

Rec'd NCR 19 Dec 79

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-40-80-1
DATE RECEIVED	12-19-79
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	NOV 13 1980
Archivist of the United States	<i>[Signature]</i>

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Commerce

2. MAJOR SUBDIVISION  
Office of the Secretary

3. MINOR SUBDIVISION  
Various Organizational Units

4. NAME OF PERSON WITH WHOM TO CONFER  
Ivy V. Parr

5. TEL. EXT.  
377-3630

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 3/27/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ivy V. Parr</i>	E. TITLE Departmental Records Management Officer
--------------------	-------------------------------------------------------------	-----------------------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This schedule covers both temporary records and permanent records attributed to RG 40; General Records of the Department, which are presently stored in WNRC and are considered by the Department as being unscheduled.</p> <p style="text-align: center;"><u>Schedule</u></p> <p>1. <u>Day File of Secretary Daniel C. Roper.</u> Consists of an extra copy of correspondence of Secretary Daniel C. Roper, maintained in date order, 1933-1937. The record copy of Secretary Roper's correspondence, 1933-1939, is already accessioned in the National Archives. (acc. 40-54D-0784) Dispose immediately (4 boxes) Box 82-85</p> <p>2. <u>Subject File of Special Assistant to the Secretary.</u> Correspondence subject file maintained by George Byer, Special Assistant to the Secretary 1947-48 covering assigned tasks. The basic documentation will be in the retained records of Office of the Secretary Central File. (acc. 40-54F-0784) Dispose when 40 years old (1 box) Box 89</p>		

*Closed Out: 11-25-80: K.T.J. Copy sent to NNS items 55*

3. Subject File of the Assistant to the Under Secretary. Correspondence subject file maintained by John L. Tappin, 1946-48 covering delegated assignments. The basic documentation will be in the retained records of the Office of the Secretary Central File, and in the immediate office file of the Under Secretary.

(acc. 40-54G-0784)

Dispose when 40 years old (2 boxes)  
Box 90-91

4. Subject File of Director, Accident Prevention Conference. Correspondence subject file maintained by Labert St. Clair, Director of the Accident Prevention Conference of 1935-38. Because of changes in technology and because of documentation in the retained records of the Central File of the Office of the Secretary, these records are no longer of value.

(acc. 40-54H-0784)

Dispose immediately (4 boxes)  
Box 92-95

5. Day file of Assistant Secretary of Commerce. Consists of an extra copy of correspondence of Assistant Secretary John R. Alison, Assistant Secretary of Commerce, 1947-49. The records of the Assistant Secretary's subject correspondence file 1947-49 is proposed for transfer to the National Archives .

(acc. 40-54I-0784)

Dispose immediately (1 box)  
Box 101

6. Allotment File, Special Assistant to the Secretary. Applications, arranged by Bureau, for allotments of funds under the Emergency Relief Appropriations Act, 1935.

(acc. 40-54I-0784)

Dispose immediately (1 box)  
Box 102

7. Subject File Assistant to the Secretary. Subject correspondence file of Philip Hauser, Assistant to the Secretary, 1944-47, covering special assignments delegated by the Secretary. The contents of this file are mainly duplicated by the Central File of the Office of the Secretary already accessioned into the National Archives.

(acc. 40-54J-0784)

Dispose when 40 years old. (3 boxes)  
Box 103-105

8. Civil Defense File of Assistant to the Secretary. Subject correspondence and other records of Miller C. Foster, Assistant to the Secretary covering civil defense activities of the Department, 1941-43. Substantial duplication of these records exists in the Central File of the Secretary and the immediate office file of the Secretary already in the National Archives.

