, the following records were designated for preservation:

- File 121: Diplomatic Branch
- File 124: Embassies and Legations
- Class 2: Extradition
- Class 3: Protection of Interests
- Class 4: Claims
- Class 5: International Congresses and Conferences
- File 631: Trade relations
- File 690: Other administrative measures affecting export trade (embargo)
- Class 7: Relations of State
- Class 8: Internal Affairs of States (except File 811.11).

In some cases records designated for preservation were mistakenly destroyed and some records designated as temporary were preserved.

For more detailed information on the preservation of Foreign Service Posts records, please see the reference paper on RG 84: Foreign Service Posts of the Department of State.

FOREIGN SERVICE
of the
UNITED STATES OF AMERICA

Classification of Correspondence

Prepared by the
Bureau of Indexes and Archives
Department of State



UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1924

INTRODUCTION

This manual is a revision and elaboration of the DIPLOMATIC AND CONSULAR CLASSIFICATION OF CORRESPONDENCE issued May 22, 1912. It is so devised that the arrangement of the file itself serves the general purpose of a subject index. Conversely, the subject matter of a given paper determines the filing place of the paper and therefore its file number. None of the major subject headings in the first edition have been materially changed, but numerous additions and other rearrangements have been made.

Particular attention is invited to the subject of Manufactures and Manufacturing, 865. In order to care for this subject adequately, an attempt has been made to arrange the classification according to industries.

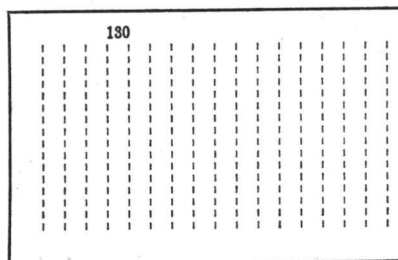
The book will be used exactly as printed until amended by the Department. If further subdivision is necessary, it will be accomplished by alphabetical arrangement, and not by numerical addition.

This system contemplates the keeping in one place of all communications on each particular subject. In order to remove as far as possible differences of opinion as to how a piece of correspondence should be classified, the index to this book has been greatly augmented, and it is believed if carefully studied will result in correspondence on a particular subject being placed under the same number by all offices.

CLASSIFICATION

The first step in recording a communication is to determine the classification and to assign a subject number. Before attempting to classify a piece of correspondence it should be very carefully read and a conclusion reached as to the subject matter concerned. Having reached this conclusion, the index should be referred to as a guide to the proper heading, after which the text of the classification should be examined with care to determine the appropriateness of the subject number.

The number thus ascertained should be written on the right-hand margin of the paper, near the top, so that it may be seen easily in the file, thus:



INDEXING

The present book is a general subject index to the files of each office. When, however, the CLASSIFICATION does not afford an adequate index to the correspondence under its appropriate number, card indexes are written. Index cards are necessary for the following:

Names of persons, corporations, societies, etc.

A name index is required, however, only when the person, corporation, or society is the *subject* of the correspondence. In other words, a name card is not made for the *writer* of a letter unless he is at the same time the *subject* of the communication. In Diplomatic Missions where the Register of Correspondence is not used, the writer cards should be made.

of countries other than that in which the office is located.

of cities, the place of important meetings or events.
of other geographical localities.

Commodities of Commerce, except where the CLASSIFICATION is a sufficient index.

The commodity cards are particularly useful in connection with trade reports. A report on sewing machines would file in 866.12, *Foundry and Machine Shop Products*, but would be indexed under *sewing machines*.

A subject may be indexed in the CLASSIFICATION to a certain number, as Coal to 863, *Mines and Mining*, and yet be a matter of correspondence in an entirely different connection, as under 630, *Import Tariff*. In such a case a card is necessary, as shown in the example on page VII.

Treaties, conventions, protocols, and other international engagements (cards to file under *Treaty*).

by contracting countries.

by subject.

by city where signed.

Precedent cards will be made for such cases and incidents as will probably be useful for future guidance.

The cards will file under *Precedent*, followed by the file number of the subject matter being preceded according to the CLASSIFICATION OF CORRESPONDENCE.

