

**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  
 Office of International Energy Policy

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  
 Marria Braden 647-6011

**LEAVE BLANK (NARA use only)**

JOB NUMBER *N1-59-9434*

DATE RECEIVED *6/21/95*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *7/14/95* 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 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 *Kenneth F. Rossman* 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 GRS OR SUPERSEDED JOB CITATION	10.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.		

*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.