

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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 Department of State

2. MAJOR SUBDIVISION  
 Office of Economic & Business Affairs

3. MINOR SUBDIVISION Trade & Commercial Affairs  
 Office of Bilateral Trade Affairs (EB/TDC/BTA)

4. NAME OF PERSON WITH WHOM TO CONFER  
 Marria Braden

5. TELEPHONE  
 647-6011

**LEAVE BLANK (NARA use only)**

JOB NUMBER *NI-59-94-25*

DATE RECEIVED *8/24/95*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *10-5-95* ARCHIVIST OF THE UNITED STATES  
*John W. Carl*

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 \_\_\_\_\_ 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 *8/18/95* SIGNATURE OF AGENCY REPRESENTATIVE *Kenneth P. Roman* TITLE  
 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached		

**OFFICE OF BILATERAL TRADE AFFAIRS  
DEVELOPING COUNTRY TRADE DIVISION**

**1. Country Files**

Telegrams, memorandums, reports, legislation and background material relating to international trade policy with developing countries. Included are trade policies and negotiations, commodities, property rights, statistical data and related trade and economic material.

**DISPOSITION:** Permanent. Block files annually. Transfer to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**2. North American Free Trade Agreement (NAFTA) Files**

Telegrams, reports, studies and related correspondence regarding negotiations between the United States, Canada and Mexico to improve the competitiveness of U.S. business through elimination of both tariff and non tariff trade barriers and unfair subsidies, providing legal protection for U.S. investors and intellectual property such as patents and copyrights, and other liberalization measures.

**DISPOSITION:** Permanent. Block files annually. Transfer to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**3. Generalized System Preferences (GSP) & Worker Rights Files**

Telegrams, reports, legislation and related correspondence pertaining to preferential duty-free entry for products from designated beneficiary countries and territories. Included are petitions for modifications based on market access, intellectual property rights, trade and investment practices and worker rights, GSP Subcommittee's Annual Report of the list of articles and countries eligible for duty-free treatment, proposed rules and regulations and related material.

**PERMANENT.**

**DISPOSITION:** Block files annually. Transfer to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

#### 4. Public Comment Mail

Correspondence received from private corporations and individuals in response to Federal Register notices, newspaper articles etc. stating views on and reactions to current trade issues.

**DISPOSITION:** Destroy 6 months after resolution of issue.

#### 5. Analyst Chron Files

Included are assigned taskers, responses to inquiries, items of interest, talking points, work requirements and background information relevant to the analyst's assigned area of responsibility. Some material such as copies of action memorandums may be duplicated in the country files but the majority of documents remain intact in the subject files.

**DISPOSITION:** Block files annually. Transfer to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

### **DEVELOPED COUNTRY TRADE DIVISION**

#### 6. Trade Relations Files - Arranged by country/subject

Telegrams, U.S. Trade Representative reports, status reports, problem and prospect papers, impact statements, economic indicators, briefing memorandums, investment reports, Organization for Economic Cooperation and Development (OECD) trade-related issues, Trade Committee meetings and working party documents, talking points, dispute settlements, trade and commercial agreements, position papers, trade in services negotiations under the General Agreements on Tariffs and Trade (GATT) and related correspondence reflecting trade policy with developed market-economy countries; especially Japan, Canada, the European Community (EC) and Eastern Europe.

**DISPOSITION:** Permanent. Block files annually. Transfer to RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives which 30 years old.