

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0475-2025-0001

Status: APPROVED  
Date Approved: 05/19/2026

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## General Information

Agency or Establishment	Department of State
Record/Scheduling Group	0475 - Records of the American Institute in Taiwan
Records Schedule Applies To	Agency Subdivision
Major Subdivision	American Institute of Taiwan (AIT)
Schedule Subject	Consolidated Schedule: Records of the American Institute in Taiwan
Additional Schedule Information	<p>This schedule consolidates the records of the American Institute of Taiwan including agreement subject files and general subject files. Pursuant to the Taiwan Relations Act, AIT is authorized by Congress to carry out programs and maintain relations with the people of Taiwan in the absence of formal diplomatic ties. As the U. S. Government cannot directly enter into such agreements, AIT carries out this function.</p> <p>The American Institute in Taiwan (AIT) is a non-profit, private corporation that facilitates U.S. relations with Taiwan under the Taiwan Relations Act, which authorizes continued commercial, cultural, and other exchanges between the people of the United States and Taiwan. AIT Washington, located in Arlington, Virginia, serves as the headquarters and liaises with the Taipei Economic and Cultural Representative Office (TECRO) and U.S. government agencies. The AIT Taipei Office (AIT/T) manages U.S. interests in Taiwan, including trade, agriculture, consular affairs, and cultural exchanges. The AIT Kaohsiung Branch Office supports local commercial, consular, and cultural activities.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0475-2025-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Records of the American Institute in Taiwan	Permanent

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Records Schedule Items

<b>DAA-0475-2025-0001-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Records of the American Institute in Taiwan	
Item Description	<p>These records document the political, commercial, economic, and military relations between the U.S. Government and Taiwan. They also document agreements and arrangements between the American Institute in Taiwan (AIT), acting on behalf of U.S. Government agencies, and its Taiwanese counterparts. These records pertain, but are not limited, to trade, science, military, and security arrangements.</p> <p>These records include, but are not limited to, agreements, memoranda, reports, correspondence, speeches, substantive drafts, briefing papers, briefing checklists, talking points, diplomatic notes, meeting minutes, press releases, E-messages, and social media.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-475-89-002 / 1	No	
N1-475-89-001 / 1	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Born Digital - Textual Data:Unknown ; Analog - Paper Records:Unknown ; Scanned/Digitized - Textual Records:Unknown	

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End year of records covered by this authority	Still being created
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(1) National Security

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	05/19/2026



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.