

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-56-99-1
1. FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED	9-15-98
2. MAJOR SUBDIVISION Office of the Asst. Secretary for Int'l Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION U.S. Saudi Arabian Joint Comm. Prog. Office		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Steve Milline	622-0790	6-4-99	<i>John W. Paul</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 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
9/15/98	<i>Steve H. Milline</i>	Chief, Records Management and Res. Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Department of the Treasury Office of the Secretary</p> <p>Office of the Deputy Assistant Secretary for Technical Assistance</p> <p>U.S. Saudi Arabian Joint Commission Program Office (ICS)</p> <p>Revision</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. Assembles information and provides relevant analyses to the Deputy Assistant Secretary for Technical Assistance as requested.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7. ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<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 Kissinger 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 expected 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 Economy 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 Technical Assistance and Saudi Arabian Coordinator who is also the Deputy Minister of Finance.</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>		

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

This schedule is to supersede item 12 of disposition job numbers (NC1-56-80-2) and (N1-56-95-2).

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

a. Case Files

Record copy of contracts and agreements, correspondence, reports, personnel documentation, 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, etc.

Temporary: Cut off files upon completion of project. Retain on-site for two years. Transfer to WNRC two years after cut-off. Destroy one year after Termination and Audit of the U.S. Saudi Arabian Joint Commission.

b. Telex/Cable Files

Incoming and out going 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 one year after Termination and Audit of the U.S. Saudi Arabian Joint Commission.

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 issuances 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.

e. Project and Program Files

Official Record copies of documents showing the chronological development of Project and program files from initialization through completion.

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

f. Electronic Mail and Word Processing System Copies.

(1). Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Temporary: Destroy/delete within 180 days after the record keeping copy has been produced.

(2). Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Temporary: Destroy/delete when dissemination, revision, or updating is completed.

February 1, 1999

Cary Conn

Appraisal of records covered under Job No. N1-56-99-1.

NWML

The Department of the Treasury requests revision of disposition authority for two series and new disposition authority for three series of U.S. Saudi Arabian Joint Commission Program Office (ICS) files. The revisions are minor in two previously approved temporary series which require an audit at the termination of the Commission. The existence of the Commission has been extended several times since it was created in 1974. The result is that the 20 year destruction statements can no longer apply. The Commission is now slated for termination in the year 2000, but that is not definite. Thus the statement has been revised to read "Destroy one year after Termination and Audit of the U.S. Saudi Arabian Join Commission."

The new series consist of a permanent series for project and program files and two temporary series to cover the disposal of all electronic records in word processing and e-mail forms created by the commission. The permanent series documents the development and activities of the commission from it inception an is basic to understanding the workings of the Commission. Its recommended that the schedule be accepted.



CARY CONN
Archivist
NWML