Specimen cards:

NAME

820 *Harrison, Charles*
Imprisonment at

Oct. 23, 1911

PLACE

848 *Messina*
Earthquake at
Dec. 28, 1908

TREATY

200 *Treaty*
France-United States
Extradition
Nov. 9, 1843

200 *Treaty*
United States-France
Extradition
Nov. 9, 1843

200 *Treaty*
Extradition
France-United States
Nov. 9, 1843

200 *Treaty*
Washington
France-United States
Extradition
Nov. 9, 1843

COMMODITY

630 *Coal*
Import duty on
April 6, 1911

868.12 *Sewing machines*
Trade report
May 16, 1910

PRECEDENT

845 *Precedent*
Regulations regarding uni-
form to be worn at the presen-
tation at the Court of St. James
Great Britain, May 3, 1924

The practice heretofore prevailing of starting a new index, as well as the copying of the previous index on legal-size sheets for binding with each volume of the year's file, is discontinued. Hereafter the index will be kept in single alphabetical series without reference to year.

Each index card bears the subject number and the date of the communication originating the correspondence. One card on a given subject referring to a particular number is sufficient for that subject for the calendar year. When in any subsequent year that subject recurs in correspondence, the card will be withdrawn and the date of the communication continuing or reviving the correspondence will be entered thereon. *Only one card will be made for a given subject in any calendar year.*

On the register a red-ink check (✓) is made under the names and words on which index cards are written, so that in case of an error the cards may be assembled for correction.

NOTATION OF ACTION

On the face of each incoming paper will be stamped or written the date of its receipt and likewise the date and character of action, as "Acknowledged and to Embassy, June 20, 1923," or "Answered and to Department, July 2, 1923."

ARRANGEMENT OF FILES

Papers are to be kept in manila folders, one such folder for each particular subject of correspondence.

The folder, which measures approximately 9½ by 15 inches, shows on the exposed margin of the back fold the subject of the contained correspondence and also the number which is assigned by the classification to that subject, thus:

130	American citizenship—general

After a folder for general correspondence on a subject, follow in alphabetical order folders for individual cases arising under that subject, as:

130	<i>Smith, John C.</i>

In each folder the papers are arranged, whether incoming or outgoing, in the order of their respective dates, save that it is desirable to attach action on a given piece of correspondence to the incoming paper on which it is based without regard to the chronological order. Memoranda and other matters bearing on the subject of the folder should be attached to the correspondence on which they are based. If of a general nature, they should be filed chronologically.

REFERENCE NOTE

A communication having two subjects is classified under the number of the more important one, and an extract or copy of the portion relating to the secondary subject is put in its appropriate dossier. If possible, it is highly desirable, especially in important subjects, to file copies with the secondary subject instead of extracts. For such a reference note the following form should be used:

SEE 130—*Smith, John C.* FOR Instruction #44
FROM Department (*Hughes*) DATED May 2, 1924
Name

REGARDING:

BINDING OF CIPHER TELEGRAMS

Verbatim texts of code or cipher telegrams received or sent in *confidential* codes or ciphers must not be bound in the correspondence file. They are registered in the same manner as other correspondence, and paraphrases of them are filed in the appropriate dossiers for future binding; but the original texts of the telegrams will remain in a separate telegram file as provided in circular instruction of June 19, 1908, which file will be bound chronologically as the telegrams accumulate, and the bound volumes kept in the safe or steel cabinet.

DEPARTMENT FILE NUMBERS

For the information of Diplomatic and Consular Offices the following explanation is given of the Department's file numbers and their equivalents in the present book:

The primary divisions, or classes, are the same for both books. Classes 0, 1, and 5 are subdivided in much the same manner. Classes 2 and 4 consist of a single subject each.

