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| 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 Bureau of Economic & Business Affairs | |
| 3. MINOR SUBDIVISION Trade & Commerical Affairs Office of Multilateral Trade Affairs | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE |
| Marria Braden | 647-6011 |

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| LEAVE BLANK (NARA use only) | |
| JOB NUMBER <i>N1-59-94-27</i> | |
| DATE RECEIVED <i>8/24/95</i> | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | ARCHIVIST OF THE UNITED STATES |
| <i>10-5-95</i> | <i>[Signature]</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 ___ 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 <i>8/18/95</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | 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 GRS OR SUPERSEDED JOB CITATION | 10.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 MULTILATERAL TRADE AFFAIRS
SPECIAL TRADE ACTIVITIES DIVISION**

1. National Security Trade Restriction

a. Case Files

Cases industry investigates that threaten national security. Documents reflect national security import restrictions as outlined in Section 232 of the Trade Act. Included are telegrams, national security analysis, statistical analysis, consumption reports, tariff schedules, competitive assessments, press releases, briefing material, Volunteer Restraint Agreements (VRA's) and related correspondence.

^{PERMANENT.}
DISPOSITION: ^ Place in inactive file when case is closed. Cut off inactive file at the end of the calendar year. Transfer to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

b. Subject Files

Documents reflect Department of Commerce (DOC) draft investigation reports, pending investigations under Section 232 of the Trade Act, studies and industry comments, telegrams, Federal Register notices, DOC meeting agendas, memorandums to conduct investigations, reports to the President, background information on Section 232 and related correspondence.

^{PERMANENT.}
DISPOSITION: ^ Block files annually. Transfer to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

2. Anti-dumping/Counterveiling Duty Files - Arranged by country

Case files document actions taken on unfair trade practices. Included are Federal Register notices announcing actions such as intent to revoke antidumping duty order, determination not to revoke antidumping order, intent to terminate suspended investigation, U.S. International Trade Commission (USITC) memos regarding termination of investigations, telegrams on antidumping investigations, amendment to final result of counterveiling administrative review, preliminary results of antidumping duty administration review, background statements, fact sheets and related correspondence.

DISPOSITION: Place in inactive file when case is closed. Cut off inactive file at the end of the calendar year. Transfer to the RSC 1 year

after cut off date for transfer to the WNRC. Destroy 10 years after cutoff.

3. Trade Standard Files - Arranged by country/subject

Included are product standards, health, safety and environmental laws and regulations. All files are related to GATT meetings and NAFTA negotiations. Included are telegrams, memorandums of understanding, NAFTA standards-related issues, proposed revisions, American National Standards Institute (ANSI) meetings, standard group meeting reports, proposed U.S. regulations, standards policy, Uruguay Round proposal on standards code, Trade Policy Staff Committee (TPSC) action records, discussion papers, council directives, status reports, USTR meetings and related correspondence.

DISPOSITION: Block files annually. Retire to the RSC 3 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

4. Steel Trade Files - Arranged by country/subject

Documents reflect trade-related activities involving the Steel Industry. Included are telegrams, status reports, executive summaries, U.S. Steel agreements and trade actions, Voluntary Restraint Agreements (VRA's), Bilateral Consensus Agreements (BCA's), implementation of BCA's, analysis and summary sheets, working group documents and subcommittee memos and background papers.

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

5. Telecommunications Trade Files - Arranged by country/subject

Documents reflect market access to telecommunications equipment and services. Included are telegrams, talking points, briefing papers, telecommunications trade objectives, Council Directive proposals, draft analysis of telecommunications services directive, Telecommunications Trade Task Force recommendations, consultations, outlines for services proposal, legislation and related correspondence.

DISPOSITION: ██████████ Block files annually. Transfer to the RSC 5 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

6. Trade Act Report Files - Arranged by country

Documents reflect correspondence with posts on the development of the Department's Annual Trade Act Report to Congress on trade, investments and the overall economic conditions in over 80 countries. Included are country reports on economic and trade practices (key economic indicators.)

DISPOSITION: Block files annually. Destroy when 2 years old.