(acc. 40-54L-0784)

Dispose when 40 years old. (4 boxes)  
Box 208-211

9. Fragmentary File of Assistant to the Secretary. Partial alphabetic subject correspondence file of Norman W. Baxter, Assistant to the Secretary, 1941-44, covering the P-Z segment of the alphabet. This file is substantially duplicated by the Central File of the Secretary and the immediate office file of the Secretary already in the National Archives. (acc. 40-54L-0784) Dispose immediately (2 Boxes)  
Box 212, 213
10. Correspondence Subject File of Assistant to the Secretary. Alphabetic correspondence subject file maintained by J.B. Wyckoff, Assistant to the Secretary, 1938-39 covering activities assigned by the Secretary. This file is substantially duplicated by the Central File of the Secretary and by the file of the immediate office of the Secretary. (acc. 40-54L-0784) Dispose ~~when 40 years old.~~ (1 box)  
Box 216 immediately.
11. Day File of Assistant Secretary of Commerce. Consists of an extra copy of correspondence of David K. Bruce, Assistant Secretary of Commerce, 1947-1948. The record copy of the correspondence file of the Assistant Secretary, 1947-1948 is being proposed for transfer to the National Archives. (acc. 40-54M-0784) Dispose immediately (1 box)  
Box 116
12. Day File and Index Cards of Secretary of Commerce. Extra copy of correspondence maintained in date order of Secretary of Commerce, Jessie Jones 1940-45, and alphabetic index cards to correspondence of Mr. Jones. The record copy, of Mr. Jones's correspondence, arranged by subject, is already in the National Archives. (acc. 40-54T-0784) Dispose immediately. (2 Boxes)  
Box 183-184
13. Subject File of the Assistant to the Assistant Secretary. Alphabetic subject correspondence file of Miller C. Foster, Assistant to the Assistant Secretary of Commerce, 1935-40, covering assigned activities. The file is substantially duplicated by the Central File of the Secretary already in the National Archives. (acc. 40-54V-0784) Dispose immediately. (2 Boxes)  
Boxes 111, 112
14. Subject File, Chief, Current Information Division. Alphabetic subject correspondence file of C. G. Marshall, Chief, of the Current Information Division, Office of the Secretary, 1944-45, relating to public relations activities of the Chief of the Division including answering of requests and relations with the media and the public and private sector. The file is similar to that maintained by the present Director of Public Affairs, which is disposable in 8 years. (acc. 40-55D-0074) Dispose immediately (5 Boxes)  
Box 59-63

15. Records of the Department Mileage Administrator. Correspondence, housekeeping activity forms, and quarterly reports to OPA (Form R 567) covering this housekeeping wartime function on Government vehicles mileage reduction.

(acc. 40-55E-0074)

Dispose immediately. (3 Boxes)  
Box 64-66

16. Personnel Problem File, Advisor on Negro Affairs. Case records involving problems raised by Departmental personnel to the Advisor on Negro Affairs, 1942-53. This box of case files is a remnant of the file of Emmer M. Lancaster, 1942-53 which has already been transferred to the National Archives. These case files were not considered valuable for inclusion in the transfer of the other records.

(acc. 40-55F-0074)

Dispose immediately. (1 Box)  
Box 70

17. Work papers, Reference Materials, and Source Data, Transportation Division. The file consists of various work papers, drafts, source data, and reference materials pertaining to Industry Reports on Transportation prepared by this unit of the Bureau of the Foreign and Domestic Commerce, 1940-1953. The results of the studies are proposed for transfer to the National Archives.

(acc. 40-55H-0074)

Dispose immediately. (13 Boxes)  
Boxes 84, 85, 89, 90, 91, 92, 94, 95,  
96, 97, 98, 99, 100

18. War Bond Committee Records. Correspondence report and promotional materials maintained by James W. Bryon, Departmental Chairman of the War Bond Committee, 1941-46 covering War Bond Campaign for employees.

(acc. 40-55J-0074)

Dispose immediately. (3 Boxes)  
Box 113-115 All

19. Fragmented Files of the Sub-Committee on International Aviation Policy. Correspondence, drafts, work papers, and related records pertaining to the Subcommittee on International Aviation Policy, 1943-44. The contents of this file are substantially duplicated by the files of the Under Secretary for Transportation proposed for transfer to the National Archives.