In Classes 3, 6, and 7 (as also 2 and 4) in the Department file the two digits on either side of the decimal point (except in 701 to 705) stand for countries, not subjects. In Class 8 the two digits preceding the point represent a country. The country numbers in the following examples are replaced by stars, and the general rule is that by omitting the country numbers and supplying zeros where necessary to make a three-place number, or pointing off three digits before the decimal point, the Department number is converted into the Foreign Service number; thus:

Department No.	Foreign Service No.
020-----	020
125-----	125
2** **-----	200
3** **2-----	320
4** **-----	400
514.2-----	514.2 (or simply 500)
6** **3-----	630
7** **155-----	715.5
8** .51-----	851

In many instances, however, it has been deemed desirable because of the small volume of correspondence in Diplomatic and Consular Offices on certain subjects, to combine Departmental numbers with other numbers in the present book. For example, routine requests for authentications by the Department of State are classified under 013, while abstract correspondence is classified under 8**.0492. In the Foreign Service Classification, all correspondence concerning authentication of documents is classified under 804.9.

The more important of these numbers and their equivalents are:

Department No.	Foreign Service No.
013	804.9
081	804.5
082	
083	804.6
084	
092	810.8
140	621
150	855
151	
158	812
160	610
170	805
191	622
192	812
193	804.9
195	885

Combinations in the Department numbers, like B16, L423, Or6, may be disregarded. They are simply an aid to alphabetical arrangement.

CLASSIFICATION

(1)

Summary

- Class 0** Miscellaneous.
- 000 General.
 - 010 Letters of introduction.
 - 020 Publications.
 - 030 Visits. Expeditions. Tours.
 - 050 Pouch service.
 - 090 Testimonials.
- Class 1** Administration, United States Government.
- 100 General.
 - 110 Department of State.
 - 120 Foreign Service of the United States.
 - 130 Citizenship.
- Class 2** Extradition.
- Class 3** Protection of interests.
- 300 General.
 - 310 Personal interests. (Ill treatment at the hands of unofficial persons.)
 - 320 Personal rights. (Ill treatment at the hands of officials.)
 - 330 Deaths. Estates.
 - 340 Litigation (or controversy) between persons or concerns.
 - 350 Property rights (as against the Government).
 - 360 Philanthropic institutions maintained in one country by national interests of another.
 - 370 Relief from military service or taxation.
 - 380 Fraudulent enterprises.
- Class 4** Claims.
- Class 5** International congresses and conferences. International treaties.
- Class 6** Commerce. Commercial relations.
- 600 Statistics of trade.
 - 610 Trade extension.
 - 620 Customs laws and regulations. Customs administration.
 - 630 Import tariff.
 - 640 Food and drugs regulations.
 - 650 Meat and live animals regulations.
 - 660 Exclusion of goods.
 - 670 Export tariff.
 - 680 Export bounty.
 - 690 Other administrative measures affecting export trade. Embargo.

Class 7 Relations of States.

- 700 General.
- 710 Political relations. Treaties.
- 720 Commerce and navigation.
- 730 Extraterritoriality.
- 740 Naturalization.
- 750 Immigration.
- 770 Fur seals.
- 780 Fisheries.
- 790 Slave trade. Liquor traffic. Opium traffic and other habit-forming drugs.

Class 8 Internal Affairs of States.

- 800 Political affairs.
- 810 Public order. Safety. Health. Works. Charities.
- 820 Military affairs.
- 830 Naval affairs.
- 840 Social matters.
- 850 Economic matters.
- 860 Industrial matters.
- 870 Communication and transportation.
- 880 Navigation.
- 890 Other internal affairs.

Class 0

Miscellaneous

- 000 General.**
Includes all correspondence on subjects not elsewhere classifiable.
Mail and telegrams sent in care of diplomatic and consular offices, correspondence regarding.
Letters transmitting invoices.
Begging letters.
Unintelligible letters (crank letters), etc.
Matters not pertaining to business of diplomatic and consular offices.
Form and channel of private communications to foreign States.
- 010 Letters of introduction.**
Letters of introduction written in connection with correspondence on other matters are filed therewith.
- .6 Requests for names of American diplomatic or Foreign Service officers or foreign diplomatic or consular officers or officials.**
- 020 Publications.**
Includes publications which can not be classified elsewhere according to the specific subject.
- .1 International exchange of publications.**
(Convention of 1886.)
- 030 Visits. Expeditions. Tours.**
Visits of officials of one country to another.
For visits of naval vessels, hydroplanes, dirigibles, *see* 833.
For visits to military and naval establishments, *see* 820.01 and 830.01.
For visits of military bodies, *see* 823.
Scientific expeditions.
Tours. Tourists.
Persons traveling for pleasure, study, or business.
For regulations governing residence, trade and travel, *see* 811.1.
- 050 Pouch service.**
.1 Rules governing use of pouches.
- 090 Testimonials.**
Gifts, decorations, life-saving, commemorative and exposition medals; diplomas (not academic) and thanks for services.

