

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-056-80-02

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/8/2023

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1-11, 12D, and 13-16 are active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-056-95-002 item 12 supersedes items 12A, 12B and 12C.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCO 18 Dec 79

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 the Assistant Secretary

International Affairs

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Jack Best

5. TEL. EXT.

566-2010

LEAVE BLANK

JOB NO.

NCL-56-80-2

DATE RECEIVED

12-18-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-24-80 James E. O'Neill
Date *acting* 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 9 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
12-12-79

D. SIGNATURE OF AGENCY REPRESENTATIVE

Sarah J. Allen

E. TITLE

Chief, Communications and Records
Management Branch

7. ITEM NO.

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

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

**DEPARTMENT OF THE TREASURY
Office of the Secretary**

Office of the Assistant Secretary International Affairs

Office of the Assistant Secretary (International Affairs) advises and assists the Secretary and Under Secretary for Monetary Affairs in the formulation and execution of international financial, economic, monetary, commercial, energy, and trade policies and programs.

These functions are performed in supporting staff offices which conduct financial diplomacy with industrial and developing nations and regions; work toward improving the structure and stabilizing operations of the international monetary and investment system; monitor developments in foreign exchange operations; conduct exchange stabilization operations and promote basic policies here and abroad that help adjust international payments imbalances; coordinate policies and programs of bilateral and multilateral development lending programs and institutions; formulate policy concerning financing of Trade; coordinate policies toward foreign investments in the U.S. and U.S. investments abroad; perform research studies on international monetary economic, and financial

*Copies to NNBNAF
Agency (WNRC)*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

2/9

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>issues; and gather and analyze balance of payments data. The office is also responsible for certain aspects of U.S. economic relations with Middle East countries. It supports the Secretary in his role as Co-Chairman of the U.S.-Saudi Arabian Joint Commission on Economic Cooperation, as Co-Chairman of the U.S. Israel Joint Committee for Investment and Trade, and as a member of other Middle Eastern joint commissions. It is responsible for certain aspects of U.S. economic relations with the Soviet Union, the People's Republic of China, and the countries of Eastern Europe. It supports the Secretary as Chairman of the National Advisory Council on International Monetary and Financial Policies, as Co-Chairman of the U.S.-U.S.S.R. Commercial Commission, as Chairman of the East-West Foreign Trade Board, and as a member of the Joint Trade and Economic Commission with Poland and Romania. This Office supports the Secretary in his role as Chairman of the President's Economic Policy Board on all international economic issues. The work of the Office is organized into groups responsible for monetary affairs, developing nations, commodities and raw materials, and trade and investment.</p>		

1. Office subject file of the Assistant Secretary filed according to the comprehensive file manual implemented February 1977. Consists of originals and copies of policy papers, memos of conversations, reports and minutes of meetings. Some position and policy papers prepared in this office are found only in this file. No routine administrative records are included. In addition, records relating to staff organization and formal procedures are described in Item 14a (see below).

DISPOSITION: Permanent. Break files annually. Retain in office during incumbent's term in office. Store on-site for 3 years. Transfer to WNRC when 5 years old. Offer to NARS when 20 years old. *Ann. Acc. 2cf/yr.*

2. Chronological or convenience file of the Assistant Secretary containing copies of outgoing correspondence on any matter or subject.

DISPOSITION: Break files annually. Store in office during incumbent's term in office. Store on-site for 3 years. Destroy on-site after 3 years of storage.

3. Subject files of the Deputy Assistant Secretaries consisting of correspondence, copies of material forwarded to the Assistant Secretary, background, and information copies of documents. Signed or policy papers are not ordinarily maintained in these files but returned to the office of origin for filing.

DISPOSITION: Break files every 2 years or at the end of incumbent's term in office, whichever is sooner. Destroy on-site 2 years after the incumbent leaves office.

4. Chronological or convenience files of the Deputy Assistant Secretaries consisting of correspondence, reports, memos, and policy papers referred mostly from staff offices through the Deputies to the Assistant Secretary.