(acc. 40-55L-0074)

Dispose immediately (1 Box)  
Box 120~~0~~

20. Fragmented Files of the Bureau of Marine Inspection and Navigation. These 1938-1941 records are remnants of the subject file maintained by the Bureau of Marine Inspection and Navigation that were screened from correspondence subject files transferred to the Treasury Department when this function was removed from Commerce. Treasury Department did not desire to accept these screened records that concern primarily internal housekeeping matters such as personnel, forms, vouchers, drafts, reproduction, appropriations and the like.

(acc. 40-55P-0074)

Dispose immediately. (2 Boxes)  
Box 129-130

21. Fragmented files of Special Assistants to the Secretary. Small collection of folders from the offices of Chester H. McCall, 1935, and William Fowler, 1948-50, sent for merging into the duplicative records already in the Central Files of the Office of the Secretary. The merging was never carried out.

(acc. 40-55S-0074)

Dispose immediately. (partial Box)  
Box 118

22. Legislative Files of the Office of Transportation. Files maintained by the Director, Office of Transportation, 1951-1954 covering legislation of interest to the Office filed by bill number, including printed copies of bills and office comments, and selected office copies of data on employee personnel. The record copy of legislative case files of interest to the Department is maintained by the General Counsels Office, while the Office of Personnel maintains the record copy of employee personnel folders.

(acc. 40-56A-0468)

Dispose immediately. (3 Boxes)  
Boxes 10, 11, 12

23. State Department Cables. Routine State Department reproduced cables received at the Department's Office of International Trade Fairs covering various operational aspects of international trade fairs in which the Department has an interest. Many of the cables concern inquiries regarding the participation of various companies at the fairs and shipping of exhibits and the like 1955-1956. Some commercial cables are also included in the file.

(acc. 40-62A-0568)

Dispose when 25 years old. ( 6 Boxes All)

24. International Trade Fair Operational Records. Consists of records covering 1954-56 operations of the former Office of International Trade Fairs, Office of the Secretary. These records consist of form records and related correspondence of the Procurement and Transportation Division reflecting the procurement and transporting of various exhibit materials to and from international fairs in which the Department had an interest largely from various private firms. Also included is correspondence and related records with private firms covering mainly invitations and participation of such firms in the various fairs, as well as internal housekeeping records of the Office and its New York field office covering budget, property, procurement, transportation and the like. Similar records reflecting today's trade fair activities of the Department are disposable in accordance with the recently approved schedule for the Industry and Trade Administration. In addition, selected records of this accession have been proposed for permanent retention.

(acc. 40-62A-1189)

Dispose when 25 years old.  
ALL (21 Boxes)  
1, 2, 3, 4, 6, 7, 8, 9, 10,  
11, 12, 13, 14, 15, 18, 19,  
21, 22, 23, and 24  
5 Boxes Remainder Permanent

25. International Trade Fairs Historical Documentation Files. Selected records of the Office of International Trade Fairs covering primarily the years 1955-56 reflecting the activities of the Office in connection with various international trade fairs. These records selected from the 26 boxes comprising the accession include (1) those of the on-site Fair Managers at Addis Ababa, Ethiopia and Kabul, Afghanistan concerning planning, organizing and managing the U.S. Pavilion at these fairs as well as relationships with the host countries; (2) press releases and other public and media relations records; (3) correspondence and related records of the Assistant Director of the Office pertaining to policies, plans and procedures and reports in relation to the Department's program for international trade fairs; and (4) correspondence, drawings, pictures, and other records relating to planning, developing, and constructing the buildings and exhibits at various trade fairs. The records are basically arranged by particular fairs involved.

Permanent - Offer to National Archives in 1981.

(acc. 40-62A-1189)

Boxes 5, 16, 17, 20, 25

26. International Trade Fair Operational Records. Consists of records of the Office of International Trade Fairs, similar to item 24 above, covering mainly the year 1957 fairs of interest to the Department, some 1955, 56, and 58 records are included. Basically these operational records concern headquarters and field office activities involving procurement, storage, and transportation of exhibit materials, obtaining Government and private firm participation as exhibitors; and internal administrative housekeeping matters such as personnel, budget, travel, accounting, charity drives, and the like. Selected records from this accession needed for historical documentation have been designated as permanent in item 27.

