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 the Treasury

2. MAJOR SUBDIVISION
Office of the Asst. Secretary for Int'l Affairs

3. MINOR SUBDIVISION
U.S. Saudi Arabian Joint Comm. Program Office

4. NAME OF PERSON WITH WHOM TO CONFER
Steve Milline

5. TELEPHONE
622-0790

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 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 11/2/95

SIGNATURE OF AGENCY REPRESENTATIVE
Steve Milline

TITLE
Chief, Records Management & Resources Branch

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Department of the Treasury
Office of the Secretary

Office of the Assistant Secretary
International Affairs

Office of the Deputy Assistant Secretary
for Technical Assistance

U.S. Saudi Arabian Joint Commission
Program Office (ICS)

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.

Secretary

OCT 28 1996

Copy to: Agency

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-56-95-2

DATE RECEIVED
11/17/95

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE
10-11-96

ARCHivist OF THE UNITED STATES

[Signature]

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
Background:

The U.S. Saudi Arabian Joint Commission on Economic Cooperation was established under a Joint Communiqué 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.

It is possible that the Technical Cooperation Agreement could be extended an additional five year period.

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.

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 Economy on the Saudi Arabian side.

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.

The U.S. Saudi Arabian Joint Commission Program Office in Treasury is the operating arm of the Joint Economic Commission.

Similar files held in the Joint Economic Commission Office Riyadh (JECOR) will be offered to the Ministry of Finance and National Economy for disposition.

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.
Concurrence Statement

All changes to this proposed schedule have been approved by:

[Signature] 10/7/96  
NARA Appraisal Archivist  date

[Signature] 9/25/96  
Agency Representative  date

[Signature]
Director,
US Saudi Arabian
Joint Commission Program Office