DISPOSITION: Break file annually. Maintain in office or store on-site for the duration of the term in office. Destroy on-site 1 year after incumbent leaves office.

5. Subject files of the Inspector General who reports directly to the Assistant Secretary filed according to the comprehensive file manual implemented February 1977. Consist of originals and copies of policy papers, briefing books, memoranda of conversations, reports, minutes of meetings, position and policy papers prepared by or relating to the functions of the office. These functions include internal appraisal of selected international financial activities and programs for which the Department has primary responsibility, and emphasize the efficient and economic use of investments of the United States and other governments in the International Monetary Fund, the International Bank for Reconstruction and Development, and regional multilateral development banks, as well as procedures and policies governing the use of the Exchange Stabilization Fund.

DISPOSITION:

1. All file categories which are directly related to the primary functions of the Inspector General. PERMANENT. Break files annually. Hold in office for 2 years. Store on-site for 3 years. Transfer to WNRC when 5 years old. Offer to NARS when 20 years old. *Ann. Acc. 1 cf/yr.*

2. All other file categories not selected for permanent retention under (1) above. These include housekeeping and routine facilitative categories such as Accounting, Buildings and Grounds, Communications, Equipment and Supplies, Organization and Management, Personnel, Public Relations, Records, Security, Travel, and program categories which are not related to the primary functions of the Inspector General. DISPOSITION: Temporary. Hold in office for 2 years. Store on-site for 3 years. Transfer to WNRC when 5 years old. Destroy when 20 years old. Automatic destruction.

6. Office chronological or convenience files of the Inspector General and Deputies to the Assistant Secretary. Consist of copies of all outgoing correspondence.

DISPOSITION: Break files annually. Retain in office for 2 years. Store on-site for 2 years. Destroy on-site when 4 years old.

7. Subject files of the staff offices that report through the Deputy Assistant Secretaries to the Assistant Secretary filed according to the comprehensive file manual implemented February 1977. Consist of originals and copies of policy papers, briefing books, memoranda of conversations, reports, minutes of meetings, position and policy papers prepared by or relating to the functions of the office. Offices included under this item are:

- a. International Trade
- b. International Investment
- c. East-West Economic Policy
- d. Trade Finance
- e. International Energy Policy
- f. Raw Materials and Oceans Policy
- g. Foreign Exchange Operations
- h. International Banking and Portfolio Investment
- i. International Monetary Affairs
- j. Developing Nations Finance
- k. International Development Banks
- l. Saudi Arabian Affairs

DISPOSITION.

(1) All file categories which are directly related to the primary functions of the office. PERMANENT. Break files annually. Hold in office for 2 years. Store on-site for 3 years. Transfer to WNRC when 5 years old. Offer to NARS when 20 years old. *Ann. Acc. 10 cf/yr.*

(2) All other file categories not selected for permanent retention under (1) above. These include housekeeping and routine facilitative categories such as Accounting, Buildings and Grounds, Communications, Equipment and Supplies, Organization and Management, Personnel, Public Relations, Records, Security, and Travel, and program categories which are not related to the primary functions of the office. DISPOSITION: TEMPORARY. Hold in office for 2 years. Store on-site for 3 years. Transfer to WNRC when 5 years old. Destroy when 20 years old. Automatic destruction.

8. Office chronological or convenience files of the staff offices that report through the Deputy Assistant Secretaries to the Assistant Secretary consisting of copies of all outgoing correspondence.

DISPOSITION: Break files annually. Retain in office for 2 years. Store on-site for 2 years. Destroy on-site when 4 years old.