(acc. 40-63A-0821)

Dispose of when 25 years old. ( 47 Boxes)

Boxes 1-37 and 41-50

ALL

27. International Trade Fair Historical Documentation Files. Selected records of the Office of International Trade Fairs primarily for the year 1957, but also covering 1955-6, and some in 1958 reflecting the activities of the Office in connection with U.S. participation at various international trade fairs. These records, selected from the 55 boxes comprising the accession include (1) correspondence and related records of various fair coordinators from the headquarters Office conserved with managing directing the activities involving the U.S. Government interest in the fair, such as design of buildings, exhibits, and the like, as well as covering the various policies and procedures for Government participation, (2) correspondence and research and planning materials of the Office on research and development on techniques for Government fair participation; (3) Fair manager files of these on-site managers covering planning and directing the activities involving Government participation in a fair and relations with the host country; and (4) clippings, press release and correspondence, and other public and media relations materials telling the story of Government activities at a fair. Materials primarily arranged by name of particular fair.

Permanent - Offer for transfer to the National Archives in 1981.

(acc. 40-63A-821)

Boxes 38, 39, 40, ~~51~~, - ~~55~~

(~~8~~ Boxes )

51-62

28. Operational Records Pertaining to the American National Exhibit at Moscow, 1958-1960. Records of the Office of International Trade Fairs reflecting the Commerce Departments routine operational activities in participating in conducting the American National Exhibit in Moscow, a joint effort of the United States Information Agency, the Department of Commerce and the Department of State, under the general management of USIA. The basic role assigned to Commerce was that of administration and procurement, transportation, warehousing and shipping of exhibits, although the Office of International Trade Fair was represented on committees involving many other aspects of the 1959 Fair as well. These operational records of the Office include (1) those involving internal housekeeping or administrative matters such as budget, personnel, and fiscal files; (2) freight bills, (3) procurement correspondence, forms and shipping documents involving suppliers and shippers of exhibit materials and; (4) unsuccessful applications for guide positions. Some selected files of this accession are recommended for permanent retention. - See item 29. (acc. 40-63A-1040)

Boxes 1-4, ~~15-18, 20-28, 33-41~~ 12, 17-20, 22-31, (25 Boxes) *Dispose when 20 years old* 33, 34A-41

29. Historical Documentation Pertaining to the American National Exhibition in Moscow, 1958-60. Selected records documenting the participation of the Office of International Trade Fairs in conducting this important Exhibition at which Nikita Krushchev and Vice President Richard Nixon held a public debate on opening day at the U.S. Pavilion July 25, 1959. These selected files from the 41 box accession consist of (1) correspondence, drawings, plans, and related materials documenting the design and construction of the fair buildings and exhibits (2) Correspondence and related records covering public and media relations involving the fair, and (3) General subject correspondence of the Office covering all aspects of its participation in the fair. The correspondence is arranged by subject. Permanent - Offer for transfer to the National Archives in 1981. (acc. 40-63A-1040)

Boxes 5 -11, ~~19, 29, 30~~ 13, 14, 21, 32, 32A (-10 Boxes)  
12

30. Personnel Folders of Guides to the Moscow Exhibition. This one box of records contains the employment history of the 75 Russian - speaking guides employed on contract by the Exhibition. While these were contract employees, and not civil service appointees, inquiries are received from these people claiming their employment as Government service. No other record covering such employment exists to refute these claims. (acc. 40-63A-1040)

Dispose ~~when 40 years old.~~ Box ~~32~~ immediately. 34

31. Selected Records of the Office of Under Secretary for Transportation Pertaining Solely to Internal Administrative Matters, 1957-63. These 3 boxes of purely internal housekeeping records consist of applications for employment, a subjectively arranged file on personnel matters, and a day file of the Office for the year 1960 and were maintained in conjunction with the central file of the Office which has been scheduled as permanent. (acc. 40-65A-2130)

