

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-040-97-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 01/24/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1, 2, 3, and 4 remain active.

As of November 2021, ARCIS shows transfers still on the shelf at WNRC under items 14, 30, 32, and 33. These items were one-time disposals that have not yet taken place.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 5-13, 15-29, 31, and 34 are inactive.

In September and October 1999, 809 c.f. in 130 transfers were destroyed at WNRC under many of these items. In 2002, another 121 c.f. in 47 transfers were accessioned by NARA. Additional records (volume unknown) were destroyed at WNRC in 2012 under schedule items 3, 6, 13, 19, 23, 25, 27, 32, and 33.

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-40-97-2	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 10-31-97	
1. FROM (Agency or establishment) Department of Commerce		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. Daniel Rooney	5. TELEPHONE (202) 482-5949	DATE 1-30-98	ARCHIVIST OF THE UNITED STATES <i>J. W. Cal</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>15</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>10/29/97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Rooney</i>	TITLE <i>DEPT. OF COMMERCE RECORDS MGMT. OFFICER</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Record Group 40 Pilot Project: Records of the Department of Commerce</p> <p>This schedule provides both continuing and one-time disposition authority for Department of Commerce records which are located in the agency, stored at WNRC, and which have previously been transferred to NARA custody by the Department.</p> <p>SEE ATTACHED SCHEDULE</p>		

RG 40 Pilot Project
Records of the Department of Commerce Stored at WNRC

Items 1 - 4 provide continuing disposition authority for DOC records and supersede the previously approved authorities as noted.

1. Assistant Secretary for Administration. Policy and Management Files.

The Office of the Assistant Secretary for Administration is responsible for the operations and management of the Department including purchasing, space management, budget, printing and publications, and other administrative duties. The records in the Policy and Management File reflect these responsibilities and include topics such as travel, typewriters, space, telephones, overtime pay allowances, general personnel matters, a conference for the Department's administrative officers, and standards for art for agency publications. The Assistant Secretary also received copies of correspondence about changes in the Department and its programs. The original copy of this correspondence is found in the program office and in the Secretariat Program Operations File. In many cases, the Assistant Secretary only received a printed abstract. Many of the records are reference files, such as manuals on accounting in the government, OMB rules and regulations for the budget, and copies of legislation. The budget records are not substantive and include information on budget shortfalls, bureaus going over budget on personnel, how to pay for personnel pay increases, and monthly financial reports of the Department.

Disposition: Close files at the end of each FY and transfer to the FRC 3 years after closure. Destroy when 7 years old.

Supersedes NC1/40/79/1, Item 204

WNRC Acc. Nos. 40-75-0016, 75-0017, 76-0040, 76-0041, 77-0095, 79-0074, 79-0075, 79-0076, 79-0077, 81-0019, 81-0020, 81-0021, 81-0022, 81-0025, 81-0366, 82-0135, 82-0136, 84-0088, 84-0089, 84-0090, 84-0096, 84-0105, 84-0106, 85-0094, 90-0032, 95-0019

NARA records (by WNRC Acc. No.): 66A1871, 69A6864, 74-50 (boxes 1-27, 29-47, 51-78), 72A4915 (boxes 1-49, 59-62).

2. Office of the Director of Administrative Services. Administrative Management File.

The Office of Administration carries out the Department's day to day administrative operations such as supply, motor vehicles, warehouse inspection, scheduling conference rooms, space management, and parking. The records reflect these duties and include the

policies for using conference rooms and the actual day to day schedule of conference rooms, correspondence with the General Services Administration about maintaining the building, and information on how to properly maintain typewriters.

Disposition: Close files at the end of each FY and transfer to the FRC 3 years after closure. Destroy 7 years after closure.

Supersedes NC1/79/40/1, Item 213

WNRC Acc. Nos. 40-68A0977 (boxes 1-13), 75-0009, 78-0024, 79-0227, 79-0228, 83-0063, 85-058

NARA records (by WNRC Acc. No.): 68A977 (boxes 15-19)

3. Office of Budget (Departmental). Director's Subject File.

The Office of Budget and Program Evaluation is largely responsible for compiling information from the program offices for the formulation and management of the budget. The records are either copies of records created by other offices, reference files, or routine administrative files such as a proposal for purchasing a punch card system, establishing accounting practices according to OMB guidelines, multiple copies of letters of transmittals, copies of legislation, copies of OMB circulars, copies of Bureau of Budget circulars, copies of Presidential messages, and copies of program office budget statements and expenditures.