9. Country or bank case files of staff offices filed according to the comprehensive file manual implemented February 1977. Consist of original and copies of correspondence, memoranda, memoranda of conversation, briefing books, and questions and answers which reflect the policy of the Department and the United States relevant to monetary affairs or developing nations. Offices covered under this item are:

- a. International Monetary Affairs
- b. Developing Nations Finance
- c. International Development Banks

DISPOSITION: Permanent. Break files annually. Maintain in office for 2 years. Store on-site for 3 years. Transfer to WNRC when 5 years old. Offer to NARS when 20 years old. *Ann. Acc. 5¢/yr.*

10. Overseas Posts files, both subject and chronological, will not be record files of Departmental policies and actions. Copies of all policy and action papers of importance will be retained by the offices through which each post reports.

DISPOSITION: Break files annually. Retain on-site until 3 years old or until incumbent leaves office whichever is longer. Destroy on-site.

11. National Advisory Council on International Monetary and Financial Policies, (NAC) Secretariat files.

- a. Minutes of meetings at various levels: staff, office directors level; alternates, assistant secretary level; principals, secretary level; any other meetings relative to U.S. positions and policies that might take place. These are arranged by level and thereunder chronologically and numbered for each meeting; there are cross references to the documents, actions, staff documents and the agenda.

DISPOSITION: Permanent. Break files annually. Maintain in office for 5 years. Retain on-site for 3 years. Transfer to WNRC when 8 years old. Offer to NARS when 20 years old.

b. Actions consisting of official position papers of U.S. on each loan application or procedure/policy. These are arranged chronologically and numbered for each action; there are cross references to the minutes, documents, staff documents, and agenda.

DISPOSITION: Permanent. Break files annually. Maintain in office for 5 years. Retain on-site for 3 years. Transfer to WNRC when 8 years old. Offer to NARS when 20 years old.

c. Documents consisting of NAC numbered documents which summarize a loan request instituted by a country but condensed to "document" by the international financial institution from whom the loan requested. Includes policy papers (background for the action). These are arranged chronologically and numbered for each document; there are cross references to the minutes, actions, staff documents and agenda.

DISPOSITION: Permanent. Break files annually. Maintain in office for 5 years. Retain on-site for 3 years. Transfer to WNRC when 8 years old. Offer to NARS when 20 years old.

d. Staff Documents originated by the NAC members as proposed U.S. positions. These are arranged chronologically and numbered for each document; there are cross references to the minutes, actions, documents and agenda.

DISPOSITION: Permanent. Break files annually. Maintain in office for 5 years. Retain on-site for 3 years. Transfer to WNRC when 8 years old. Offer to NARS when 20 years old.

e. Agendas for each meeting at any level; corresponds to the minutes. These are arranged by level and thereunder chronologically and numbered for each agenda; there are cross references to the minutes, actions, documents, and staff documents.

DISPOSITION: Permanent. Break files annually. Maintain in office for 5 years. Retain on-site for 3 years. Transfer to WNRC when 8 years old. Offer to NARS when 20 years old.

Total ann. acc.
(a-e) 4 cf/yr.

f. Studies and reports from various international financial institutions concerning such matters as loan standing of a country or development under a particular loan. Arranged by institution or type of document thereunder chronologically and numbered for each study or report.

DISPOSITION: Break file annually. Store on-site for 3 years. Transfer to WNRC when 3 years old. Destroy when 25 years old. Automatic destruction.

12. Office of Saudi Arabian Affairs.

a. Case files consisting of the record copy of contracts and agreements, correspondence, reports, memoranda and other supporting information pertinent to projects of the U.S.-Saudi Arabian Joint Commission. Commission projects include programs to promote industrialization, trade, manpower training, agriculture, and science and technology. Types of projects are: Financial Information Center, Agriculture and Water, and Electrical Procurement.

DISPOSITION: ~~Documents~~ Break files when project completed. Retain on-site for 2 years. Transfer to WNRC when 2 years old. ~~Automatic Destruction~~ Destroy when ¹⁰20 years old. *Automatic Destruction.*

b. Telex cable files consisting of complete incoming and outgoing unclassified cable correspondence with Treasury's Riyadh, Saudi Arabia office including administrative and project correspondence.

