

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Treasury

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Office of Administrative Programs

4. NAME OF PERSON WITH WHOM TO CONFER

Sarah J. Allen

5. TEL EXT

964-8081

IDS code 184

LEAVE BLANK

JOB NO

**NC1 - 56-76-3**

DATE RECEIVED

**JAN 5 1976**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**3-3-76**

Date

*James B. Rhoads*  
Archivist of the United States

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE

12/31/75

D. SIGNATURE OF AGENCY REPRESENTATIVE

John P. Heard

E. TITLE

Records Officer

7.  
ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9.  
SAMPLE OR  
JOB NO

10.  
ACTION TAKEN

The disposition standards submitted here were developed in accordance with NARS appraisal guidelines, and cover records created by the Office of Trade, Energy and Financial Resources Policy Coordination, established by Treasury Department Order Number 232, June 23, 1974.

Essentially, program development calls for the formulation and implementation of Treasury positions on U.S. trade and commercial policy; multilateral and bilateral trade negotiations; economic relations with foreign governments; natural resources and energy; relations with Middle East oil-producing countries; and, U.S. Capital Markets.

Upon review and approval by National Archives and Records Service, items designated as being of archival value will be transferred, after stated periods of time, to the Washington National Records Center to be held for a period of 25 years from date of transfer before being offered to the National Archives.

*Copy to Agency 3-9-76*

## Schedule 29

### Trade, Energy and Financial Resources

The records described in this schedule outline the formulation and implementation of Department of the Treasury position on U. S. trade and commercial policy, multilateral and bilateral trade negotiations, economic relations with foreign governments, natural resources and energy, and present and future capital requirements for domestic and international economic development.

<u>Item</u>	<u>Description</u>	<u>Disposition Instructions</u>
		<u>PERMANENT.</u>
1.	U. S. - Foreign trade relationship files on export/import taxes, industrial policies, trade issues, trade talks, international organizations.	Break file every 2 years. Transfer to WNRC 2 years later. Offer to NARS 25 years from date of scheduled transfer.
2.	Multilateral or bilateral trade negotiation and agreement files on energy programs.	
	a. Proposals resulting in signing of trade agreements.	<u>PERMANENT.</u> Transfer to WNRC 1 year after completion of negotiations. Offer to NARS 25 years from date of scheduled transfer. Review annually.
	b. Copies of negotiations or agreements retained as source data for pending or future discussions in other interested areas.	Destroy upon termination of current talks leading to successful negotiations, or 5 years after date of last document, whichever is sooner. Review annually.
3.	Energy and Natural Resources files consisting of documentation on U. S. basic natural resources, energy potential, and production/consumption/reserve levels, and recommendations for stimulating domestic production to reduce need to import oil by finding alternative energy sources.	
	a. Official policy statements on the status of the market with associated economic indicators.	<u>PERMANENT.</u> Break file every 2 years and transfer to WNRC. Offer to NARS 25 years from date of scheduled transfer.

<u>Item</u>	<u>Description</u>	<u>Disposition Instructions</u>
	b. Analyses, studies, and reports including assessment of the oil import program, relationships with petroleum industries, fuel allocations, import quotas, more effective utilization of energy supplies through reduction of energy demands and the development of U.S. natural resources.	<u>PERMANENT.</u> Break file every 5 years. Transfer to WNRC 1 year later. Offer to NARS 25 years from date of scheduled breaking.
	c. Reference materials.	Destroy on site 2 years after significant changes cause issuance of new change in policy. Review and purge every two years.
4.	Food and Agriculture files consisting of:	
	a. Documentation on policy decisions related to domestic agriculture and the food sector, including support prices, acreage allotments, and marketing quotas.	<u>PERMANENT.</u> Break file every 2 years. Transfer to WNRC 1 year later. Offer to NARS 25 years from date of scheduled breaking.
	b. Issues concerning commercial international trade in agricultural products and food.	Break file every 2 years. Transfer to WNRC 1 year later. Destroy 10 years after scheduled breaking.
	c. Government assisted export programs P.L. -480, CCC Credit Programs, Mutual Security.	Break file every 2 years. Transfer to WNRC 1 year later. Destroy 10 years after scheduled breaking.
	d. International agreements for sugar, coffee, cocoa, and other major agricultural imports and exports.	<u>PERMANENT.</u> Break file every 4 years. Transfer to WNRC 2 years later. Offer to NARS 25 years from date of scheduled breaking.
	e. Food and Agriculture Organization of United Nations and World Food Council. Files on issues raised at international meetings and Treasury papers on proposed U.S. positions.	<u>PERMANENT.</u> Break file every 2 years. Transfer to WNRC 1 year later. Offer to NARS 25 years from date of scheduled breaking.