Disposition: Close files at the end of each FY and transfer to the FRC 2 years after closure. Destroy 7 years after closure.

Supersedes NC1/79/40/1, Item 383

WNRC Acc. Nos. 40-75-0097, 75-0098, 75-0099, 75-0100, 76-0114, 77-0149, 77-0155, 79-0119, 80-0220 (boxes 1-3), 80-0222, 81-0181, 81-0182, 82-0169, 82-0171, 84-0130, 85-0002, 86-0030, 90-0009, 90-0058

NARA records (by WNRC Acc. No.): 63A1120, 68A4449 (boxes 1-16, 20-42), 71A6061, 74-62 (boxes 3-4), 74-59, 74-63, 71A965

4. Office of Budget (Departmental). Budget Preparation Files. 161 cu. ft.

The budget preparation files are the working papers which consist of a wide variety of reference material and administrative material used to prepare the departmental budget

including estimates of future expenditures, receipts for services, travel vouchers and reports, employment figures for the agency, computer printouts of each budget line (travel, copying, training, personnel, benefits, office rent, etc.) for each program office, motor vehicle expenses, reference copies of Department of Commerce and OMB newsletters, and administrative correspondence such as the files on the purchase of indoor office plants.

Disposition: Close files annually at the end of the FY and transfer to the FRC 3 years after closure. Destroy 7 years after closure.

Supersedes NC1/79/40/1, Item 384

WNRC Accessions: 040-75-0106, 76-0107, 76-0108, -76-0109, 76-0110, 76-0113, 77-0148, 77-0150, 77-0151, 77-0152, 77-0153, 77-0154, 79-0118, 79-0123, 79-0124, 79-0125, 80-0006, 80-0214, 80-0215, 80-0216, 80-0217, 80-0221, 81-0009, 81-0174, 81-0179, 82-0165, 82-0167, 84-0113, 84-0131, 85-0083

NARA records (by WNRC Acc. No.): 67A4006 (boxes 2-148), 74-62 (boxes 1-2), 75-3

Items 5 and 6 supersede previously approved authorities for discontinued organizational units of DOC

5. Title V Regional Action Planning Commissions. Records of the Federal Co-Chairmen.

The Regional Action Planning Commissions were authorized by Title V of the Public Works and Economic Development Act of 1965 to promote regional economic development and to provide employment and job training in economically depressed areas. The Commission is comprised of three organizations: the headquarters offices of the Federal Co-chairmen, the field offices of the Federal Co-chairmen, and the Commission office and staff. The Special Assistant heads the Office of Regional Economic Coordination (OREC) and provides liaison to the Secretary and guidance to the Regions. The Regions varied during the agency's existence but generally included: Coastal Plains, Four Corners, New England, Ozarks, Upper Great Lakes, Old West, Pacific Northwest, and Southwest Border. The agency was abolished effective October 1, 1981.

The Special Assistant to the Secretary for Regional Economic Coordination maintained two permanent series of records arranged by region, Economic Development Subject Files (NC1/40/79/1/25) and Economic Development Plans and Reports (NC1/40/79/1/26), which include correspondence with the Regional Federal co-chairmen; boundary changes for each region; organizational records of each region; summary reports of Commission meetings; annual reports of the regions; legislative proposals; Congressional testimony of

Federal co-chairmen; regional bylaws, charters, and resolutions; regional Federal Advisory Council records, regional published and unpublished reports and studies. The Regional Commissions forwarded any important action, report, or study to the Special Assistant to the Secretary. The records of the Special Assistant to the Secretary for Regional Economic Coordination sufficiently documents this program. Many of the records in the files of the Federal Co-chairmen are duplicates of the ones forwarded to the Special Assistant to the Secretary. The most important program records are certainly found in the files of the Special Assistant.

Disposition: PERMANENT. Transfer to the appropriate NARA regional unit.

