

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 & Commercial Affairs
Office of Agriculture Trade Policies & Prog.

4. NAME OF PERSON WITH WHOM TO CONFER
Marria Braden

5. TELEPHONE
647-6011

LEAVE BLANK (NARA use only)

JOB NUMBER N1-59-94-28

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 10-27-95 ARCHIVIST OF THE UNITED STATES
John W. Paul

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 J. Rossner* 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 GRS OR SUPERSEDED JOB CITATION	10.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 AGRICULTURE AND TEXTILE TRADE AFFAIRS
AGRICULTURAL TRADE POLICY AND PROGRAMS DIVISION**

1. Agricultural Trade Policy Files

Documents reflect legislation such as the Farm Bill, agricultural and food aid policy under the General Agreement on Tariffs and Trade (GATT), Free Trade Agreements and PL 480. Included are proposed bills on agriculture and trade-related issues, hearings, position papers, updates, negotiations and related correspondence.

DISPOSITION: Permanent. Transfer to the RSC in 5 year blocks for transfer to the WNRC. Transfer to the National Archives when 30 years old.

2. International Organization and Conference Files

Documents reflect the Department's representation in commodity organizations and forums. International organizations include wheat, sugar, coffee, jute, and cotton, Food Aid Committee, World Food Program and Council, Food and Agriculture Organization, U.N. Conference on Trade and Development and the Organization for Economic Cooperation and Development. Included are telegrams, meetings, reports, agenda items, summary statements and related correspondence.

DISPOSITION: Block files annually. Transfer to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 20 years old.

3. Agricultural Product Files

Documents reflect the facilitation of U.S. food and agricultural trade with other countries on commodities such as bananas, beverages, dairy, fibers, grains, horticultural products, meat, non-grain feeds, oilseeds, sugar, tobacco and tropical products. Included are agreements, dispute settlements, promotion of U.S. farm export opportunities, market access, statistical data, quotas, reporting instructions and related correspondence.

DISPOSITION: Block files annually. Transfer to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 25 years old.

**4. Export Enhancement Program (EEP) General Program Files -
Arranged by subject/country**

Documents reflect background information on subsidized exports of grains and other raw products overseas. The EEP discourages unfair trade practices by making U.S. agricultural commodities competitive. Included

are telegrams, briefing papers, daily reports, action memorandums, Trade Policy Review Group (TPRG) meeting memorandums, issue papers, USTR updates dealing with the program in general. Specific issues are filed in the agricultural product files and reflect product initiatives sales, talking points, agricultural policy issues and related correspondence.

DISPOSITION: Transfer to the RSC in 5 year blocks when 10 years old for transfer to the WNRC. Destroy when 25 years old.

5. Dairy Export Incentive Program (DEIP) General Program Files

Documents reflect background information on subsidized exports of dairy products. Included are memorandums regarding global and proposed allocations, export guidance, telegrams on dairy export subsidies, position papers, USDA proposals to export subsidies, fact sheets, memorandums on various issues for decision, countries eligible to purchase dairy products and related correspondence.

DISPOSITION: Transfer to the RSC in 5 year blocks when 10 years old for transfer to the WNRC. Destroy when 25 years old.

6. Agricultural Export Sales and Promotion Files - Arranged by subject/country

Documents reflect the sales of U.S. agricultural commodities to developing countries as authorized under PL 480. Included are telegrams on agreement negotiations, proposed amendments, talking points, USDA summaries, food assistance, memorandums of understanding, economic reform updates, food program status reports, briefing memorandums, export credit issues, credit guarantees, budget and financial documentation, meetings and related correspondence.

DISPOSITION: Block files annually. Transfer to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 25 years old.

TEXTILE DIVISION

7. Industry Adviser Files - Arranged by Name of Candidate

Documents reflect Department of State clearance for industry representatives to serve as advisers during bilateral textile negotiations. Included are the candidates' application for clearance, biographic information on the candidate, security clearance request, list of cleared advisers and related correspondence.

a. Electronic File

DISPOSITION: Destroy when active agency use ceases.

b. Paper File

DISPOSITION: Destroy when no longer needed for current operations.

8. Bilateral Textile Agreements - Arranged by Country and Subject

Documents reflect negotiations of bilateral agreements between textile importing and exporting countries or unilaterally if an agreement cannot be reached under the provisions of the Multifiber Arrangement (MFA). The MFA is a multilateral agreement negotiated under the auspices of the General Agreement on Tariffs and Trade (GATT). Included are telegrams, memorandums, reports, legislation, proposals, interagency position papers, policy papers, background information on textile agreements and related correspondence.

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.

9. North American Free Trade Agreement (NAFTA) General Files

Documents reflect industry's reaction to specific textile issues. Included are policy papers, position papers, legislation, background information on trade, opinions and views on specific textile issues and related correspondence.

DISPOSITION: Block files annually. Transfer to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 20 years old.

10. General Agreement on Tariffs and Trade (GATT) Files

Documents reflect U.S. efforts to extend a phaseout of the multifiber arrangement import quotas under the General Agreement on Tariffs and Trade (GATT). Included are telegrams, working papers, GATT reports, statistical analyses, negotiation statements and related correspondence.

DISPOSITION: Block files annually. Transfer to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 20 years old.