

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 1 FROM (Agency or establishment) Department of State 2 MAJOR SUBDIVISION 3 MINOR SUBDIVISION		JOB NUMBER	N1-59-97-8
		DATE RECEIVED	11/21/96
		NOTIFICATION TO AGENCY	
4 NAME OF PERSON WITH WHOM TO CONFER Pat Magin		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
5 TELEPHONE 647-6021		DATE	ARCHIVIST OF THE UNITED STATES
		WITHDRAWN	

**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 3 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/25/96	<i>Kenneth F. Rossman</i>	Kenneth F. Rossman Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The following disposition authorities apply to documents created on or after January 1, 1993</p> <p>Official Archival System (OASYS)</p> <p>Digitally stored text of official telegrams between the Department and overseas posts and written documents such as general correspondence, congressional, memoranda, including operations memoranda and memoranda of conversation; diplomatic notes; and INR reports.</p> <p>The Business Services field is primarily intended for communications of a routine nature between the Department of Commerce and officers performing commercial work overseas.</p>		

## 1. BSR - BUSINESS SERVICES REPORTING

Information provided as a service to the business community, including acquisition of publications, and response to unanswered inquiries or requests.

Specific Subject Terms often used with this TAG: ADS, AITS, Background Information, Business Firm, Businessmen, FCS, Followup, FTI, SMS, Library, Publication, Subscription, WTDR

**DISPOSITION:** Destroy when 6 years old.  
(N1-59-94-20, item 1)

## 2. BEXP - TRADE EXPANSION AND PROMOTION

Efforts to promote trade and other commercial activities including specific proposals and inquiries to establish trade relations.

Specific Subject Terms often used with this TAG: Best Prospect, Bid, Business Firm, Businessmen, CMP, Commercial Action, Commercial Association, Consultation, Cooperatives, Country Commercial, Exhibit, Exposition, Foreign Agent, Foreign Market, Target Industry, Targeting, Trade Fair, Trade Promotion, Trade Visit, WITS

**DISPOSITION:** Destroy when 3 years old

## 3. BMGT - FCS MANAGEMENT OPERATIONS

The management, administration and operation of the Foreign Commercial Service includes the management of all FCS export promotion programs and FCS-related personnel issues.

Specific Subject Terms often used with this TAG: Administration, Commercial, Export Promotion, FCS, Operations, Personnel

**DISPOSITION:** Destroy when 2 years old.  
(N1-59-94-20, item 2)

## 4. BTIO - TRADE AND INVESTMENT OPPORTUNITIES

Administrative and operational reporting on opportunities for American businesses.

Specific Subject Terms often used with this TAG:  
Agribusiness, Bio Business Firm, FGT, Foreign Markets, GPC  
Implementation, Joint Venture, Patent, PTO

**DISPOSITION:** Destroy when 3 years old.