

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	Ni-59-9434
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	6/21/95
2. MAJOR SUBDIVISION Bureau of Economic & Business Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of International Energy Policy		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	7/14/95	<i>John W. Carl</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 4 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 6/16/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Department of State Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

Copies sent to agency, NCF, NWT, NIA 7/19/95

**OFFICE OF INTERNATIONAL ENERGY POLICY
ENERGY CONSUMER-COUNTRY AFFAIRS DIVISION**

1. Country/Subject Files

Telegrams, memorandums, reports and related correspondence reflecting relations with major energy importing countries on energy-related matters. Documents reflect formulation, coordination and implementation of policies affecting bilateral and multilateral relations with these countries, especially with members of the International Energy Agency.

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. International Energy Agency (IEA) Program Files

Correspondence reflecting the operational activities of IEA. Included are rules and regulations, budget material, accreditation of candidates, staffing and personnel, Annual Report on U.S. Energy Policy and other related issues concerning IEA's activities and operations.

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

3. International Energy Agency (IEA) Briefing Books

Prepared for various committee and sub-committee meetings. Briefing materials reflect U.S. Government's position on interagency policies and programs.

a. Master

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

b. Other copies

DISPOSITION: Destroy when purpose has been served.

4. North American Free Trade Agreement (NAFTA) Testimonies

Copies of Congressional hearings on energy as well as correspondence from private concerns stating views and opinions on specific issues.

DISPOSITION: Destroy when no longer needed for current operations.

ENERGY PRODUCER-COUNTRY AFFAIRS DIVISION

5. Country/Subject Files

Telegrams, memorandums, highlight reports, investment issues, economic indicators, talking points, initiatives and related correspondence reflecting U.S. international energy policy concerning energy producing countries, especially those exporting oil and natural gas, U.S. Government's energy policies and initiatives, promotion of U.S. energy interests overseas, meetings of the IEA Committee on Non-Member Countries and the Standing Group on the Oil Market and related issues.

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.

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

JOB NUMBER:
N1-59-94-34

ITEM COUNT
6

SUMMARY:

The Department of State submits this schedule to cover the records of the Bureau of Economic and Business Affairs, Energy, Sanctions, and Commodities, Office of International Energy Policy (EB/ESC/IEP). Those files designated as permanent contain unique and important documentation relating to the formulation of policies and actions. All other series contain routine, facilitative, and duplicative documentation and do not warrant preservation.

This schedule involved no internal or external controversies. The Department of State made all NARA-required changes without comment.

I recommend approval of this job.

RECOMMENDATION:

- 1. **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.
- 2. **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.
Items 1, 3(a), and 5.
- 3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition.
- 4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

Not Required.

Required — Publication Date: 5/19/95
Copies Requested: 0
Comments Received: 0

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>Doree A Langbart</i>	7/5/95
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Jane Neub</i>	7/7/95
CONCURRENCES	NNT	<i>Bernadine Gully</i>	7/10/95
	NN-E (Everly)	<i>Clairne C Everly</i>	7/11/95