<u>Item</u>	<u>Description</u>	<u>Disposition Instructions</u>
5.	Oceans Resources files which analyze the economic impact of developing the living and non-living resources of the oceans: such as; off-shore oil and gas, fish and other protein resources, offshore deposits of placers and other minerals, i.e., manganese modules containing manganic derivatives.	PERMANENT. Break file every 2 years. Transfer to WNRC 2 years later. Offer to NARS 25 years from date of scheduled breaking.
6.	Mineral and Metal Files.	
	a. Documentation on U.S. and international activities in commodity policy on stock piles, indexing, and supply access.	PERMANENT. Break file every 2 years. Transfer to WNRC 2 years later. Offer to NARS 25 years from date of scheduled breaking.
	b. Issues concerning Cartel arrangements or producer associations which affect international commodity agreements.	PERMANENT. Break file every 2 years. Transfer to WNRC 2 years later. Offer to NARS 25 years from date of scheduled breaking.
7.	Law of the Sea files consisting of documentation on such issues as freedom of navigation on the high seas, establishment of deep seabed mining regimes, the breadth of the continental margin and similar issues affecting domestic and world wide economic developments.	
	a. Treasury proposed position papers on issues raised at Law of the Sea (LOS) Conferences with supportive documentation.	PERMANENT. Break file every 2 years. Transfer to WNRC 1 year later. Offer to NARS 25 years from date of scheduled breaking.
	b. Reference material on issues introduced, proposed, or discussed at LOS Conferences not of sufficient import to warrant the submission of a supporting or opposing statement of policy, but retained as source data in pending points of interest.	Break file every 2 years. Hold 2 years inactive. Destroy on site.

<u>Item</u>	<u>Description</u>	<u>Disposition Instructions</u>
c.	Antarctica files on issues related to development and management of potential mineral resources in the Antarctic.	
	(1) Treasury position papers on issues raised at international conferences.	<del>PERMANENT.</del> Break file every 2 years. Transfer to WNRC 2 years later. Offer to NARS 25 years from date of scheduled breaking.
	(2) Reference material on issues introduced, proposed, or discussed at interagency or international meetings.	Break file every 2 years. Hold 2 years inactive. Destroy on site.
8.	Country files consisting of documentation on economic conditions in foreign nations as they impact on economic and financial issues including balance of payments, trade, investments, aid, and bilateral negotiations. May include:	<del>PERMANENT.</del> Break file every 4 years. Transfer to WNRC 1 year later. Offer to NARS 25 years from date of scheduled breaking.
	a. Production/consumption/reserves data, oil and pricing policies and oil trade data on oil-producing countries.	
	b. Reports and positions papers on individual projects for Joint Commission countries.	
	c. Discussions on free-trade areas, non-tariff barriers, textiles, commodities, bi-lateral relations.	
	d. Regional areas of interest which may impact on activities of OPEC, OECD, IBRD, and IMF.	

<u>Item</u>	<u>Description</u>	<u>Disposition Instructions</u>
9.	Investment files consisting of documentation on foreign investments on loans, trade and economic issues having major implications on U. S. national interests, such as: foreign aid, military sales or balance of payments.	<del>PERMANENT.</del> Break file every 2 years. Transfer to WNRC 2 years later. Offer to NARS 25 years from date of scheduled break.
10.	Proposed legislative or regulatory reforms on energy and trade stating U.S. Position/Options, consultations with governments (foreign and domestic), with U.S. private enterprise, related briefs, status reports and covering indexes.	
	a. Program Office having proponent responsibilities for enactment of proposed legislation into law.	<del>PERMANENT.</del> Break file every 2 years, hold 2 years. Transfer to WNRC. Offer to NARS 25 years from date of scheduled breaking.
	b. All others.	Transfer to inactive file upon enactment into law; destroy on-site end of second year.
11.	Economic Analyses and research papers consisting of studies, analyses and summaries created in the comprehensive review of any specified area of interest affecting worldwide economic development.	<del>PERMANENT.</del> Break file every 5 years. Transfer to WNRC 1 year later. Offer to NARS 25 years from date of scheduled break.
12.	Energy Policy files, consisting of documentation on domestic and international energy programs on demand, production, transportation and pricing and its impact on the international monetary system and world economy.	
	a. Official copy of policy issuances with supportive documentation.	<del>PERMANENT.</del> Break file every 2 years, hold 1 year, transfer to WNRC. Offer to NARS 25 years from date of scheduled break.