Class 1
Administration, United States Government

100 General.

.1 Correspondence between United States and foreign Governments through other than diplomatic channels.

101 The White House. (The President's office.)

Correspondence regarding the President, personally, is classified as 800.1.

102 Executive departments.

Under the following heads are included services performed for the respective offices,

.02 Agents.

.028 Self-constituted or self-styled agents.

.1 Treasury Department.

.2 War Department.

.3 Justice Department.

.4 Post Office Department.

.5 Navy Department.

.6 Interior Department.

.7 Agriculture Department.

.8 Commerce Department.

.9 Other executive departments.

.91 Labor Department.

103 Independent offices, United States Government.

Under the following heads are included services performed for the respective offices,

.02 Agents.

.028 Self-constituted or self-styled agents.

.1 Government Printing Office.

.2 Smithsonian Institution.

.3 Civil Service Commission.

.4 Interstate Commerce Commission.

.5 United States Geographic Board.

.6 Panama Canal Commission. (Formerly Isthmian Canal Commission.)

.7 Library of Congress.

.8 Tariff Board. Tariff Commission.

- .9 Other independent offices.
- .91 Federal Reserve Board. (Act of Congress, December 23, 1913.)
- .911 National Advisory Committee on Aeronautics. (Act of Congress, March 3, 1915.)
- .92 Federal Trade Commission. (Act of Congress, September 26, 1914.)
- .95 United States Shipping Board. (Act of Congress, September 3, 1915.)
- .99 Alien Property Custodian. (Act of Congress, October 6, 1917.)
- .993 United States Employees Compensation Commission. (Act of Congress, September 7, 1916.)
- .994 United States Bureau of Efficiency. (Act of Congress, March 4, 1913.)
- .995 United States Railroad Administration. (Act of Congress, March 21, 1918.)
- .996 War Finance Corporation. (Act of Congress, April 5, 1918.)
- .997 United States Board of Mediation and Conciliation. (Act of Congress, July 15, 1913.)
- .998 Commission of Fine Arts. (Act of Congress, May 17, 1910.)
- .999 Board of Surveys and Maps. (Executive order, December 30, 1919.)
- .9991 General Accounting Office. (Comptroller General.) (Act of Congress, June 10, 1921.)
- .9992 Veterans' Bureau. (Act of Congress, August 9, 1921.)

- 104 States. District of Columbia.
 - .02 Agents.

- 105 Territories and dependencies.
 - .02 Agents.

- 110 Department of State.
 - Organization, functions, personnel, appropriations, supplies, records, etc.
 - Dispatch agents.
 - Fiscal agents.
 - .028 Self-constituted or self-styled agents.
 - .2 Codes and ciphers.
 - .7 Special agents.

- 120 **Foreign Service of the United States.**
 (Act, May 24, 1924. Effective, July 1, 1924.)
 (The following subdivisions, 120.1-120.3, inclusive, are to be used for general correspondence. Correspondence relating to individual officers, etc., will be classified under 123.)
- .1 **Organization.**
 - .3 **Foreign Service officers.**
 Appointment. Bond. Detail. Leaves. Oath. Post allowance.
 Promotion. Reinstatement, Transportation.
 - .38 Retirement.
 - .383 Unhealthful posts.
 - .384 Recall to active service of retired officers.
 - .4 **Classes.**
 - .7 **Appropriations.**
 Estimates. Budget.
- 121 **Diplomatic branch.**
 Ambassadors. Ministers (envoys). Ministers resident. Chargés. Diplomatic agents. Commissioners. Military attaché. Naval attaché. Commercial attaché.
- .8 **Special missions of the United States.**
- 122 **Consular branch.**
 Consuls general. Consuls.
 Vice consuls de carrière. (Executive order, August 26, 1919.)
 Student interpreters.
 Exequatur. Recognition.
- 123 **Personal records of principal diplomatic officers and Foreign Service officers and personnel above the grade of messenger.**
- 124 **Embassies and Legations.**
- .1 **Quarters.**
 - .18 Military guard. Stationaire.
 - .2 **Property. Equipment. Supplies.**
 (Inventory.)
 - .3 **Employees.**
 - .4 **General allowances.**
 - .41 Representation allowance.
 - .5 **Accounts and returns.**
 - .6 **Conduct of office.**
 - .61 Office hours.
 - .66 Records. Correspondence.