7. Procurement Policy Files

a. General Agreement on Tariffs and Trade (GATT)

Documents reflect the GATT Agreement on Government Procurement (the "Code") establishing an agreed international framework of rights and obligations with respect to laws, regulations, procedures, and practices regarding trade aspects of government procurement in order to achieve greater liberalization and expansion of world trade. Included are procurement practices, procurement code overviews, memorandums, telegrams, interagency meetings and related correspondence.

DISPOSITION: Block files annually. Transfer to the RSC 5 years after cut off date for transfer to the WNRC. Destroy when 15 years old.

b. North American Free Trade Agreement (NAFTA)

Documents reflect U.S. access to the Mexican government procurement market, including state-controlled agencies such as PEMEX and CFE including U.S. suppliers of petroleum equipment, heavy electrical equipment, electronics, pharmaceuticals, and environmental and computer software and support services and construction and the procurement of many services by Canada. Included are strategy papers, memorandums on negotiations, Trade Policy Staff Committee (TPSC) meetings, working group documents, talking points, proposals, transitional membership, NAFTA/Government Procurement Group meetings and related correspondence.

DISPOSITION: Block files annually. Transfer to the RSC 5 years after cut off date for transfer to the WNRC. Destroy when 15 years old.

8. Customs and Trade Files - Arranged by subject

Documents reflect issues related to the General Agreement on Tariffs and Trade Customs Code. Included are telegrams, customs and standards surveys, interest in cooperative programs, conference materials, background material on the Customs Cooperation Council (CCC), meetings on Interagency Committee (IAC) on Customs Cooperation Council matters, customs mutual assistance agreement negotiations, issues for decision, memorandums of understanding, documents pertaining to the Interagency Bureau for the Publication of Customs Tariff, reporting on the use of customs fees, fact sheets on customs import user fees, customs user fee working group documents and related correspondence.

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

9. Committee Files

Documents reflect committee and working group activities on various program issues such as steel trade and telecommunications. Included are testimonies and speeches, discussion papers, status reports, surveys, meetings, memorandums, talking points, position papers and related correspondence.

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

10. Negotiation Files - Arranged by country/subject

Documents reflect GATT market access and North American Free Trade (NAFTA) agreements. Included are summary of meetings, negotiation developments, telegrams, market access group meetings, market access status reports, USTR memos on market access offers, summary and highlights, meetings and developments, consultations on implementation of market access, services barriers, trade barriers report, zero tariff proposals, trade policy reforms, tariff and non-tariff barriers and related correspondence.

DISPOSITION: Permanent. Block files annually. Transfer to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

11. Environment and Trade Files - Arranged by country/subject

Documents reflect international agreements dealing with regional or global problems, trade effects of national standards and regulations, export trade between industrialized and developing countries and other issues relating to environmental protection. Included are Environmental Protection Agency (EPA) rulings, telegrams, memorandums, GATT reports, news articles, proposed legislation, talking points, comments on proposed rulemaking, copies of trade agreements and related correspondence.

DISPOSITION: Permanent. Block files annually. Transfer to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

INTELLECTUAL PROPERTY AND COMPETITION DIVISION

12. IPC General Policy Files

Legislation, briefing papers, congressional correspondence, policy issues and related correspondence pertaining to the implementation of trade laws.

DISPOSITION: Block files annually. Transfer to the RSC when 3 years old. Destroy when 5 years old.

13. Intellectual Property Rights Files - Arranged by Country/Subject

Telegrams, meeting agendas, follow-up actions, working group reports, proposed legislation and related correspondence on the protection of intellectual property rights (patents, trademarks, and copyrights) abroad, North American Free Trade Agreement (NAFTA), trade-related intellectual property, anti-trust activities and transfer of technology.

DISPOSITION: Block files annually. Transfer to the RSC 3 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

14. World Intellectual Property Organization (WIPO)

Documents provide historical background on WIPO. Included are general administration of WIPO, dispute settlements, special agreements under the Paris Convention, budget committee documents, meeting agendas, draft agendas of governing bodies, staffing material and related correspondence.

DISPOSITION: Block files annually. Transfer to the RSC 3 years after cut off date for transfer to the WNRC. Destroy when 10 years old.