DISPOSITION: Break files annually. Retain in office for 3 years. Store on-site for 2 years. Transfer to WNRC when 5 years old. Destroy when 13 years old. Automatic Destruction.

c. Cables files. Copies of all classified incoming and outgoing cables between Washington and the Treasury office at Riyadh, Saudi Arabia consisting of project, policy and administrative correspondence.

DISPOSITION: Break files annually. Retain in office for 3 years. Store on-site for 2 years. Transfer to WNRC when 5 years old. Destroy when 13 years old. Automatic Destruction.

d. Joint Economic Commission, Riyadh, Saudi Arabia files. Copies of all policy correspondence, reports on projects, official copies of administrative records, and correspondence are sent to the parent office or administrative offices in Washington.

DISPOSITION: Break project/case files when completed, other files annually, or according to administrative need. Destroy on site when administrative need no longer exists.

13. Files maintained by the Secretariat for the Office of the Assistant Secretary for International Affairs and for the Secretary of the International Monetary Group (IMG).

a. Weekly Activity Reports and other information publications produced for the staff.

DISPOSITION: Retain on-site. Destroy when administrative need no longer exists.

b. File and distribution point for Secretary of IMG. Documents distributed for discussion, policy and position papers for the International Monetary Group (IMG), an advisory group to the Under Secretary for Monetary Affairs in international monetary problems and

policies. The Group consists of members from the Department of State, Council of Economic Advisors, Board of Governors of the Federal Reserve System, Office of Management and Budget, and sometimes representatives from the National Security Council or from various sections of the Executive Office of the President. The Group meets at the pleasure of the Under Secretary for Monetary Affairs. There are two groups which may meet:

(1) Members policy making level group - papers and documents from the various agencies of which the IMG is made up, the classified file. Arranged chronologically and numbered.

(2) Members policy making level group unclassified file of same type information as (1).

(3) Staff level or working level group classified file similar to number (1).

(4) Staff level or working level group unclassified file similar to number (2).

DISPOSITION: Permanent. Break files annually. Retain in office for 2 years. Store on-site for 3 years. Transfer to WNRC when 5 years old. Offer to NARS when 20 years old. *Ann. Acc. 1 cf / yr.*

c. Chronological, convenience files, maintained for information and reference which contain correspondence and reports prepared for signature of the Assistant Secretary for International Affairs.

DISPOSITION: Break files annually. Retain in office for 2 years. Store on-site for 3 years. Transfer to WNRC when 5 years old. Destroy when 10 years old. Automatic Destruction.

14. Administrative Office Files.

a. Subject files showing the organization, staffing patterns, assignments, procedures and policy of the Office of the Assistant Secretary for International Affairs.

DISPOSITION: Permanent. Break files annually. Retain in office for 2 years. Store on-site for 2 years. Transfer to WNRC when 4 years old. Offer to NARS when 20 years old. *Ann. Acc. 1 in / yr.*

b. Country files arranged alphabetically by country and concern the foreign posts of the Department. Includes the assignment, authorization, financial affairs documentation, training, personnel, administrative decisions and other papers in original and copy form for a post.

DISPOSITION: Close file when post closed. Retain in office for 2 years. Store on-site for 2 years. Transfer to WNRC when 4 years old. Destroy when 10 years old. Automatic Destruction.

15. Drafts of policy papers, notes from meetings, personal handwritten notes from meetings or committees, personal chron files and other reference files collected by staff in the normal course of business.

DISPOSITION. Temporary. Maintain in office. If stored on-site, will be done so for only a short and definite period of time. Destroy when administrative need no longer exists.

16. Subject files filed according to the file manual implemented February 1977 for the Deputies to the Assistant Secretary and Office of the National Advisory Council consisting mostly of drafts and administrative correspondence. Substantive material of these offices is filed in the IMG, Office of Saudi Arabian Affairs, and NAC Documents, Agenda, Minutes, and Actions files respectively.

DISPOSITION. Temporary. Break files each year. Retain in office 1 year. Store on-site 1 year. Store at WNRC for 18 years. Destroy when 20 years old. Automatic destruction.