- 125 Consulates general and consulates.
- .1 Quarters.
 - .18 Military guard.
 - .2 Property. Equipment. Supplies.
(Inventory.)
 - .3 Subordinate employees (except agents).
Appointment. Oath. Bond. Transportation.
Leave. Detail.
 - .4 General allowances.
 - .41 Representation allowance.
 - .5 Accounts and returns.
 - .6 Conduct of office.
 - .61 Office hours.
 - .64 Commercial reading and sample rooms.
 - .66 Records. Correspondence.
 - .67 Records other than correspondence.
 - .7 Consular district.
 - .8 Consular agencies.
Consular agents.
Appointment. Oath. Bond. Leave.
- 127 Relations of American principal diplomatic and Foreign Service officers. Relations with officers of other services (as naval officers, marine-hospital surgeons, Treasury agents, etc.).
Supervision; cooperation; precedence.
- 130 Citizenship of the United States.
Individual cases will be filed alphabetically under respective subject, after general folder.
- .2 Naturalization.
 - .3 Citizenship of married women.
 - .6 Expatriation.
 - .7 Registration. Reregistration.
 - .8 Passports.
 - .801 Fees,
 - .9 Special forms of citizenship documents.
- 131 Children born to American parents temporarily residing abroad.
- 133 Marriage of American citizens abroad.
- 134 Citizens of insular possessions.

Class 2

Extradition

- 200 Extradition treaties and practices.
Individual cases arranged alphabetically by name of person being extradited.
-
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Class 3

Protection of Interests *

This class includes the protection of both Americans and foreigners. Subdivisions should be provided to take care of abstract correspondence on any of the subheadings. Individual cases arising under any subheading should file alphabetically immediately after the abstract folder.

- 300 General.
- 310 Personal interests. (Ill-treatment at the hands of unofficial persons.)
Abduction. Assault. Blackmail. Desertion.
Fate. Financial assistance. Homicide. Kidnapping.
Libel. Recovery of damages. Robbery. Slander.
Welfare. Whereabouts.
- 320 Personal rights. (Ill-treatment at the hands of officials.)
Arrest. Asylum. Bail. Clemency. Denial of justice. Deportation.
Exclusion. Expulsion. Impressment. Imprisonment.
Killing by officials, armed bodies, bandits.
Pardon. Robbery.

* The effort to obtain a concession or contract or a permit or license to operate in a country, and the protection of an interest thus established, belong rather to Class 8 than Class 3. This rule applies to copy-right and patent applications and infringements, authority to conduct insurance business, public utility concessions.

- 330 Deaths and estates.**
Removal of remains; mortuary certificates.
Indemnity for death in industrial and other accidents.
Guardianship of minor children.
Settlement of estates.
For removal of remains of American soldiers and sailors interred abroad, *see* 812.3.
- 340 Litigation (or controversy), between persons or concerns.**
Lost or stolen property or papers.
Stolen or misappropriated funds.
Recovery of debt.
- 350 Property rights (as against the Government).**
Robbery by officials, armed bodies, bandits.
Expropriation. Forced loans. Sequestration.
Litigation, or controversy to which a government is a party.
Denial of justice. Failure to afford police protection.
- 360 Philanthropic institutions maintained in one country by national interests of another.**
Cemeteries. Hospitals. Missions and schools.
- 370 Relief from military service or taxation.**
- 380 Fraudulent enterprises. Gift enterprises. Swindling schemes.**
For lotteries, *see* 851.3.

