American Institute In Taiwan (AIT)

This chapter provides disposition instructions for those records which are unique to the American Institute in Taiwan (AIT). AIT records are the same type as maintained at Foreign Service Posts. Disposition instructions for such records are provided for in chapters of this appendix; however, a few items have been repeated here for convenience.

The "Taiwan Relations Act" (Public Law 96-8, April 10, 1979) authorizes the continuation of commercial, cultural relations between the people of the United States and the people on Taiwan.

1. General Subject Files

Consist of airgrams, telegrams, general correspondence, memoranda, reports, memorandum of conversations, agreements and other related documents that cover political, commercial, economic, military,
### Commercial Relations between the U.S. Government and Taiwan

Subject files may be created by the offices of the Chairman of the Board, the Commercial Officer, the Military/Political Officer, or other officials of the AIT headquarters in Rosslyn, Virginia.

Permanent. Transfer to RSC when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives in 5 year blocks when 30 years old.

### Office Administrative Files

Consist of correspondence, reports and other documentation accumulated incident to budget, personnel, general services and other administrative activities.

Destroy when 3 years old.

### Official Personnel Files

See Appendix B, Chapter 7, Items No. 07001-07011.

Volume: 32 cubic feet
Annual Accumulation: 8 cubic feet