

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	N1-265-91-01
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED	8/29/91
2 MAJOR SUBDIVISION Office of Foreign Assets Control		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Steve Milline	566-9823	11/26/91	
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 6 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  is attached, or  is unnecessary.

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE	
8-8-91		Departmental Offices Records Officer Chief, Clerk's Office	
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	Unscheduled records located at the Washington National Records Center (see attached sheets)		

**Department of the Treasury**  
**Office of Foreign Assets Control**  
(Record Group 265)

Described below are all remaining unscheduled records assigned to RG 265 at the Washington National Records Center. Often intermingled with the permanent records are disposable materials which cannot easily be removed until the records are transferred to the National Archives where they can be screened during archival processing. In addition to those records identified in this schedule, the National Archives will remove records authorized for destruction under the following:

1. Records authorized for destruction by SF 115s approved for Office of Assets Control records;
2. Records authorized for destruction by the General Records Schedules, and;
3. Nonrecord including duplicate materials.

**Office of Foreign Funds Control/Office of the Director**

1. Administrative Informational Reference File, 1941-1947. 5 cubic feet. Arranged topically, such as administrative orders and subcommittee minutes. Records are in ledgers or notebooks.

Administrative memoranda and orders, minutes of committee and subcommittee meetings, staff memoranda, reports, organizational charts, discussion notes, and press releases pertaining to the functions, policy, procedures, and responsibilities of the Foreign Funds Control. The records appear to be an internal reference file of the Director.

Included are copies of original administrative memoranda and orders and reports which were distributed by the Assistant to the Secretary, 1941 -1944, and by the Acting Director of FFC, 1944-1946. An index generally accompanies the administrative memoranda and orders, identifying them by number, date, and subject. These records document the establishment and organization and reorganization of divisions within the Foreign Funds Control. They identify reassignment of functions of divisions, the transfer of responsibilities, the abolition of units, and the appointment of key personnel positions. Also included are administrative orders which document routine activities and procedures of the Office, such as leave regulations, notes of appreciation, and the payment of group hospitalization dues.

Minutes for committee and subcommittee meetings minutes are either originals or copies. Included is a copy of the minutes of the Subcommittee on Foreign Funds Control of the Foreign Exchange Committee (the so-called Loree Committee). Organized in November 1941, this committee established a banking group to discuss and consider the various

documents, rules and regulations of Foreign Funds Control and to present to the Control through the Federal Reserve Bank of New York recommendations bankers deemed helpful.

Minutes for meetings relative to the administration of Executive Order 8389, identified as "Memorandum for the Secretary's File," June - December 1941, are also included. Representatives of the Departments of Treasury, State, and Justice and the Federal Reserve System attended the meetings to discuss issues relevant to the war effort, such as freezing controls, transferring funds, purchase and shipment of natural resources, license applications, and the coordination of activities among the represented Government agencies.

Two volumes document the Safehaven Report, 1944-45, relating to Axis accounts and investment. The reports are organized by country, such as Argentina, Germany, Finland, Spain, and document concern with Axis assets in neutral areas, financial activities in various countries, and economic warfare.

Also included are the Minutes of the Committee on Investigations and Enforcement, 1942-1947, which identify individuals and/or companies under investigation and the FCC's decision about their applications.

"Discussion of Documents and Other Matters Pertaining to Foreign Funds Control," June 26, 1944, a Treasury Department publication, is also included.

WNRC Accession 68C-1253            Boxes 19-23

**PERMANENT.** Transfer immediately to the National Archives.

**Office of International Finance/Division of Foreign Assets Control/Office of the Director**

2. Subject File Pertaining to the Enforcement of FAC Regulations. 1949-1962. 17 cubic feet. Divided into two subseries: (1) arranged by subject and thereunder chronologically; (2) arranged alphabetically by subject of correspondence, which may be a company, and thereunder chronologically.

Correspondence, memoranda, reports, studies, legal briefs and pleadings, memoranda of law, telegrams, minutes, and handwritten notes pertaining to the enforcement of FAC regulations. The records are the official copies of the Office of the Director.

The subjects in the first subseries relate to import-export controls, reparations, procurement, exchange rates, credit, extortion, and investigation of alleged illegal transactions. Specific topics include Chinese and Cuban controls, German assets, the foreign exchange market of Chinese merchandise, gold regulations, the Office of Foreign Assets, and Landes v. Balint, a case concerned with license regulations.

Also included are forms and registers or receipt for both license applications, 1951-1952, and classified documents, 1952-1962, and 3 by 5 cards showing internal routing of documents.

The second subseries includes correspondence in the form of letters of credit, commercial invoices, investigative reports, and impending court cases. These records document concerns with the shipment of manufactured goods destined for the United States, alleged trade violations with Communist nations, and the establishment of export controls. Duplicate copies, translated into English, exist for some letters received.

Included is a copy of "Minutes of the Economic Defense Advisory Committee Division Control Panel," 1959.

WNRC Accession 65A-0475                      Boxes 1-2, 5-11  
67D-0353    68-75

**PERMANENT.** Transfer to the National Archives after Cuba, North Korea, East Germany, Latvia, Lithuania, and Estonia all are unblocked.

3. Director's File Pertaining to Enforcement of FAC Regulations, 1951, 1953-1963. 2 cubic feet. Arranged chronologically.