Class 4

Claims

400 Diplomatic claims.

Arranged alphabetically.

For purposes of record, a claim is considered to arise on a formal demand for the payment by a sovereign State of an indemnity.

Class 5

International Congresses and Conferences. International Treaties

500 Congresses and conferences.

Should be arranged according to the numerical divisions of Class 8; thus: International Congress of Navigation, 580.

However, international matters which may not readily lend themselves to this arrangement, may be given an arbitrary designation, such as 500 League of Nations. 500 Limitation of Armament.

A conference regarding the political status of a particular State, as the Algeiras (Moroccan) Conference, is considered as pertaining to Internal Political Affairs. 800.

Class 6

Commerce. Commercial Relations.

600 Statistics of trade.

Export and import trade between countries.

610 Trade extension.

This subheading is to be used primarily for abstract questions.
Trade reports should be filed under their respective subheadings in Class 8, principally 865-869.

.1 Assistance to American export trade.

Home establishments.
Foreign agencies.
Foreign branch factories of American concerns.
Commercial reports.
Commercial letters.
Commercial and professional standing of business houses and persons.

.2 Conditions affecting trade.

As to import trade.

.21 Governmental attitude of importing country.

Attitude of the trade in importing country.
Boycotts and other hindrances.
Commercial conditions.

As to export trade.

.22 Governmental attitude of exporting country.

Encouragement and assistance.
Attitude of the trade in exporting country.
Commercial conditions.

.23 Commercial methods of exporting country.

Commercial arbitration.
Chambers of Commerce and other commercial associations in interest of export trade.
Needs of market.
Methods of introducing goods.
Advertising, catalogues, samples, demonstrations.
Standard of goods.
Adherence to sample. Adulteration.
Packing, billing and shipment of goods.
Tare, terms, addressing.

- 620 Customs laws and regulations. Customs administration.
- 621 Documentation of merchandise.
Confidential character of invoices.
- . 1 Invoices (consular).
 - . 11 Requirements.
 - . 12 Preparation.
 - Form. Description of goods.
 - . 121 Market value. Appraisement.
 - . 13 Certification.
 - Consular corrections.
 - Refusal of consul to certify invoices.
 - Certification after shipment.
 - "Replace" invoices.
 - Extra copies.
 - Currency certificates.
 - . 14 Goods for free entry.
 - Household effects.
 - Animals for breeding purposes. Studbooks.
 - Returned American goods.
 - Containers.
 - Shooks.
 - Cloth boards.
 - Iron and steel drums.
 - Personal effects taken abroad and returned.
 - Products of American fisheries.
 - Mineral waters.
 - Works of art.
 - Scientific apparatus.
 - Automobiles for touring purposes.
 - Other merchandise.
 - . 15 Landing certificates.
 - . 19 Other matters relating to documentation of merchandise.
 - Sealing of cars.
 - Manifests of cargo.
 - Sealskin garments.
 - . 192 Disinfection certificates.
(See also 812.)
- 622 Consular fees. Tariff of fees.
- . 1 Fee stamps.
 - Failure to affix. Improper use of.
 - . 2 Computation in foreign currency.
 - . 3 Refund of fees.
 - . 4 Fees for services to officials of American and foreign Governments. Remission of.
- 623 Ports of entry.
Entry and clearance of vessels, airships and dirigibles.
For manifests of cargo, see 621.19.
For bills of health, see 812.2.

- 624 **Entry of merchandise.**
 .1 Free entry.
 .3 Illegal entry without fraudulent intent.
 .4 Smuggling.
 .5 Fines and penalties.
 .6 Refund of duties.
 .7 Regulations governing commercial travelers.
 Conventions, arrangements, etc.
 Entry of samples.
- 625 **Merchandise in bond.**
 Transportation, storage, and storage charges.
 For landing certificates, *see* 621.15.
- 628 **Complaints against administration of customs laws
 and regulations.**
- 630 **Import tariff.**
 All correspondence regarding import duties, whether general or as applied to partic-
 ular commodities, should be filed under this number. The latter class should be
 arranged alphabetically.
- 631 **Trade relations. Tariff conventions, agreements,
 arrangements, etc.**
- 640 **Food and drugs regulations.**
 For special invoices of food products, *see* 621.
 (*See also*, 812.5.)
- 650 **Meat and live animals regulations.**
 Diseases of animals.
 Anthrax.
 Glanders.
 Cattle plague.
 Tuberculosis.
 Hog cholera.
 Foot and mouth disease.
 Texas fever.
 Other diseases.
 Quarantine.
- 660 **Exclusion of goods.**
 Prison-made goods.
 For measures to prevent importation of diseased plants, *see* 861.2.
- 670 **Export tariff.**
- 680 **Export bounties.**
- 690 **Other administrative measures affecting export
 trade.**
 Embargo.

