

**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 Commodities

4. NAME OF PERSON WITH WHOM TO CONFER  
 Marria Braden

5. TELEPHONE  
 647-6011

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 NI-59-9435

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 P. Rosman*

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 GRS OR SUPERSEDED JOB CITATION	10.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, NNT, NIA 7/19/95*

## OFFICE OF INTERNATIONAL COMMODITIES

### 1. General Commodity Policy Files

Documents reflect international policy on commodities. Included are international organizations, telegrams, proposals, U.S. position papers, U.S. instructions, discussion papers, briefing material, background information 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.

### 2. General Commodities Files - Arranged by subject/country

Documents reflect international agreements covering individual commodities, representation by the Department at interagency meetings and the U.S. Government at international meetings. Included are telegrams, memorandums, study material, mining projects, mineral production and sale, industrial outlook reports 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.

### 3. Commodities Organization Files

Documents reflect general background information on the administration and operations of international organizations and study groups such as the International Natural Rubber Organization and Study Group. Included are expenditures and budget, funding, magazine articles, forum information and related correspondence.

**DISPOSITION:** Destroy when 5 years old or sooner if no longer needed for current operations.

### 4. International Tropical Timber Organization (ITTO) Files - Arranged by country/subject

Documents provide historical background information on ITTO which was established in 1985 to promote cooperation between producers and consumers of tropical timber by collecting and publishing market data and by sponsoring a range of separately funded projects in the areas of forest management, reforestation, forest industry and market intelligence.

Included are telegrams, background documentation, ad hoc working group papers, global forestry convention documents, congressionals, ITTO integrated action plans, proposed levies and related correspondence.

**DISPOSITION:** Block files annually. Transfer to the RSC 5 years after cut off date for transfer to the WNRC. Destroy when 20 years old.

5. Law of the Seas (Deep Seabed Mining) Files - Arranged by country/subject

Documents reflect historical background information dating back to the 70's on the exploration and exploitation of deep seabed minerals. Included are telegrams, press guidance, perspectives on the exploration of deep seabed minerals, congressionals, deep seabed research, conflict resolution agreements, legislation 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.

6. National Defense Stockpile (NDS) Files - Arranged by country/subject

Documents reflect access to strategic and critical materials. Included are assessment reports which provide willingness and ability of individual countries to supply the U.S. with strategic and critical materials in wartime, telegrams regarding stockpiled materials, contacts with other embassies concerning proposed disposal levels for certain materials and commodities, meetings on NDS requirements, legislation, market impact committee meetings, senate hearings, executive summaries, memorandums of understanding, study group negotiations, congressional and highlight reports 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.

7. Resource Reporting Officer Files

Documents reflect Resource Officer positions overseas. Officers report on non-food commodities (mineral resources). Program was set up in 1975 and replaced former mineral attaches overseas. Included are positions papers, funding documents, preparations for training, activities dealing with U.S. Geological Survey and U.S. Bureau of Mines, mineral reports and related correspondence.

**DISPOSITION:** Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.