Supersedes NC1/40/77/1, Items 2, 3, 4, 5, 6, 8, 9, 10, and 11

WNRC Acc. Nos. 040-80-0159 (boxes 1-2), 80A0159 (boxes 3-4), 81-0005 (box 1), 81-0008, 81-0028 (box 1), 81A0047 (box 3), 81-0052, 81-069, 81-0073, 81-0199, 81-0201, 81-0202, 81-0204, 81-0206, 81A0206 (box 5), 81-0210, 81-0221, 81-0231, 81-0243, 81-0244, 81-0245, 81-0249, 81-250, 81-0263, 81-0275, 81-0264, 81-0283, 81-0292, 82-0020, 82-0023, 82-0031, 82-0034, 82-0054, 82-0058, 82-0061, 82-0067, 82-0070, 82-0071, 82-0089, 82-0182, 82-0200, 82-0206, 82-0212, 83-0012, 83-0054, 83-0090, 83-0091, 84-0061

NARA records (by WNRC Acc. No.): 83-13, 82-17, 81-13 (boxes 1-2, 4), 81-60, 81-71 (boxes 7-9), 81-76

6. Regional Action Planning Commission. Federal Co-chairman Technical Assistance Project Final Reports.

The Technical Assistance Projects largely funded studies and public works projects. There are numerous reports about local sewer treatment plants and water plants. Studies include topics like vocational education, air transportation, and technical education. The projects were supposed to determine methods of improving the economy of a region through the implementation of a study or building and running a sewer plant.

Disposition: Destroy when 20 years old.

Justification: In general the reports do not provide unique evidence of the program nor do they provide unique information on the particular region. The plans and reports filed for each region with OREC provide much better background, status and future plans for a region. The plans also cover the Department's role in the region.

Supersedes NC1/40/77/1, Item 12

WNRC Acc. Nos. 040-80-0197, 81-0044, 81-0045, 81-0059, 81F-0070A (boxes 21-22), 81-0200, 81-0203, 81-0218, 81-0234, 81-0242, 81-0252, 81-0254, 82-0056, 82-0060, 82-0152, 82-0189, 82-0195, 83-0028

NARA records (by WNRC Acc. No.): 81-70 (boxes 16, 21, 22)

Items 7 - 34 provide one-time disposition authority for the specific accessions listed

7. Bureau of Foreign and Domestic Commerce, Office of Transportation. Special Study: Inter/Intra Regional Traffic of the Mountain Pacific Area, 1939. 1 cu. ft.

Background material, drafts, and printers copy of a study of Inter/Intra Regional Traffic of the Mountain Pacific Area in 1939. The report covers the movement of goods by different methods - rail, truck, etc.

Disposition: Destroy immediately on approval of this schedule.

Justification: Background and drafts only of a publication that has little value since the study only covers one year and one region of the country. There is no indication that the study was done before or that there were plans to continue the study. The College of Washington helped compile the study. Scheduled as NC1/151/77/1/690.

WNRC Acc. No. 040-55I-0074, Box 93.

8. Speech Writer's File, 1933-35. 1 cu. ft.

Reference material from NRA, private industry, reports, statistics, news clippings, and other information used to write speeches from 1933 to 1935. No copies of speeches and no indication that speeches were ever written from this information.

Disposition: Temporary, destroy immediately on approval of this schedule.

Justification: This is merely a reference file for background information that may have been used to write speeches. There are no copies of speeches. Scheduled as NC1/40/79/1/50.

WNRC Acc. No. 040-55O-0074, Box 128.

9. Under Secretary for Transportation. Subject File, 1948-1954. 6 cu. ft.

Carbon copies and distribution copies of correspondence of Ed Margolin from 1948-1954 from the Office of the Secretary. Margolin was promoted from the Director of the Carrier Division. Subjects are fairly routine including first class mail, mail carrying contracts, rail-mail pay, Census information - Business and Manufacturing, copies of Bureau of the Budget reports, wage rates, motor carriers, and weights.

Disposition: Destroy immediately on approval of this schedule.

Justification: Materials are reference copies of reports and census data that are found in other agencies. The remaining material consists of copies of correspondence that will be located in the files of the Office of the Secretary. Besides the subject matter is routine and has little or no research value. Scheduled as NC1/40/79/1/21.

WNRC Acc. No. 040-60C0259, Box 5-11.

10. Assistant Director for Administration. Office of International Trade Fairs. Administrative Subject File, 1954-56. 6 cu. ft.

Shipping information, inventory procedures, instructions, procurement, and other records concerning the physical arrangement of Trade Fairs from 1954 to 1956, such as securing the services of electricians and carpenters.

Disposition: Destroy immediately on approval of this schedule

Justification: The records are only the housekeeping records of the Trade Fairs. Scheduled as 40/79/1/206.

WNRC Acc. No. 040-62J1189 (box 26), 72A7450.

