

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-56-95-2	
1. FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 11/17/95	
2. MAJOR SUBDIVISION Office of the Asst. Secretary for Int'l Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION U.S. Saudi Arabian Joint Comm. Prog. Office			
4. NAME OF PERSON WITH WHOM TO CONFER Steve Milline	5. TELEPHONE 622-0790	DATE 10-11-96	ARCHIVIST OF THE UNITED STATES <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 2 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 11/12/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Steve H. Milline</i>	TITLE Chief, Records Management & Resources Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p style="text-align: center;">Department of the Treasury Office of the Secretary</p> <p style="text-align: center;">Office of the Assistant Secretary International Affairs</p> <p style="text-align: center;">Office of the Deputy Assistant Secretary for Technical Assistance</p> <p style="text-align: center;">U.S. Saudi Arabian Joint Commission Program Office (ICS)</p> <p>Manages and directs all activities of the U.S. Saudi Arabian Joint Commission on Economic Cooperation which includes inter-agency activity in the United States and Saudi Arabia involving more than 40 projects. The U.S. Saudi Arabian Joint Commission Program office formulates, recommends, implements Treasury Department policy and positions relating to economic and financial aspects of relations between the United States government and Saudi Arabia. Also monitors the activities of the Business Development project, an outgrowth of the U.S. Saudi Arabian Businessmen's Dialogue. Assembles information and provides relevant analyses to the Deputy Assistant for Technical Assistance as requested.</p> <p style="margin-left: 20px;"><i>Secretary</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN (NARS USE ONLY)
	<p>Background:</p> <p>The U.S. Saudi Arabian Joint Commission on Economic Cooperation was established under a Joint Communique signed June 8, 1974 (signed by Secretary of State Kissenger and Prince Fahad of Saudi Arabia) and implemented by a Technical Cooperation Agreement signed on February 13, 1974, by the Secretary of the Treasury Simon and the Saudi Arabian Minister of Finance and National Economy Abalkhail. The Agreement was to run for five years and has been extended in five-year increments through February 12, 2000.</p> <p>It is possible that the Technical Cooperation Agreement could be extended an additional five year period.</p> <p>At the completion of the life of the Technical Cooperation Agreement, it is anticipated that there will be an audit (by DCAA or similar organization) and a formal close-out signed by both governments. At this point, it will be appropriate to offer the files to the Archives for historical files.</p> <p>The U.S. Saudi Arabian Joint Commission on Economic Cooperation is co-chaired by the Secretary of the Treasury on the U.S. side and by the Minister of Finance and National Economic on the Saudi Arabian side.</p> <p>The day-to-day management of the Commission is directed by the U.S. Coordinator who is also the Deputy Assistant Secretary for Middle East and Energy Policy and Saudi Arabian Coordinator who is also the Deputy Minister of Finance. <i>Technical Assistance</i></p> <p>The U.S. Saudi Arabian Joint Commission Program Office in Treasury is the operating arm of the Joint Economic Commission.</p> <p>Similar files held in the Joint Economic Commission Office Riyadh (JECOR) will be offered to the Ministry of Finance and National Economy for disposition.</p>		

12. U.S.- Saudi Arabian Joint Commission Program Office (ICS) (NC1-56-80-2)

a. Case files

Record copy of contracts and agreements, correspondence, reports, memoranda, and other supporting information pertinent to projects of the U.S.-Saudi Arabian Joint Commission. Projects include: Financial Information Center, Agriculture and Water, and Vocational Training.

Temporary: Cut off files upon completion of project. Retain on-site for two years. Transfer to WNRC two years after cut-off. Destroy 20 years after cut-off.

b. Telex/Cable files

Incoming and outgoing unclassified cable correspondence with Treasury's Riyadh, Saudi Arabia office, including administrative and project correspondence.

Temporary: Cut off files upon completion of project. Retain on-site for two years. Transfer to WNRC two years after cut-off. Destroy 20 years after cut-off.

c. Coordinator and co-Chair meeting records— 1975 to date.

(1). Progress reports

Issued periodically (averaging every five years) detailing the status of each current project.

(2). Briefing materials

Includes prepared speech texts, meeting agendas, and lists of participants.

Permanent: Cut off files upon issuance of progress report. Retain on-site for two years. Transfer to WNRC two years after cut-off. Transfer to National Archives 20 years after cut-off.

d. Project agreements files

Copies of all of the signed agreements specifying those projects undertaken by the Joint Commission. 1975 to date.

Permanent: Cut off files by calendar year. Retain on-site for two years. Transfer to WNRC two years after cut-off. Transfer to the National Archives 20 years after cut-off.

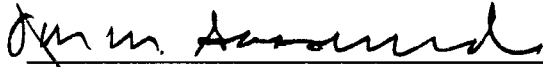
Job No. N1-56-95-2p.4

Concurrence Statement

All changes to this proposed schedule have been approved by:


NARA Appraisal Archivist 10/7/96
date


Agency Representative 9/25/96
date


Director,
US Saudi Arabian
Joint Commission Program Office