

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO

*NI-151-90-4*

DATE RECEIVED

*8-30-90*

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

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1 FROM (Agency or establishment)

U. S. Department of Commerce

2 MAJOR SUBDIVISION

International Trade Administration

3 MINOR SUBDIVISION

IEP/Office of the Near East

4 NAME OF PERSON WITH WHOM TO CONFER

Tami S. Ambrose

5 TELEPHONE EXT

377-3031

DATE

*4/17/91*

ARCHIVIST OF THE UNITED STATES

*Clarence Steen*

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <i>8/29/90</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Tami S. Ambrose</i>	D TITLE ITA Records Management Officer
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7. ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>INTERNATIONAL ECONOMIC POLICY OFFICE OF THE NEAR EAST</p> <p>The attached revised schedule is being submitted to replace portions of NCF-151-77-1, as indicated on the next page.</p>		

*Copies sent to agency, NCF, NAF-W, NNT 4/22/91*

RECORDS CONTROL SCHEDULE CONVERSION TABLE

NOTE: This office name has been changed from "Commerce Action Group for the Near East" to "Office of the Near East"

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
OFFICE OF THE DIRECTOR			
Director's Subject Files	1	938	Description and disposition revised
Director's Administrative File	NC1-151-82-5 Item 1a&b	939	
Chronological File	NC1-151-82-5 Item 3	940	
Speech File	2	941	
Overseas Business Reports	3	942	Disposition revised
Personnel Folders	NC1-151-82-5 Item 12	943	
Airgrams and Cablegrams	4	944	
Country Commercial Programs (CCP)	-----	945	Deleted
COUNTRY DESK OFFICERS			
Technical Subject Reference File	NC1-151-82-5 Item 17	946	
Country Commercial Program (CCP) File	-----	947	Deleted
Briefing Notes and Papers	5	948	
Effeciency Reports on Foreign Service Officers	8	949	Description revised
Global and Special Market Research Report	-----	950	Deleted
CAGNE Schedule of Events	9	951	Description revised

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Near East Contract Promotion Project File	-----	952	Deleted
Program Management File	-----	953	Deleted
Joint Commission Briefing Books	6	954	Description and disposition revised
Arab Boycott File	-----	955	Deleted
Trade Show Files	-----	956	Deleted
Country Marketing Plan (CMP) File	7	N/A	Added

OFFICE OF THE NEAR EAST

The Office of the Near East (ONE) serves as the focal point for responses by the Department of Commerce to the economic and commercial situation in the Near East and North Africa. The Office assembles, analyzes, and disseminates information on economic conditions and business opportunities in the area to the U.S. business community. In addition, ONE actively participates in the development and implementation of U.S. trade policy toward the region.

Office of the Director

1. Director's Subject Files - Contains documents relating to the planning and management of the operation of the Office of the Near East (ONE). Data in file pertains to the development of policy, monitoring of financial actions of Near Eastern countries, contacts with U.S. business organizations, development of promotion programs, and economic forecasting. Records consist primarily of correspondence, memos, and reports.

*1/18/91*  
*TSA 1/18/91*  
Permanent. Transfer <sup>to WNRC when 3 years old.</sup> ~~immediately to WNRC~~. Offer to the National Archives 20 years thereafter.

2. Speech File - Contains drafts and final copies of speeches written for members of the Bureau. File also contains notes, subject back-up and background data, press releases, and comments.

Dispose 3 years after presentation or publication of speech.

3. Overseas Business Reports - Comprehensive reports on the economy of specific Near East countries. Reports cover such subject areas as trade outlook, market profile, trade regulations, credit, investment status, and political conditions and policies. One to three of these reports may be produced a year.

*1/18/91*  
*TSA 1/18/91*  
Permanent. Transfer to WNRC <sup>when 3 years old</sup> ~~immediately~~ and offer to the National Archives 20 years thereafter.

4. Airgrams and Cablegrams - Copies of airgrams and cablegrams received from Embassies.

Dispose when no longer needed for country information function.

## Country Desk Officers

5. Briefing Notes and Papers - File contains background material and drafts of papers used to prepare Department of Commerce and other Government officials for such events as conferences with foreign officials, visits to foreign countries, and inspections of U.S. overseas operations.

Dispose 3 years after event or after they have served their purpose, whichever is sooner.

6. Joint Commission Briefing Books - Contains background data, policy and position statements, and staff recommendations relative to trade between U.S. and Near East countries. Briefing papers arranged in books by discussion subject.

Permanent. Transfer to WNRC when 3 years old and offer to the National Archives <sup>15</sup> years thereafter.

7. Country Marketing Plan (CMP) File - Contains documents pertaining to the composition, drafting, and publication of the annual CMP for each Country Desk. Records primarily consist of instructions for preparation of the CMP and duplicate copies of the CMP.

Dispose 3 years after publication of CMP or after it has served its purpose, whichever comes first.

8. Efficiency Reports on Foreign Commercial Service (FCS) Officers - Provides information on the performance of the Senior Commercial Officer and the staff in FCS posts overseas.

Dispose 1 year after transfer or separation of employee.

9. ONE Schedule of Events - A schedule of fairs, conferences, shows and similar promotions in Near East countries. Schedule made for the fiscal year and shows theme, location, dates, responsible officer, and description of event.

Dispose when 2 years old.

*IF Assume  
3/15/40  
Per Telephone  
call w/ Janni  
Bookhouse.*