

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 Trade Development Japan Untied Overseas Development Assistance Program	
4. NAME OF PERSON WITH WHOM TO CONFER Tami S. Ambrose	5. TELEPHONE 377-3031

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-151-92-4	
DATE RECEIVED 5-11-92	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 10/27/92	ARCHIVIST OF THE UNITED STATES Clausen [Signature]

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 2 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 5/8/92	SIGNATURE OF AGENCY REPRESENTATIVE Tami S. Ambrose	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 GRS OR SUPERSEDED JOB CITATION	10.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>U.S. Department of Commerce International Trade Administration Trade Development Japan Untied Overseas Development Assistance Program</p> <p>Attached is the Records Control Schedule for the aforementioned program. This is a recently established program.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><u>Tami S. Ambrose</u> 10/15/92 NARA appraiser date <u>Glenville Chase</u> 10/12/92 Agency representative date</p>		

Copies sent to Agency, NN-W, NNT, NCF, NIA 11/31/92

Japan Untied Overseas Development Assistance Program

Japan's foreign aid program presents a unique opportunity for U.S. suppliers to join with the Government of Japan and with Japanese business in assisting developing countries in their economic progress. The commercial significance of Japan's Official Development Assistance (ODA) has exciting potential for American companies, which are now more competitive than ever.

With the chances of success increasing, more and more U.S. companies are participating in projects financed by Japan's ODA. ODA projects focus on sectors where American firms are highly competitive. These areas include power generation and transmission, railway engineering and equipment, telecommunications, industrial manufacturing, water resource management, and environmental control. A concerted effort by industry to understand the ODA procedure could result in heightened U.S. participation.

1. Subject/Country Files

Correspondence generated by ODA relating to business firms or client companies. The files consist of incoming and outgoing correspondence, cables, reports, memorandums, and ODA program development records.

PERMANENT. Break files annually and transfer to WNRC in cubic-foot blocks when 3 years old. Transfer to the National Archives when 20 years old.

2. Project Files

Files relating to individual projects that are financed by Japan's untied ODA.

PERMANENT. Break files annually and transfer to WNRC in cubic-foot blocks when 3 years old. Transfer to the National Archives when 20 years old.

3. Chronological (Chron) Files

a. Chronological Files from 198~~7~~1992.

Official record copies of outgoing correspondence sent from ITA/Japan Untied Development Assistance Office, not interfiled with Subject or Project files listed in Items 1 and 2.

PERMANENT. Break files annually and transfer to WNRC in cubic-foot blocks when 3 years old. Transfer to the National Archives when 20 years old.

b. Chronological Files from 1992 onward.

Duplicate copies of outgoing correspondence, the official record of which is interfiled with the Subject and Project Files listed in Items 1 and 2 above.

Destroy when no longer needed for current agency business.

4. Client Files

Files created that document American companies or clients receiving counseling or other assistance from the ITA/Japan ODA Assistance program. The records consist of client requests for assistance, ITA/ODA contact reports, follow-up action reports, correspondence, and tracking and response forms.

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

5. Conference Files

Records created to document ITA/ODA outreach and information conferences, seminars, and meetings, and to promote the ITA/ODA program to U.S. businesses and exporters.

Destroy when 3 years old.