Dispose immediately.  
Boxes 13, 20, 21

32. Unanswered Incoming Public Correspondence. Consists of 95 boxes of incoming correspondence in no arrangement generated as a result of a request from the President for comments from the public on two pending bills, S-1061 and HR-4700 concerning the Nations Transportation System, June 1963. Other than counting the letters, no further use was apparently made of them in the Department. (acc. 40-65A-2130)

Dispose immediately  
Boxes 50-145

33. Records of the Defense Air Transportation Administration. The Defense Air Transportation Administration was established as a result of the Korean War in the Office of the Under Secretary for Transportation on November 12, 1951 - It was abolished as of September 1962. This collection of 49 cubic feet is all the existing program records available which were collected after it was abolished. They consist primarily of alphabetic general correspondence, records, records of advisory committees, various reports, policy and procedure manuals, agreements, and other records reflecting the policies, procedures, and programs of this air reserve organization. Basically the records reflect the program for allocation of civil transport aircraft to the Civil Reserve Air Fleet and the War Air Service Pattern as essential to a war effort in collaboration with the Civil Aeronautics Board; the program in collaboration with the Department of Defense for developing plans for a civil - military air priority system; for development of emergency transport aviation manpower pools; for developing plans for effective use of civil airways and airports for national defense purposes; for maintaining the aviation war risk insurance program on readiness basis; and for developing recommendations regarding defense loans and accelerated tax amortization for expansion of air transport capacity.

Permanent - Offer for transfer to the National Archives in 1983.

(acc. 40-66A-567)

Boxes 1-49  
ALL



34. Aircraft Manufacturer and Related Industry Reports. These 75 boxes comprise mainly copies of proposal reports from various aircraft manufacturers and contractors concerning the detailed engineering specifications and designs covering the airframe design, engines, sonic noise control, production costs, testing and certification plans; development cost data, and the like concerning the possible development of the supersonic transport plane. The Department of Commerce gathered the technical data, under the Assistant Secretary for Science and Technology as part of a series of studies involving the economic feasibility of the supersonic transport plane. These particular records were those of the program that the Federal Aviation Administration did not take when the bulk of the program records were transferred, along with the function, to the Department of Transportation, 1961 - 65. Because of rapidly changing technology these early prototype records are proposed for disposal.  
 (acc. 40-67A-1769)

withdrawn

Dispose of when 25 years old, after clearing with the Department of Transportation, which has the basic history documentation of this program.

Box 1 - 75        Withdrawn pending DOT response,  
 ALL                                                          2/8/80

35. National Export Expansion Coordinator File 1962-63. Alphabetic subject correspondence records of Draper Daniels, first National Export Expansion Coordinator, in the immediate Office of the Secretary established to promote export trade and improve U.S. balance of payments covering such matters as Congressional Contacts, Distribution Centers, Trade Fairs, Small Business Administration, "E" Awards, appearances at various locations for promoting trade, and the like, 1962-63. No other records exist on this program for the period. Permanent - Offer for transfer to the National Archives in 1984.

(acc. 40-67A-3082)

Boxes 1 - 6  
 ALL

36. Administrative - Legislation File, Staff Employees, Under Secretary for Transportation. Consists of copies of speeches by staff members of the Under Secretary for Transportation, 1961-65 that are duplicated in Office of Public Affairs and an alphabetical administrative subject file pertaining to internal housekeeping activities such as parking space, committee management, and legislative matters, the record copy of which is maintained in various central staff offices of the Office of the Secretary.

(acc. 40-67A-3859)

Dispose when 20 years old. (11 Boxes)  
 Boxes 1 - 11  
 ALL

37. Records of the Office of Emergency Planning, Under Secretary for Transportation 1961-64. Consists of day files of O.W. Bender of the Office and alphabetic subject correspondence covering the office research activities maintained by Mr. Lawson, and concerning pipelines, projected requirements, tests, air carriers, and similar transportation matters involving research for emergency transportation. The file is mainly duplicated by the Central file of the Under Secretary proposed for transfer to National Archives.