Class 7

Relations of States

- 700 **General.**
International law; diplomacy.
For commercial relations, *see* Class 6.
- 701 **Diplomatic representation.**
Functions. Privileges. Immunities, etc.
For the diplomatic branch of the Foreign Service of the United States, *see* 121.
- .1 Diplomatic corps.
- 702 **Consular representation.**
Functions. Privileges. Immunities, etc.
For the consular branch of the Foreign Service of the United States, *see* 122.
- .1 Consular corps.
- 703 **Representation of interests of United States by diplomatic or consular officers of another country.**
*Abstract correspondence should file here.
Correspondence concerning an individual country should be classified accordingly, and a note made here.
- 704 **Representation of interests of another country by American or other diplomatic or consular officers.**
See *.
- 705 **Representation in the United States of interests of a foreign country by diplomatic and consular officers of another country.**
- 707 **Relations of diplomatic and consular officers of a country with those of another.**

710 Political relations. Treaties.

Arranged by country.

Most treaties fall under this subdivision. There are, however, several exceptions, among which are the following:

Class 2. Extradition treaties.

Class 4. Claims conventions.

Class 5. International treaties.

Class 6. Tariff and commercial travelers' conventions.

Class 8. Parcel-post and money-order conventions.

711 War. Peace. Friendship. Alliance.

For explanation of the use of the following subdivision, *see* General Instruction (consular) No. 433, December 6, 1915.

- .1 Neutrality. Duties of neutrals.
- .2 Neutral commerce. Contraband of war. Blockade.
Prize courts.
- .3 Enemy property. Trading with enemy.
- .4 Prisoners of war.
- .5 Civil prisoners. Enemy noncombatants.
- .6 Illegal and inhumane warfare.
- .7 Hospital ships.
- .8 Military observers.
- .9 Termination of war. Mediation. Armistice.

712 Arbitration.

713 Limitation of armaments.

For international conferences on, *see* 500.

714 Cession of territory; disputed sovereignty over noncontiguous territory.

715 Boundary questions. Composition of differences. Delimitation. Demarcation.

- .5 Boundary waters.
Navigation; improvement of navigation, pollution.

716 Diversion of international waters

720 Commerce and Navigation.

For tariff treaties, agreements, etc., *see* 631.

- .1 Consular functions.
- .4 Regulation of corporations.
- .7 Aerial navigation.
- .8 Canal.

- 730 Extraterritoriality.
- 740 Naturalization.
- 750 Immigration.
- 770 Fur seals.
- 780 Fisheries.
- 790 Slave trade. Liquor traffic. Opium traffic and other habit-forming drugs.

Class 8

Internal Affairs of States

- 800 Political affairs.
Political parties.
Elections.
Revolutions. Riots. Political conspiracies. Amnesty.
For racial disturbances, *see* 840.1.
- .B Bolshevism. Bolshevist activities.
.S Socialism. Socialist activities.
.1 Chief executive. Sovereign. Royal family.
.2 Cabinet. Ministry.
- 801 Government.
Correspondence concerning the Government as a whole is generally inseparable from political affairs, 800.
Recognition of a government should be noted to this number.
- .01 Mandates.
- .A Foreign advisers. Financial advisers.
.B Foreign agents.
.1 Constitution.
.2 Citizenship. Naturalization.
Fees.
For citizenship of the United States, *see* 130, etc.
- .3 Suffrage.
Freedom of speech.
- .4 Territory.
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.44 Territorial jurisdiction.
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