NARA records (by WNRC Acc. No.): 62A1189 (box 5), 63A821 (boxes 38-40, 51-62)

11. Special Assistant to the Secretary. General Subject Files, 1958 - 1959. 20 cu. ft.

Correspondence and desk files of Don Bostwick including Congressional correspondence (boxes 10-14) largely consisting of letters of transmittal for publications and reports, rough drafts of Foreign Trade Import Study (boxes 7-9), copies of speeches and statements of the Secretary, drafts of Congressional testimony and statements before Congressional Committees, copies of responses to a questionnaire to businesses about expanding foreign trade, and 3x5 cards of business mailing lists.

Disposition: Destroy immediately on approval of this schedule.

Justification: Most of the material like the Congressional Correspondence is routine or can be found elsewhere like speeches, statements, and testimony. The remaining information appears to be part of a study worked on by Bostwick, but since much of the important part of the study including the final report and the compilation of the survey is missing, it appears that he did not complete the study or was working with another office, which completed the study. The information on the study found in these records is merely the background material. For example, there are no copies of the questionnaire, the development of the questionnaire, the purpose of the study, or any pertinent information about the study. Scheduled as 40/79/1/9.

WNRC Acc. No. 040-63A1119 boxes 1-19.

12. Voluntary Balance of Payments Program. Forms and Computer Printouts. 33 cu. ft.

Boxes 1-13 contain forms completed by businesses as part of the voluntary balance of payments program. Forms include Direct Investment in Developed Countries Worksheet and Quarterly Worksheet in Selected Foreign Transactions.

Boxes 14-33 contain computer printouts.

Box 31 also contains 3x5 cards in wooden and metal boxes with the addresses of the businesses.

Box 33 contains mailing labels and completed forms still in envelopes.

Disposition: Destroy immediately on approval of this schedule.

Justification: The computer records of the Foreign Traders Index are disposable under NC1/40/79/1/366A-C. The forms and the computer printouts do not quite fit the series description, so should be destroyed under a SF 115. Scheduled as NC1/40/79/1/366C.

WNRC Acc. No. 040-70A5500, Box 1-33 (broken out as 40-70A5500, 70B5500, 70C5500, and 70D5500).

13. Office of the General Counsel. Subject files and opinions concerning the Maritime Subsidy Board. 6 cu. ft.

Disposition: Destroy immediately on approval of this schedule.

Justification: The Maritime Subsidy Board is well documented, in fact, one could say over documented in RG 357. RG 357 includes the minutes, agendas, Administrator's actions, and Deputy Administrator's actions. Scheduled under NC1-40-85-1, Item 25.

WNRC Acc. No. 040-67D3502, Box 11-16 only.

NARA records (by WNRC Acc. No.): 73-31 (box 1)

14. Office of the General Counsel. Supersonic Transport Files. 70 cu. ft.

Records consist largely of Lockheed manuals, Boeing manuals, and other publications. Includes a few file folders of chron files. These records were accumulated as part of the DOC's participation in the President's Advisory Commission on Supersonic Transport.

Disposition: Destroy in January, 1999.

Justification: The official records of the Commission are in the Johnson Library. Scheduled under NC1/40/85/1/8.

WNRC Acc. No. 040-67A1769 (includes odd size boxes)

15. Office of the General Counsel. NBS Nuclear Reactor Contract Review Case Files. 1 cu. ft.

Disposition: PERMANENT. Transfer immediately to NARA on approval of this schedule.

Justification: The records relate to the contracts for the NBS Nuclear Reactor in Gaithersburg. Scheduled as NC1-40-85-1, Item 7.

WNRC Acc. No. 040-67D2083 (box 8 only)

16. National Production Authority. Legislative history files and regulation development files, 1952. 1 cu. ft.

Records consist of copies of published material like printed copies of Congressional hearings, proceedings, and committee meetings.

Disposition: Destroy immediately on approval of this schedule.

Justification: Legislative history files and regulation development files are generally disposable. There are no records that describe the decision making process for the legislation or the regulations, and these files represent activities for only one year. Scheduled under N1-40-92-3, Item 1.

WNRC Acc. No. 040-69C6865A (box 19)

17. Office of Policy Development. Subject Files. 8 cu. ft.

Disposition: Destroy immediately on approval of this schedule.

Justification: These records consist almost entirely of reference and distribution copies of correspondence and reports that would be kept at the Executive Secretariat. There is a file of "canned" speeches prepared by the Public Affairs office. The speaker would have to fill in their name and the name of the audience periodically. Scheduled under NC1-40-79-1, Item 131.

WNRC Acc. No. 040-75-75, 81-111

NARA records (by WNRC Acc. No.): 74-54, 74-56, 74-57

18. Special Assistant to the Secretary for Regional Economic Coordination (OREC). Technical Assistance Information Reporting Files. 4 cu. ft.