(acc. 40-67A-3862)

25  
Dispose of when ~~30~~ years old. ( 5 Boxes)  
Boxes 1 - 5  
ALL

38. Aviation War Risk Insurance Case Files. Case files involving individual airlines relating to the Civilan Reserve Air Fleet war risk insurance program of the Under Secretary for Transportation, together with other operational records pertaining to the program - covering mainly the 1950's with some prior to 1965. History Records documenting the program maintained in the Central file of the Under Secretary are proposed for transfer to the National Archives.

(acc. 40-67A-3863)

Dispose of when 25 years old. ( 3 Boxes)  
Boxes 1 - 3  
ALL

39. Records of the Second and Final Export Expansion Coordinator - 1962-65. Alphabetic general subject correspondence file maintained by Daniel L. Goldy, the second and final Export Expansion Coordinator within the immediate Office of the Secretary prior to the abolishing of the Office in 1965. These records are sole Departmental program documentation for this forerunner to today's important programs for export expansion to improve the U.S. balance of payments, and concern such subjects as Insured Credit Program, International Standards, International Industry Surveys, Export Sales Program, East - West Trade in Technology, Import Trade Statistics, gold shortage, Foreign Trade Zones, and the like. Permanent - Offer for transfer to the National Archives in 1986.

(acc. 40-68A-3223)

Boxes 1 - 17  
ALL

40. Fragmentary Collection of Department Publications. Collection of various publications issued by the constituent units of the Department gathered by the Special Assistant to the Secretary for possible use of the Secretary. Not considered complete. 1962 - 1966. *Dispose immediately*

(acc. 40-68A-4448)

Completes the accession disposal  
(3 Boxes)  
Boxes 22, 23, 24

41. Fragmentary Records of the Secretary's Representative to the Smaller War Plants Corporations. Incomplete office files maintained by Lawrence F. Arnold, Office of the Secretary, covering field correspondence with the Denver field office, the Denver Small Business Conference, Industrial Development, Statements of Account Balances, and Reports on small war plants. 1945- 48.

(acc. 40-68A-6393)

Dispose immediately (1 Box)

Box 6

Completes accession disposal after SF 258 transfer of 5 boxes of Executive Orders

42. Administrative File, Seattle World's Fair, Century 21. Administrative records pertaining to internal housekeeping matters such as budget, legislative matters, accounting, contracts, appropriations, and reading files 1961-62. These two boxes are a remnant of the accession, the remainder of which was either sent to National Archives or disposed of.

(acc. 40-69A-7044)

Dispose when 20 years old. (2 Boxes)

Boxes 6 - 7

Completes accession disposal

43. U.S. Commission, New York World's Fair, Program Agreements - Contract File. File of agreements - contracts covering primarily the determination of themes, the design of structures and exhibits, and the development and operation of exhibits at the U.S. Pavilion, N.Y. World's Fair. The file includes in addition to the basic documents, related correspondence and reports of contractors and is arranged alphabetically by name of organization or person concerned. The file serves to document the development of the various concepts employed at the Pavilion, as well as reflecting the activities involved in designing and operating the Pavilion and its exhibits, 1962-66. Permanent - Offer for transfer to the National Archives in 1987.

(acc. 40-72A-7761)

( 7 Boxes)

Boxes 1 - 7

44. New York Worlds Fair Purchase Orders - Vouchers. File of purchase orders, vouchers, and related documentation covering the procurement of services, and property, and the like including guide service and travel vouchers of employees, in connection with the fair 1962-66. These records can still be useful in planning the U.S. Pavilion for the proposed 1980 International Worlds Fair.

(acc. 40-72A-7761)

Dispose of when 15 years old. ( ~~17~~ Boxes)

Boxes 8-22, 59-~~62~~

16

61

45. New York World's Fair Administrative File. Files of correspondence and related records maintained by the Administrative Officer and staff relating to internal housekeeping matters such as personnel, budget, travel, local taxis, property and property receipts, imprest fund, insurance, and the like in connection with the N.Y. World's Fair 1962-66. These records still can be useful in planning the U.S. Pavilion and participation in the proposed 1980 International Worlds Fair.

