RECOMMENDATION TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

10: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Commerce

2. MAJOR SUBDIVISION

Office of Foreign Direct Investments

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Ivy V. Parr

5. TEL. EXT.

189 x 3630

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list of schedule of 2 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

C The records have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that they are photographic copies, made in accordance with authority of the National Archives Council, will be adequate substitutes for the original records.

June 6, 1974

(Signature of Agency Representative)

OFDI Records Management

OFFICE(ies)

NATIONAL ARCHIVES JOB NO. NC 174-217

Amendment No. 1

1

Authority is requested to amend the language of retention periods of items in the Office of Foreign Direct Investments, Records Control Schedule as follows:

Item 6. Retire to SHA when program is discontinued, and transfer to WNRC. Dispose when 3 years old.

Item 11. a. Budget Papers--Dispose when 3 years old.
   b. All Other Papers--Dispose when 5 years old.

Item 25. Dispose when they have served their purpose or in a shorter time

Item 32. Retire to SHA when program is discontinued. Dispose when 3 years old.

Item 34. Retire to SHA when program is discontinued. Dispose 3 years after termination of program.

Item 74. a. Administration File--Dispose when 2 years old.
   b. All Others--Retire to SHA when program is discontinued. Dispose 3 years after termination of program.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
<th>SAMPLE OR JOB NO.</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>79</td>
<td>Item 79. Retire to SHA when program is discontinued and transfer to WNRC. Dispose of years after program termination.</td>
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