Correspondence, memoranda, and telegrams relating to enforcement regulations. These are the official copies of the Acting Director of FAC. Subjects include licenses, import/export controls, investigations, and banking transactions. Included among the chronological files are the reading files for 1951, 1954-57.

WNRC Accession 65A-0475                      Boxes 3-4

**PERMANENT.** Transfer to the National Archives after Cuba, North Korea, East Germany, Latvia, Lithuania, and Estonia all are unblocked.

#### **Office of Foreign Assets Control/Office of the Director**

4. Subject File of the Office of the Director, 1939-1973. 13 cubic feet. Arranged alphabetically by subject into subseries. The subseries are all subject files depicting a change in directors and therefore the creation of separate subject files.

Correspondence, memoranda, telegrams, weekly reports, lists, press releases, briefs, publications, tables, registers of receipt, drafts of correspondence, committee meeting minutes, and newspaper clippings concerning Foreign Assets Control regulations, policy, procedures, and litigation. The records are both official and reference copies.

Included are extensive files, arranged alphabetically, for court cases and banking institutions. Both criminal and civil cases are included in the files. Files may contain copies of indictments, memoranda of law, and transcripts. Banking files may include

reports of transactions, committee minutes, and correspondence relating to settlement of litigation. Some correspondence with the banks is in Dutch and German. Subjects in the series relate to East-West trade controls, especially those with China and the Soviet block; the transfer and disposition of assets; proposals for tightening regulations; violations of regulations; the history of Trading With the Enemy Act; corruption and financial irregularity in Viet-Nam; import/export regulations for human hair products; and embargoes on Rhodesian and Cuban products.

Weekly reports include those for the Secretary of Treasury, 1969-1971, and Congress, 1968-1973. Tables identify the status of American expenses, 1969-1971. Included are minutes of meetings and reports of COCOM, the international coordinating committee for trade policies with Communist countries, 1968-1973. Government publications include "Trading With the Enemy Act and Settlement of War Claims Act of October 1, 1941," and "Report of Special Study Mission to South Africa, August 10 - 30, 1969."

WNRC Accession 75-0001            Boxes 1-5, 6(partial), 7-14, 15(partial)

**PERMANENT.** Transfer to the National Archives after Cuba, North Korea, East Germany, Latvia, Lithuania, Estonia, Cambodia, Cuba, and Vietnam all are unblocked.

5. Policy, Procedures, and Functions File, 1951-1971. 1 cubic foot. Arranged chronologically into two subseries.

Correspondence, memoranda, memoranda for the files, and telegrams pertaining to procedures and regulations of the Office of Foreign Assets Control. The first subseries is the chronological file for Margaret Schwartz, 1951-1971; the second subseries is the chronological file for Stanley Sommerfield, 1965-71. Subjects relate to the importation of products, embargoes, control regulations, and financial transactions.

The records include official copies of correspondence from the Director's Office. Schwartz's chronological files also contains correspondence while she served as chief of the Licensing Section.

WNRC Accession 75-0001    Boxes 6(partial), 14(partial)

**PERMANENT.** Transfer immediately to the National Archives.

#### **Office of Foreign Assets Control/Blocked Assets Section**

6. Cost Statement Quarterly Reports for Hair Product Companies in Hong Kong, 1969-1970. 2 cubic feet. Arranged by type of cost statement, general or specific, and thereunder by company.

The Office of Foreign Assets Control maintained a representative in Hong Kong to assist in implementing the OFAC Regulations. The records are general and specific cost statement quarterly reports with tables and correspondence. A certified accountant

submitted the cost statement reports for registration purposes to the Comprehensive Certificates of Origin Section of the Director of Commerce and Industry in Hong Kong. General cost statements offered an analysis of the companies' costs for manufacturing hair products, such as wigs, and verified examination of the manufacturing books. Special cost statements were tables summarizing costs by production and weight.

WNRC Accession 89-0050 Boxes 2-3

Destroy immediately.

**Office of International Finance/Division of Foreign Assets Control/Chief of Enforcement**

7. Correspondence Relating to Foreign Assets Control Policy and Procedures, 1949-1960. 20 cubic feet. Arranged alphabetically by correspondent. Correspondent may be an individual, a corporation, or banking institution.

Correspondence and memoranda regarding OFAC policy and procedures for trade and financial transactions with blocked nations or nationals thereof. The records document the regulation and licensing of trade, the importation and exportation of manufactured products, and the payment of funds. Much of the correspondence relates to preventing the illegal importation and exportation of Communist Chinese commodities.

WNRC Accession 67A-0353 Boxes 1-20

**PERMANENT.** Transfer to the National Archives immediately.

**Office of International Finance/Division of Foreign Assets Control/Washington D.C. Head Office**

8. Publications Relating to Foreign Funds Control Rulings, 1940-1957. 1 cubic foot. Arranged topically, such as blanket licenses or general license.

Publications including "Administration of the Wartime Financial and Property controls of the United States Government," Treasury Department, 1942.

WNRC Accession 68C-1253 Box 25

**PERMANENT.** Transfer immediately to the National Archives.

## Addendum to N1-265-91-1: Item Number Conversion Chart

N1-265-91-1 Item Number

WNRC Project Item Number

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