

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) U.S. Department of Commerce	
2 MAJOR SUBDIVISION International Trade Administration	
3 MINOR SUBDIVISION IEP/Office of Administration	
4 NAME OF PERSON WITH WHOM TO CONFER Tami S. Ambrose	5 TELEPHONE 377-3031

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-151-92-5	
DATE RECEIVED 5-21-92	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE 12/1/92	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 3 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,

is not required; is attached; or has been requested

DATE 5/18/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Tami S. Ambrose</i>	TITLE ITA Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>INTERNATIONAL ECONOMIC POLICY OFFICE OF CANADA</p> <p>The attached is a newly created Records Control Schedule for this particular office.</p> <p><i>Concurrence to all modifications on this schedule was received from Glenitta Chase, ITA records officer, by telephone 11/30/92.</i></p> <p><i>Tami Burren</i> 11/30/92</p>		

OFFICE OF CANADA

The Office of Canada develops and coordinates policy guidance and program recommendations for trade policy and trade promotion activities for Canada. Responsibilities include promotional, analytical, advisory, and negotiating work relating to international trade policies; bilateral trade agreements; competitive economic relationships; trade practices; trade restrictions and controls; problems faced by U.S. service providers, manufacturers, and investors in competing in Canada; and related programs of other public and private organizations. The Office of Canada is the principal advisor to the Under Secretary for International Trade on trade policy and trade promotion matters regarding Canada. The Office of Canada is divided into two units: Commercial Programs and Trade Policy.

Commercial Programs 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 Canadian political/economic environment, and doing business in Canada.

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

2. Centralized Controlled Correspondence. Includes incoming letters to and outgoing letters from senior Commerce officials regarding trade policy and/or commercial concerns of U.S. companies doing business with Canada.

~~Permanent. Retire to ^{UNRC} UNRC in cubic-foot blocks when five years old. Transfer to the National Archives when 20 years old.~~ DESTROY WHEN 3 YEARS OLD.

Trade Policy Staff

^{CANADIAN}
3. FTA Negotiating Files. Includes all relevant policy related materials such as incoming cables, work originating outside the Office of Canada, and work originating from the Office of Canada.

Permanent. Retire to ^{UNRC} UNRC in cubic-foot blocks when ~~3~~ five years old. Transfer to the National Archives when 20 years old.

~~NON-DEPARTMENTAL~~
4. Centralized Trade Policy Files. Includes all relevant general policy related materials such as incoming/outgoing cables and work originating outside the Office of Canada.

Destroy when no longer needed or when 3 years old, whichever is later.

DEPARTMENTAL

5. ~~Centralized~~ Trade Policy Files. Includes all relevant general policy related materials such as incoming/outgoing cables and work originating within the Office of Canada.

Permanent. ~~Retire~~ ^{TRANSFER} to ~~UNRC~~ ^{WNRC} in cubic-foot blocks when five years old. Transfer to the National Archives when 20 years old.

6. Briefing Papers and Books. Includes materials prepared for meetings with Canadian government officials and senior officials' trips to Canada, such as logistics, scenarios, biographical data on Canadian participants, agendas, background on agenda topics, and planned or suggested strategies. Materials are kept by meeting name.

Permanent. ~~Retire~~ ^{TRANSFER} to ~~UNRC~~ ^{WNRC} in cubic-foot blocks when ~~5~~ ³ five years old. Transfer to the National Archives when 20 years old.

7. North American Free Trade Agreement Files. Includes all relevant policy related materials such as cables, memorandums, correspondence, position statements, background and briefing papers, and other records relating to negotiations and interagency discussions relating to the North American Free Trade Agreement between Canada, Mexico, and the United States.

Permanent. Transfer to WNRC in cubic foot blocks when five years old. Transfer to the National Archives when 20 years old.