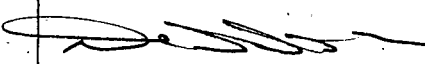
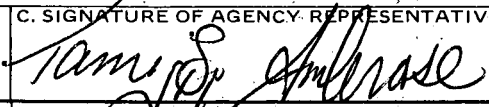


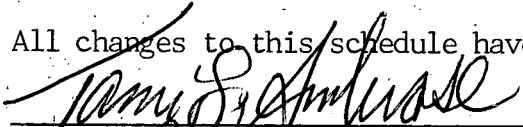
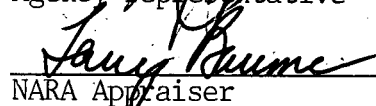
<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO.	N1-151-91-1
1. FROM (Agency or establishment) U.S. Department of Commerce		DATE RECEIVED	5-10-91
2. MAJOR SUBDIVISION International Trade Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION IEP/Office of Japan		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Tami S. Ambrose	5. TELEPHONE EXT. 377-3031	DATE 7/5/91	ARCHIVIST OF THE UNITED STATES 

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 1 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 5/6/91	C. SIGNATURE OF AGENCY REPRESENTATIVE 	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 <i>(NARS USE ONLY)</i>
	<p>INTERNATIONAL ECONOMIC POLICY.</p> <p>OFFICE OF JAPAN</p> <p>The attached is a newly created Records Control Schedule for this particular office.</p> <p>All changes to this schedule have been approved by:</p> <p> Date: 7/30/91 Agency representative</p> <p> Date: 7/31/91 NARA Appraiser</p> <p>Copies sent to agency 9/1/91</p>		

## OFFICE OF JAPAN

The Office of Japan develops and coordinates policy guidance and program recommendations for trade policy and trade promotion activities in this geographical area. Responsibilities include the performance of promotional, analytical, and/or advisory work relating to international trade policies, competitive economic relationships, trade practices, trade restrictions and controls, problems faced by U.S. exporters and manufacturers in competing in Japan, and related programs of other public and private organizations. The Office of Japan is the principal advisor to the Under Secretary for International Trade on trade policy and trade promotion matters regarding Japan. The Office of Japan is divided into two units: Trade Promotion and Policy.

### Trade Promotion Staff

1. Centralized Trade Promotion/Business Counseling Files-- includes relevant incoming cable traffic and miscellaneous items of information pertaining to trade policy, trade promotion, the Japanese political environment, and doing business in Japan. The files are arranged alphabetically by subject.

Destroy when no longer needed for current business use or when 3 years old, whichever is sooner.

### Policy Staff

#### *SUPERVISOR'S DR*

2. Office Directors' Subject File--All relevant hi-tech and general policy related materials such as in-coming cables, work originating outside the Office of Japan, and work originating from the Office of Japan. The files are arranged alphabetically by subject. *PERMANENT. RETIRE TO UNRL IN CUBIC-FOOT BLOCKS WHEN NO LONGER NEEDED FOR AGENCY BUSINESS. TRANSFER TO THE NATIONAL ARCHIVES WHEN 20 YEARS OLD.*

~~Destroy when no longer needed for current business use or when 4 years old, whichever is sooner.~~

3. International Trade Specialists' Subject Files--Relevant policy-related materials specific to each trade specialist's exact issue area. Materials include in-coming cables, work originating outside the Office of Japan, and work originating from the Office of Japan. The files are arranged alphabetically by subject.

Destroy when no longer needed for current business use or when 4 years old, whichever is sooner.

4. Briefing Books--Conglomeration of materials usually prepared by the policy staff in preparation for meetings with Japanese government officials. Briefing materials include such items as location and time of the meeting, biographical data on the Japanese participants, meetings agendas, background data on discussion topics, and planned or suggested strategies. Materials are kept in loose-leaf binders by meeting name.

~~Destroy when no longer needed for current business use or when 4 years old, whichever is sooner.~~

*PERMANENT. RETIRE TO UNRL IN CUBIC-FOOT BLOCKS WHEN FIVE YEARS OLD. TRANSFER TO THE NATIONAL ARCHIVES WHEN 20 YEARS OLD.*