
U.S. Department of State Records Schedule

Chapter 20: Economic and Business Affairs Records

A-20-010-03 Administrative Records Maintained in any Agency Office

Description: Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:

- staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
- office-level administrative policies and procedures and files related to their development (see Note 1)
- calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)
- informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
- internal office activity and workload reports
- studies and analyses of office administrative functions and activities
- non-mission related management reviews and surveys
- minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

Disposition: Temporary. Destroy when business use ceases. (Supersedes GRS 23, item 5b)

DispAuthNo: DAA-GRS-2016-0016-0001 (G **Date Edited:** 9/21/2017

A-20-010-04 Correspondence Files - Arranged chronologically

Description: Copies of outgoing correspondence requiring the attention of the Assistant Secretary or Deputy Assistant Secretary that reside in action offices. Included are action and briefing memorandums, telegrams, reports and related correspondence.

Disposition: Permanent. Retire to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-19, item 4 **Date Edited:** 4/1/1999

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A-20-010-05 Front Office Chron Files

Description: Copies of incoming correspondence such as telegrams, memorandums, reports and notes on which no documented action is taken.

Disposition: Permanent. Retire to the RSC when 1 year old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-19, item 5 **Date Edited:** 4/1/1999

A-20-010-06 Daily Activity Reports

Description: Reports prepared for and consolidated by the Assistant Secretary office on key foreign policy issues or positions. Copies of consolidated reports are distributed to each action office for information.

Disposition: Permanent. Retire to the RSC when 1 year old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-19, item 6 **Date Edited:** 4/1/1999

A-20-010-07 Tracking and Control Records

Description: Logs, registers, and other records in hard copy or electronic form used to control or document the status of action items or taskers.

Disposition: Destroy or delete when 6 months old or when no longer needed whichever is sooner.

DispAuthNo: N1-059-94-19, item 7 **Date Edited:** 4/1/1999

A-20-010-08 NODIS and EXDIS Captioned Documents

Description: Documents captioned NODIS and EXDIS.

Disposition: Destroy when 1 year old and inform S/S-IRM for control purposes.

DispAuthNo: N1-059-94-19, item 8 **Date Edited:** 4/1/1999

A-20-010-09 Congressional Correspondence Files

Description: Documents reflect Department testimonies and speeches, prepared press guidance, memos prepared for the Bureau on legislative action of interest, responses to congressional requests, legislative referral memos requesting the Department views on pending legislation, testimonies of other agencies or bills proposed by other agencies and related correspondence.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-059-94-19, item 9 **Date Edited:** 4/1/1999

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Office of Development Finance

A-20-020-01a **Multilateral Development Bank (MDB) Files**

Description: a. Subject Files - Arranged by MDB - Documents reflect replenishment negotiations and include international monetary and financial policies, proposed increases in resources, summary evaluations, co-financing and approaches, proposals, congressional records, negotiating sessions for proposed increase of capital resources, background papers, copies of notes, interagency memorandums, economic and development issues, economic reforms, environmental policy papers, reports to Congress, follow-up and needs assessment surveys, guidelines and reports on implementation of board decisions, review of lending operations, quarterly operational summaries, promotion of private sector, memberships, annual meetings, mid-year budget reviews, quarterly reviews and reports, general bank policy, employment standards, voting on proposed resolutions, organizational changes, decisions of the Board of Directors, technical cooperation projects and related correspondence.

Disposition: Permanent. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-22, item 1a **Date Edited:** 8/23/2013

A-20-020-01b **Multilateral Development Bank (MDB) Files**

Description: b. Country Files - Documents reflect the review of loan proposals to ensure that U.S. foreign policy interests are being adequately reflected in the policies and operations of the banking institutions. Included are trade deficit reports, decision memorandums, environmental issues which affect certain projects, such as nuclear power projects and those involving highly toxic materials, strategic planning, economic situations, tax reform, financing, human rights issues including cases, testimonies and reports, investment proposals, option papers, economic trends report, trade policy measures, export subsidies, debt rescheduling agreements, trade estimate reports, tax reform, interest rates, economic highlights, strategic planning, economic reform, issues papers, viewpoints, Eximbank reviews providing discussion of country conditions and prospects within Eximbank, loan commitments from Eximbank to Board of Directors and related correspondence.

Disposition: Permanent. Retire to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-22, item 1b **Date Edited:** 8/23/2013

A-20-020-02 **Eximbank Clearance Request File**

Description: Requests submitted for the Department approval of loans and guarantees for products or projects requested by countries abroad.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-059-94-22, item 2 **Date Edited:** 4/1/1999

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A-20-020-06 Development Assistance Committee (DAC) Files

Description: Documents reflect the Department involvement on major decisions concerning foreign aid to developing countries and territories. Included are U.S. position on (DAC) list of aid recipient countries, U.S. strategy for OECD/DAC review of foreign aid, project briefs, AID reviews on countries development assistance efforts and policies, meetings held with DAC, World Bank, International Monetary Fund and the UN, working party on financial assets of development assistance, public outreach issues, background material for discussion, draft issues and proposals and related correspondence.

Disposition: Destroy upon resolution of the issue or when 2 years old whichever is sooner.

