

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-131-81-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All records transferred to Mitsubishi Corporation per NARA approval in January 1981.

Date Reported: 02/25/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>Records of Japanese Trading Companies in the United States</u></p> <p>1. <u>Code books and Lists of Private Codes.</u> Japanese trading companies utilized code words in some of their correspondence to conceal the identity of their clients. Parties to a transaction would be assigned code words, usually a group of letters, and would be referred to by the code subsequent transactions. The code books and lists of codes maintained by trading companies contain the meaning of the code words and a brief description of their use. There is no indication of where the documents described were filed.</p> <p>Mitsui Private Code Books 1921-41.</p> <p>Mitsubishi Shoji Kaisha Ltd. (New York) Codes 1943 and prior.</p> <p style="text-align: right;">4 cubic feet</p> <p>Destroy immediately.</p> <p>2. <u>Accounting Records and Statements of Account.</u> Records of routine financial dealings of Japanese trading companies. Included are payroll ledgers and registers, cash ledgers, accounts receivable and payable ledgers, statements of account with customers and other parent company offices, and other accounting records dating from 1919-43.</p> <p style="text-align: right;">77 cubic feet</p> <p>Destroy immediately.</p> <p>3. <u>Cargo Manifests.</u> Cargo manifests of vessels carrying goods procured by the following trading companies for shipment to and from Japan. Also, bills of lading.</p>		

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	<p>Mitsubishi Shoji Kaisha, Ltd. (Seattle) Oct. 1924 - Nov. 1940</p> <p>Osaka Syosen Kaisya 1933-41</p> <p>Yamashita Lines Nov. 1937 - June 1941</p> <p style="text-align: right;">11 cubic feet</p> <p>Destroy immediately.</p> <p>4. <u>Indent Books</u>. Books containing copies of indent forms prepared by Japanese trading companies specifying conditions and terms under which the company purchased American goods for shipment to Japan and Japanese goods for American customers. The forms list the merchandise, promised date, etc. and also served to confirm previous orders.</p> <p>The books are those of Okura and Co. (New York agency) and Okura and Co. (Trading) Ltd. 1923-50.</p> <p style="text-align: right;">16 cubic feet</p> <p>Destroy immediately.</p> <p style="text-align: center;"><u>Records of United States Branches of Japanese Banks</u></p> <p>5. <u>General and Account Ledgers</u>. General ledgers and ledgers for various accounts of United States branches of Japanese banks detailing transactions and balances. Accounts include lettered accounts, profit and loss accounts, chief of accountant's accounts, head office accounts, and accounts with other bank branches.</p> <p>The ledgers are those of:</p> <p>The Yokohama Specie Bank, Ltd. (Seattle, Manila, and New York) 1917-41</p> <p>The Bank of Taiwan, Ltd. 1931-41</p>		

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	<p>The Bank of Chosen 1935-41</p> <p>The Mitsubishi Bank, Ltd. 1934-41</p> <p>The Mitsui Bank, Ltd. 1938-41</p> <p>69 cubic feet</p> <p>Destroy immediately.</p>		
6.	<p><u>Balance Books.</u> Journals kept by the Yokohama Specie Bank, Ltd. (New York) 1930-41, recording balances in various types of accounts.</p> <p>3 books</p> <p>Destroy immediately.</p>		
7.	<p><u>Accounting Records.</u> Routine financial records of various banks, including deposit slips, daily journal bookkeeping tickets, credit and draft advices, general advice sheets, bills/drafts receivable and payable, advices of telegraphic transfers, specifications of balance, and other accounting records (some in book form). Also, customers' affidavits of ownership of bonds and coupons presented for payment. The records date from 1934-41.</p> <p>65 cubic feet</p> <p>Destroy immediately.</p>		
8.	<p><u>Cables and Telegrams.</u> Copies of incoming and outgoing cables of the Yokohama Specie Bank, Ltd. (New York) 1940-41. Most are short confirmations or inquiries regarding routine bank business.</p> <p>9 cubic feet</p> <p>Destroy immediately.</p>		
9.	<p><u>Payroll records.</u> Registers of salaries paid to employees and other payroll records, such as deductions for Social Security, of</p>		

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	<p>the Yokohama Specie Bank (New York) 1940-41 and the Bank of Chosen 1937-39.</p> <p style="text-align: center;">3 books</p> <p>Destroy immediately.</p>												
10.	<p><u>Correspondence.</u> Carbon copies of brief letters of the Yokohama Specie Bank, Ltd. (New York) 1937-41. The letters are of a routine nature - mainly confirmations, cover letters for enclosures, acknowledge- ments, and inquiries, in English and Japanese. Much of the correspondence is intermingled with other records (accounting material, cables, etc.)</p> <p style="text-align: center;">6 cubic feet</p> <p>Destroy immediately.</p>												
11.	<p>Applications and related papers re: licenses to import and export and registers of licenses of the following banks:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">The Bank of Taiwan, Ltd.</td> <td style="text-align: right;">1940-41</td> </tr> <tr> <td>The Bank of Chosen</td> <td style="text-align: right;">1941</td> </tr> <tr> <td>The Sumitomo Bank, Ltd.</td> <td style="text-align: right;">1941</td> </tr> <tr> <td>The Mitsubishi Bank, Ltd.</td> <td style="text-align: right;">1941</td> </tr> <tr> <td>The Mitsui Bank</td> <td style="text-align: right;">1940-41</td> </tr> </table> <p style="text-align: center;">5 cubic feet</p> <p>Destroy immediately.</p>	The Bank of Taiwan, Ltd.	1940-41	The Bank of Chosen	1941	The Sumitomo Bank, Ltd.	1941	The Mitsubishi Bank, Ltd.	1941	The Mitsui Bank	1940-41		
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