Disposition: Destroy immediately on approval of this schedule.

Justification: The records contain financial records of project, project accounting status reports, records relating to the Project Information Reporting System working group, and statistical printouts of financial status of projects. Scheduled under NC1-4-79-1, Item 26.

WNRC Acc. No. 040-84-0052 (boxes 1-4)

19. Office of Regional Economic Development. Subject Files. 3 cu. ft.

Disposition: Destroy when 20 years old.

Justification: OREC received copies of reports and publications from other parts of Commerce and from other agencies concerning regional development. This accession contains reports and publications of the Water Resources Council from 1975 to 1980.

WNRC Acc. No. 040-85-0076 (boxes 1-3)

20. Office of Budget and Program Evaluation. Briefing Books. 4 cu. ft.

Disposition: PERMANENT. Transfer immediately to NARA.

Justification: Briefing Books for the Secretary regarding each program's budget. Arranged by bureau and thereunder by program.

WNRC Acc. No. 040-80-0220 (boxes 4-8)

21. Office of the Secretary. Secretary's Advisory Council Records, 1976-77. 2 cu. ft.

Charters, agendas, transcripts, reports and other records of a high level advisory group that reported directly to the Secretary. The Council consisted largely of CEOs of major corporations.

Disposition: PERMANENT. Transfer to NARA in FY 1998.

Scheduled as NC1-40-79-1, Item 2.

WNRC Acc. No. 040-79-0132 (boxes 1-2)

22. Office of Telecommunications. Director's Subject Files. 8 cu. ft.

This office was created to coordinate the Department's efforts in telecommunications. Consists of organizational records, committee records, correspondence, and reports.

Disposition: PERMANENT. Transfer to NARA in FY 1998.

Scheduled as GRS 23, Item 1 but marked as Unscheduled on -01 report.

WNRC Acc. No. 040-72A2938 (boxes 1-8)

23. Office of Regulatory Policy and Economics. Regulatory Reform Files. 10 cu. ft.

Disposition: Temporary. Destroy when 20 years old.

Justification: These records include regulatory submission calendars, semi-annual agendas for regulations, and other information related to reducing regulations. Although the records have administrative value there is little evidential value and absolutely no informational value to these records. Scheduled as NC1-40-79-1, Item 139.

WNRC Acc. No. 040-82-0173 (boxes 1-10)

24. Director, Office of Audits. Organizational Audit Correspondence. 2 cu. ft.

Correspondence, chron files, and weekly reports relating to procurement program audits such as the purchase/lease of computer terminals and expenditures for carpeting.

Disposition: Destroy immediately on approval of this schedule.

Justification: These are the program correspondence of the Office of Audits that relate to organizational audits. There is no evidential or informational value to the records beyond the administrative needs of the agency. Scheduled as NC1/40/79/1/368.

WNRC Acc. No. 040-85-0030 (boxes 1-2)

NARA records (by WNRC Acc. No.): 74-70 (boxes 37-41)

25. Nominations for the National Technology Awards, 1985. 6 cu. ft.

Corporations and individuals nominated people for this award. For example, two men who worked on the development of the color picture tube for televisions were nominated.

Disposition: Destroy when 20 years old.

Justifications: The nominations do not have long term research value, and are nominations for only one year. Scheduled as NC1-40-79-1, Item 198.

WNRC Acc. No. 040-85-0079, Box 1-6

26. Assistant Secretary for Policy. Subject Files. 7 cu. ft.

Information and distribution copies of controlled correspondence relating to budget, insurance, pollution, wage/price freeze, and business conferences. The original copy should be located in the Executive Secretariat Controlled Correspondence.

Disposition: Destroy immediately on approval of this schedule.

Scheduled as NC1-40-79-1, Item 131.

WNRC Acc. No. 040-75-0075

NARA records (by WNRC Acc. No.): 74-54, 74-56, 74-57

27. Director of Audits. Subject Correspondence Files. 7 cu. ft.

Subject files filed by project number although not really projects. Topics include Federal Acquisition Regulations, Audit Guidelines, Interim Policy Guidelines, Processing New Hires, and Government Audit Training Program.

Disposition: Destroy when 20 years old.

Justification: Routine administrative files that have no long term research value.
Scheduled as NC1/40/79/1/369.