(acc. 40-72A-7761)

Dispose when 15 years old. ( ~~18~~ Boxes)

Boxes 23-30, ~~41-47, 64-66~~ 35, 41-47, 64-67

46. Exhibits Design and Construction File, N.Y. Worlds Fair. Files maintained by the Design and Construction group of the U.S. Commission, including general correspondence and related records files of the group maintained by subject covering such matters as various proposals for design of the exhibits, the proposed art work, the theme development, ideas and suggestions from various experts such as Raymond Loewy, a Special Interagency Committee and an Advisory group on various aspects of design and construction, and proposals for future exhibit and building use - Alphabetically by subject. 1962-65. Permanent - Offer for transfer to the National Archives in 1987.

(acc. 40-72A-7761)

( ~~4~~ Boxes)

Boxes 31, 32, 34, ~~35~~

47. Day Files of the New York Worlds Fair Office, Dec. 1962-June 1964. Day files - consisting of an extra copy of correspondence prepared in the office maintained in date order. The file may be of use in planning the proposed 1980 International Fair.

(acc. 40-72A-7761)

Dispose of when 17 years old. ( 1 Box)

Box 33

48. General Correspondence of the Assistant Commissioner and the Special Events Director, New York Worlds Fair. Program records reflecting the responsibilities and activities of the Assistant U.S. Commissioner for the Fair, Samuel W. Kingsley covering such items as the Federal Science Exhibit, the Cinerama, Public Relations activities, Press Clippings, and Protocol. Also included is the general correspondence file maintained by Michael Foley, Director of Special Events, covering various state days at the fair, Law Day, Maritime Day, and planning and carrying out the multitude of other special events put on at the Fair. Arranged alphabetically by subject, 1964-1965. Permanent - Offer for transfer to the National Archives in 1987.

(acc. 40-72A-7761)

( 8 Boxes)

Boxes 36-40, 48-50

49. General Correspondence of the U.S. Commissioner and Deputy Commissioner to the New York Worlds Fair. Alphabetic subject correspondence files maintained by the U.S. Commissioner, Norman K. Winston, and by Nathan Ostroff, Deputy U.S. Commissioner, covering the executive direction and overall planning and policy as to U.S. participation at the Fair and the operation of the U.S. Pavilion. Included in these alphabetic subject correspondence files are documentation covering such matters as photographs, League of Women Voters exhibits, the Presidency Exhibit, the Freedom Exhibit, Reports made to the Secretary of Commerce, Special Proposals for design and themes, various registers of attendance, progress reports of contractors, guides, scrap books documenting the Fair, and the like. 1963 - 1965. Permanent - Offer for transfer to the National Archives in 1987.

(acc. 40-72A-7761)

11  
( ~~15~~ Boxes and 4 Bundles)  
Boxes ~~51-58, 63-67, 70-74~~, and 51-54, 58, 62, 63, 70-74  
Bundles 1-4

50. Hall of President's Files, New York Worlds Fair. Subject correspondence file maintained regarding the Special Hall of President's Exhibit, covering the gathering and exhibiting the Presidential material for the Fair from the Smithsonian, the Capitol, from Presidential Libraries, from various private museums and depositaries, from Universities, and the like. Alphabetic by subject - 1964-65.

Permanent - Offer for transfer to National Archives in 1987.

(acc. 40-72A-7761)

( 2 Boxes)  
Boxes 68 - 69

51. Motion Picture, Slides, Photographs, and Tapes Involving the New York Worlds Fair. Collection of various 35mm, 16mm, black and white and color motion pictures, slides, a few photographs, and a few audio tapes assembled from the available records of the Fair. These materials are primarily those used in connection with exhibits shown at the Fair and mainly were prepared by outside contractors. In addition some materials serve to document U.S. participation, such as the films of Ground Breaking of the U.S. Pavilion, or of a Presentation made by the U.S. Commissioner, or photographs of the U.S. Pavilion. In no particular order. ~~Permanent - Offer for transfer to the National Archives in 1987.~~

(acc. 40-72A-7762)

*Dispose immediately.*  
( 2 Boxes)  
Box 1 - 2 and roll films

Referred to NNV (Tom Oglesby) 2/7/80.

