

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

NA 16 Sep 81 x

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  
Charles Brett

5. TEL EXT  
377-3430

LEAVE BLANK	
JOB NO <b>NCI-151-82-2</b>	
DATE RECEIVED <b>September 17, 1981</b>	
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>12-14-82</b> 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 <b>7-27-81</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Departmental Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Deputy Assistant Secretary for Export Development</p> <p>Office of Trade Information Services</p> <p>Trade Facilitation Information and Services Division</p> <p>Trade Opportunities Section</p> <p>formerly</p> <p>Deputy Assistant Secretary for International Commerce</p> <p>Office of Export Development</p> <p>Overseas Business Opportunities Division</p> <p>Trade Opportunities Program</p> <p>MASS DATA CHANGE NOT REQUIRED</p>		<b>2 items</b>

*Closed out: 12-17-82:cm*  
*Copies to NNF, NCW, Agency + Mr. L. Walsh*

formerly

Bureau of Domestic Commerce  
Office of Business Services  
International Business Opportunities Division  
Business Opportunities Staff

1. Trade Opportunities File - documentation accumulated to inform U.S. companies of export sales and/or overseas representation possibilities. Such opportunities are generally reported by U.S. commercial officers stationed abroad or by trade missions sent to specific countries to investigate potential trade/representation situations.

The file is principally comprised of processed forms and a smattering of correspondence, memoranda, operations memoranda and airgrams. Included among the former are GA-101:United States Trade Opportunity, a multi-part form; GA-594:Trade Mission Opportunities and Trade Opportunities Report of Action Taken; and IA-39B:Interview Report. Some administrative material such as weekly reports, printing requisitions and the like is also found.

Files arrangement is chronological, and thereunder, alphabetical by Post, Trade Mission or Commercial Exhibition. A few of the records are arranged numerically by BDSA commodity division number. These are evaluation copies of the original GA-101 prepared by staff members of the various commodity divisions to determine the commercial viability of the trade lead or overseas representative.

Inclusive dates range from 1962 through 1972.

Destroy immediately.

2. Chronological File - a copy of each piece of outgoing correspondence prepared by the International Liaison Staff. Dates range from 1962 through 1969 inclusive.

Destroy immediately.

Trade Opportunities Accessions Stored in  
the Washington National Records Center

<u>Accession Numbers</u>	<u>Location</u>	<u>Box Numbers</u>
1) 285-65G890	01/29:49-5	163-173
2) 376-66F1284	01/48:39-3-4	35-36
3) 376-67A1276	01/48:35-4	1-11 (Box 9 w/d)
4) 376-67A2058	12/84:15-6-5	1-5
376-67F2058	12/84:17-2-4	18-24
5) 376-68A6199	02/45:52-5-2	56-66
6) 376-70D6552	13/40:46-2-6	12-19
7) 376-71O6357	13/35:25-5-5	22-26
8) 376-72F2553	03/65:23-4-1	69-72
9) 285-76-0005	13/66:01-1-3	1-8

All citations are based on a printout of our WNRC records holdings dated 2/6/81.