

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

*NCI 8 May 81*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**U.S. Department of Commerce**

2. MAJOR SUBDIVISION  
**International Trade Administration**

3. MINOR SUBDIVISION  
**Assistant Secretary for Trade Development**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

**Charles Brett**

**377-3430**

LEAVE BLANK	
JOB NO	
<i>NCI-151-81-4</i>	
DATE RECEIVED	
<i>May 8, 1981</i>	
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>12-10-81</i> Date	<i>[Signature]</i> 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 2 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>4-22-81</i>	<i>[Signature]</i>	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
	Deputy Assistant Secretary for Export Development Office of Export Marketing Assistance Office of the Director formerly Bureau of International Commerce Office of Export Development Domestic Export Programs Division  1. <u>Western International Trade Group (WITG)</u> - originally founded in late 1946 as the West Coast Advisory Committee, this is		<i>2 items</i>

**MASS DATA CHANGE NOT REQUIRED**

*Closed Out: 12-16-81: K.T.D.  
Copy to NCW, NNIB, NNF & Agency*

a joint effort between the International Trade Administration (and its predecessors) and businessmen and other prominent community and state government leaders in the western United States to keep the private sector informed of Federal policies and programs that might affect local communities. Specifically, the WITG serves as an information channel to keep business current with major developments in government programs, services, and policies concerning domestic and foreign economic developments which bear on their activities. Further, it provides a sample of leading businessmen on which to test the feasibility, acceptability, and probable effectiveness of proposed new measures and from which to derive an indication of the problems and complaints uppermost in business thinking. WITG also serves as a clearing house among business for their own information and for ideas respecting new technical and economic developments of mutual interest.

Membership, by invitation only, consists of acknowledged leaders in the international trading community represented by manufacturers, bankers, academicians and officials of state governments, regional federations and Chambers of Commerce. International Trade Administration District Office Directors and designated international trade specialists located in the Western states furnish Federal membership.

Until 1975, the semi-annual meetings were jointly chaired by a private sector member and the Deputy Assistant Secretary for International Commerce. Other upper-echelon ITA personnel from Washington, generally at the office or division director level, addressed meetings. ITA also provided the executive secretary for the group. Since then, ITA involvement has been downgraded. It no longer acts in a secretariat capacity, though it continues to answer inquiries from the association about international trade and related matters, and to supply speakers.

The files are arranged chronologically by date of meeting and thereunder, alphabetically by subject. Included here are agendas, briefing books, backing papers, general correspondence, meeting arrangements, and summary reports of meetings. Inclusive dates range from 1946 through 1974.

1. a. Transcripts of the meetings of the Foreign Trade Advisory Council (West Coast Group) and successor organizations, 1946-49 (part of box 52, accession no. 285-59A6) and record copies of all WITG Summary Reports. Permanent. Offer to National Archives when 10 years old.
- b. All other records. Destroy when no longer needed or when 10 years old, whichever is sooner.