WNRC Acc. Nos. 040-83-0077, 040-81-0197

28. Audio Visual Program. Subject Files. 5 cu. ft.

The records are actually copies kept in the office of the Director of Communications, but are not the official file copy. The records contain schedules, plans and arrangements for programs, thank you letters, and copies of memos about communication programs. The original of the memos are in the Executive Secretariat Program Operations Files.

Disposition: Destroy when 10 years old.

Scheduled as NC1/40/79/1/78.

WNRC Acc. No. 040-84-0032

29. Assistant Secretary for Science and Technology. Subject Files. 35 cu. ft.

The records are copies maintained by other offices including the Assistant Secretary for International Trade and the Patent and Trademark Office. The Assistant Secretary for Science and Technology received information only copies due to its role as liaison on scientific issues. The office did not take any action on the records.

Disposition: Destroy when 10 years old.

Justification: These records were accumulated for information only purposes.
Scheduled as NC1/40/79/1/166.

WNRC Acc. Nos. 040-81-0287, 040-83-0015, 040-82-0215, 040-82-0216, 040-82-0219

30. Deputy Assistant Secretary for International Policy Coordination. International Policy Subject Files. 11 cu. ft.

Published studies, copies of studies conducted by other agencies, copies of pending legislation, and copies of Contract Appeals Board cases. The records were acquired for information purposes or to comment on activities of other offices and agencies.

Disposition: Destroy when 10 years old.

Justification: The series consists largely of copies of studies received for information purposes.

WNRC Acc. Nos. 040-81-0092, 040-81-0098

31. Office of Regional Affairs and Program Coordination. Deputy Under Secretary of Commerce. Subject File. 8 cu. ft.

Routine correspondence including transmittals, thank yous, and meeting arrangements, copies of legislation and White House Council papers, and guidelines and procedures for holding public meetings.

Disposition: Destroy when 10 years old.

Justification: The series consists largely of routine correspondence. The Special Assistant to the Secretary for Regional Economic Coordination maintained two permanent series that encompass regional affairs and program coordination.
Scheduled as NC1/40/79/1/22.

WNRC Acc. Nos. 040-78-0105, 040-86-0071

NARA Records (by WNRC Acc. No.): 68A5948, 65A2607

32. Chief Economist. Economic Subject File. 60 cu. ft.

Copies of correspondence maintained in the Secretary's Program Operations Files, abstracts of Executive Secretariat correspondence, copies of Bureau of the Census Advisory Committee records, SES performance plans, chron files, and travel procedures.

Disposition: Destroy when 10 years old.

Justification: The program records in this series are only copies of records maintained in the Program Operations Files of the Executive Secretariat.

Scheduled as NC1/40/79/1/185.

WNRC Acc. Nos. 040-79-0131, 040-81-0100, 040-81-0102, 040-81-0104, 040-81-0106, 040-83-0156, 040-83-0157, 040-87-0028 (boxes 1-4 and 7-23), 040-89-0041, 040-93-0056

NARA Records (by WNRC Acc. No.): 69A6873, 73-52

33. Chief Economist. Intra-Departmental Operating File. 27 cu. ft.

Copies of United Nations and Economic Commission for Europe documents, copies Presidential Economic Policy Board records, abstracts of Executive Secretariat correspondence, copies of press releases and the Secretary's speeches, and copies of legislation.

Destroy when 10 years old.

Justification: The records are largely copies of non-Department of Commerce printed documents and abstracts of Executive Secretariat correspondence.

Scheduled as NC1/40/79/1/187.

WNRC Acc. Nos. 040-81-0101, 040-81-0105, 040-83-0155, 040-86-0021, 040-89-0066, 040-92-0041

34. Office of International Trade Fairs and Office of the Director of Administrative Services. New York World's Fair Records, 1960-1972. 38 cu.ft.

Correspondence, memorandums, reports, and other records related to the New York World's Fair, 1964. Some records in this series were created by Herbert W. Klotz and David R. Baldwin, both of whom served as Assistant Secretary for Administration and

Public Affairs. The records also contain agreements from 1962-1966, construction files from 1962-1965, and general correspondence from 1963-1965.

Disposition: PERMANENT. Transfer to NRAN on approval of this schedule.

Justification: The NY World's Fair records were part of a larger series that was determined to be temporary (Item 1). Tab Lewis reviewed NARA holdings of the two series and determined that the NY World's Fair records were the only ones that warranted permanent retention and recommended they be regionalized.

NARA records (by WNRC Acc. No.): 72A4915 (boxes 50-58), 72A7761 (boxes 1-7, 31-32, 34, 36-40, 48-54, 58, 62-63a, 68-69, 70-73)