

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-9420
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	5/13/94
2. MAJOR SUBDIVISION Bureau of Economic & Business Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Coordinator for Business Affairs Staff (EB/CBA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Marria Braden	647-6011	2-7-95	<i>Acting</i> <i>Audrey Hickman Peterson</i>

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/17/94	<i>Pat Mager</i>	Department of State Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Business Organization Files</p> <p>Documents reflect public relations activities with such business organizations as the U.S. Chamber of Commerce, the Business Council on International Understanding and the Executive Council on Foreign Diplomats. Included are meetings with Department principles, briefing memos, speaking engagements and invitations, proposed agendas for meetings or conferences, executive summaries, talking points, requests for information or publications and other items of interest concerning industry/business programs.</p> <p>DISPOSITION: Destroy when 5 years old or when no longer needed whichever is sooner.</p>		

Copies sent to Agency, NNT 2/14/95

COORDINATOR FOR BUSINESS AFFAIRS STAFF

2. Foreign Commercial Service (FCS) Files - Arranged by country/subject

Documents reflect the Department's responsibilities for the coordination and oversight of commercial programs with the Foreign Commercial Service (FCS) of the Department of Commerce. Included are U.S. business opportunities, business conferences, assistance and support to U.S. firms, foreign investment climate, trade and development program projects, bank lending policies, expo information, trade and export promotion, exploration and identification of potential events for the future, promotion of U.S. trade and foreign assistance development, investment and private enterprise, Interagency Working Group on Private Sector Development, investment initiatives and profiles, commercial activities reports, awards of contracts, foreign buyers program issues, legislation, reports on unfair foreign competition practices, U.S. effort to combat corruption, U.S. business and economic interest, Trade Promotion Coordinating Committee participation, meetings, background papers, and related correspondence.

DISPOSITION: Destroy when 2 years old.