<u>Item</u>	<u>Description</u>	<u>Disposition Instructions</u>
	b. Analyses of current international situations relating to National Energy Policy.	<del>PERMANENT.</del> Break and transfer to WNRC every 5 years. Offer to NARS 25 years from date of scheduled break.
	c. Participation in the International Energy Agency or its successors to coordinate conservation and resource development programs and policies for reacting to any future interruption of oil exports by producing nations. This may include short- and long-term energy programs and emergency sharing arrangements.	<del>PERMANENT.</del> Break file every 2 years. Transfer to WNRC 2 years later. Offer to NARS 25 years from date of scheduled break.
	d. Working papers, such as notes, rough drafts, and interim reports pertaining to energy sources.	Destroy 1 year after issuance of policy statements. Review annually.
13.	Development of policy positions on present and future financial problems and capital needs of industry.	<del>PERMANENT.</del> Break file every 2 years. Transfer to WNRC 1 year later. Offer to NARS 25 years from date of scheduled break.
14.	Files on coordination of Treasury policy on U.S. capital markets, formation of capital and the role of commercial banks in securities business.	<del>PERMANENT.</del> Break file every 2 years. Transfer to WNRC 1 year later. Offer to NARS 25 years from date of scheduled break.
15.	Files on economic and financial relations between oil producing and oil consuming nations designed to strengthen U.S. position in the international monetary system and world economy.	<del>PERMANENT.</del> Break file every 2 years. Transfer to WNRC 1 year later. Offer to NARS 25 years from date of scheduled break.
16.	Internal policy issuances on office procedures, assignments of responsibility or program accomplishment.	<del>PERMANENT.</del> Transfer to WNRC 2 years after supersession or rescission. Offer to NARS 25 years from date of transfer. Total agency retention 27 years.

<u>Item</u>	<u>Description</u>	<u>Disposition Instructions</u>
17.	Committee, Board or Commission records consisting of agenda, minutes, reports, position papers on individual projects with supportive information.	<del>PERMANENT</del> Break file every 2 years or upon termination of membership; whichever is sooner. Transfer to WNRC. Offer to NARS 25 years from date of scheduled break.
18.	Reference copies of speeches or testimony by office personnel or the Secretary.	Break file annually, hold 2 years in inactive file; destroy on site.
19.	Chronological files containing copies of correspondence signed by the Assistant Secretary, Deputy Assistant Secretaries and Office Directors retained for reference and used as indexes or finding aids.	
	a. Files maintained by the Secretariat office.	<del>PERMANENT</del> Break file every 2 years. Transfer to WNRC 1 year later. Offer to NARS with the records to which they relate.
	b. All others.	Break file annually, hold 1 year, destroy on site.
20.	Routine requests for information and copies of responses and requests for photographs or routine informational literature.	
	a. Requests involving no administrative actions or substantive research or compilation of statistical data.	Destroy on site 3 months after transmittal or reply.
	b. Requests resulting in substantive response.	Break file every 6 months, hold 6 months. Destroy on site.
21.	Congressional correspondence:	
	a. Dealing with pending or proposed legislation.	Retain as part of the Legislation file. (See item 10a.)
	b. Dealing with routine queries from constituents.	Destroy at 3-month intervals.



<u>Item</u>	<u>Description</u>	<u>Disposition Instructions</u>
22.	Civilian Personnel Administrative Records: Housekeeping files used to administer day-to-day activities con- cerning such matters as: hours of duty, leave, employee relations, time and attendance, personnel action requests, training requests, et al.	Be guided by Schedules 1 and 2 for the disposal of reference documenta- tion.