*Change per Mike Goldman  
of NCD and W. Parr of DOC  
8-14-80*

52. Resources Import Program Files. Subject correspondence and related records of the Deputy Assistant Secretary for Resources, Stanley Nehmer, concerning various commodity importing agreements with foreign countries; relations with GATT involving foreign commodity importing activities; U.S. participation in UN, GATT, and other Committees involving the U.S. policies and actions on importing foreign commodities; and relations with various countries concerning foreign trade in commodities such as coal, copper, textiles, oil, iron ore, chrome, coffee, cocoa, forest products, critical materials, and the like. 1963 - 1970. Arranged alphabetically primarily by country, committee, or commodity. During this period these important policy matters were considered organizationally as part of the Office of the Secretary. Permanent - Offer for transfer to the National Archives in 1991.

(acc. 40-68A-5786)	Box 1 - 12	(ALL)
(acc. 40-74-18)	Box 1 - 2	(ALL)
(acc. 40-74-19)	Box 1 - 17	(ALL)
	<u>31</u>	BOXES

53. Textile Import Program Files. Subject correspondence and related records of Seth Bodner, of the Office of Imports, Deputy Assistant Secretary for Resources, concerning his responsibilities for administering the textile import program of the Department. These subject files include correspondence with various countries, particularly in the far east; records on Department participation in the International Cotton Advisory Committee, the Interagency Textile Administrative Committee and other pertinent committees; records documenting the textile import agreements with various countries; and records on GATT relationships concerning importing of textiles. This official of the Office of the Secretary maintained the record copy on such textile activities during the time period of 1963-1970. Arranged alphabetically primarily by country or committee.

Also included are the subject files James S. Love, Deputy to the Secretary for Textile Programs, 1962-63. This official in this capacity served as the predecessor to the textile program of the Office of Imports, the files of which have been described above and Mr. Love's files are similar in content to those of the Office of Imports. Permanent - Offer for transfer to the National Archives in 1991.

(acc. 40-68A-4443)	(Box 1 - 7)	(ALL)
(acc. 40-73-12)	(Box 1 -15)	(ALL)
(acc. 40-73-26)	(Box 1 - 5)	)ALL)
	<u>27</u>	BOXES

54. Trade Center - Trade Fair Photographs. Glossy prints of photographs taken at Trade Fairs and Trade Centers including promotional subjects, sample display centers, and various officials and visitors involved. 1967-1974. These photographs were formerly maintained in a photolibrary in the Office of Publications for possible use in various Department publications. This activity has been transferred to the Industry and Trade Administration in 1975, and the photographs no longer are being collected by the Office of the Secretary, Office of Publications.

40

Dispose of when 10 years old. (~~5~~ Boxes)  
(acc. 40-74-34) Boxes 1-19 (ALL) Referred to NNV  
(acc. 40-75-126) Boxes 1-16 (ALL) (Tom Oglesby) 2/7/80.  
(acc. 40-77-0002) Boxes 1-5 (ALL)

55. Operational Correspondence Files of the Special Assistant to the Under Secretary. Consists of subject correspondence and related records covering matters assigned to the Special Assistant for operational purposes. These files include such subjects as Career Opportunities, Certified Public Accountants, Equal Employment, Occupational Training, Regional Commissions, Vocational Education, Wheat, CTAB, Emergency Preparedness, Small Business, and the like. The material contained in these Special Assistant files is basically duplicated in the retained records of the Under Secretary or Deputy Under Secretary. 1971-73, 1975-76.

Dispose of when 10 years old. ( 12 Boxes)  
(acc. 40-75-107) ( 1 Box) (ALL)  
(acc. 40-75-108) ( 6 Boxes, 1-6) (ALL)  
(acc. 40-78-126) ( 5 Boxes, 1-5) (ALL)