DispAuthNo: N1-059-94-22, item 6

Date Edited: 4/1/1999

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A-20-021-03	International Monetary Fund (IMF) General Files - Arranged by country
Description:	Documents reflect files generated by the IMF and are maintained for reference purposes. Copies are retained in related subject files. Included are Executive Board meetings and staff reports reflecting statistical background information, political reform, economic situations, economic program issues, integration into international economy and related correspondence.
Disposition:	Destroy when 2 years old or when no longer needed for current operations whichever is sooner.
DispAuthNo:	N1-059-94-23, item 3
	Date Edited: 4/1/1999
A-20-021-04	General Subject Files
Description:	Documents reflect domestic and international banking and monetary policies, debt rescheduling policy, foreign exchange markets and restrictions, capital market restrictions and developments, financial and economic reports and publications, balance of payment developments and various international monetary system documents.
Disposition:	Block files annually. Retire to the RSC when 1 year old for transfer to the WNRC. Destroy when 10 years old.
DispAuthNo:	N1-059-94-23, item 4
	Date Edited: 4/1/1999
A-20-021-05	Debt Policy Files
Description:	Documents reflect IMF and Treasury related correspondence including memorandums, reports, Comptroller General reports to Congress, general debt policy, National Advisory Council procedures and reporting of foreign debt, working group documents, congressional hearings, World War I debt, lend-lease settlements and related correspondence.
Disposition:	Permanent. Retire to the RSC when 10 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-94-23, item 5
	Date Edited: 4/1/1999

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Office of Investment Affairs

A-20-022-01a **Country Files**

Description: a. International Investment (General) - Documents reflect telegrams, memorandums and reports on annual labor, Multinational Development Bank (MDB) projects, consultations on financial services, briefing papers, privatization and deregulation, economic trends, Enterprise for the Americas Initiative (EAI) negotiations, legislation, debt reduction, national trade estimate comments, trade and tax measures, position papers, policy changes, foreign economic trends, commercial environmental issues for U.S. companies, bilateral trade talks, trade and investment council meetings, investment policy, bilateral export subsidies agreements, investment profiles, confiscation of property, insurance claims and contracts, operating problems, payment disputes, Overseas Private Investment Corporation (OPIC) support and related correspondence.

Disposition: Permanent. Block files annually. Retire to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-24, item 1a **Date Edited:** 2/4/2014

A-20-022-01b **Country Files**

Description: b. Expropriation Cases - Documents reflect the takeover of property of U.S. firms abroad. Included are talking points, Expropriation Committee reviews, appraisal of assets, investment agreements and disputes, status of negotiations, imposed sanctions on foreign aid and development bank lending, follow-up issues, insurance claims and related correspondence.

Disposition: Permanent. Retire to the RSC once case has been resolved or when 5 years old for transfer to the WNRC. Transfer to the National Archives 30 years after termination of the case.

DispAuthNo: N1-059-94-24, item 1b **Date Edited:** 2/4/2014

A-20-022-01c **Country Files**

Description: c. Bilateral Investment Treaties (BIT) - Documents reflect bilateral investment treaties and investment issues arising under Treaties of Friendship, Commerce and Navigation. Included are negotiating rounds, coordination efforts, preparation for senate hearings, senate ratification, talking points, background information, discussion agendas, Circular 175 Authorizations for the negotiation and conclusion of a treaty on protection of investments, interagency bilateral investment treaty working group documents and related correspondence.

Disposition: Permanent. Retire to the RSC 2 years after treaty comes into force for transfer to the WNRC. Transfer to the National Archives 20 years after termination of agreement.

DispAuthNo: N1-059-94-24, item 1c **Date Edited:** 2/4/2014

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A-20-022-02 Tax Treaty Files

Description: Treaties between the US and countries abroad for the prevention of double taxation. Documents reflect handwritten notes, reporting issues on the rounds of negotiations, decision memorandums, preparations for senate hearings, status of treaties, agreements with the U.S., reimbursement system, exemption requests, proposed taxes, requests for information on tax treaties, tax reform, tax bills, legislation, imposed tax on financial assets, disputes and related correspondence.

Disposition: Permanent. Retire to the RSC upon renewal of treaty or when 10 years old for transfer to the WNRC. Transfer to the National Archives 20 years after termination of agreement.

DispAuthNo: N1-059-94-24, item 2 **Date Edited:** 4/1/1999

A-20-022-03a Unitary Taxation

Description: a. Subject Files - Documents reflect a worldwide unitary method of taxation for multinational enterprises. Included are taxation of foreign corporations, position papers, working group on worldwide unitary taxation, responses to requests concerning worldwide combined reporting, opposition to taxation and related correspondence.

Disposition: Permanent. Block files annually. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-24, item 3a **Date Edited:** 4/1/1999

A-20-022-03b Unitary Taxation

Description: b. Case Files - Documents reflect court appeals pertaining to violations of commerce clause, reports, legislation, briefing papers and related correspondence.

Disposition: Permanent. Retire to the RSC upon resolution of tax issue or when 10 years old whichever is sooner for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-24, item 3b **Date Edited:** 4/1/1999

A-20-022-04 Investment Policy Files

Description: Documents reflect legislation pertaining to foreign investments. Included are laws and regulations such as Foreign Direct Investment in U.S., Inward Investment, Practices under U.S. Treaties of Friendship, Commerce, and Navigation, taxation, banking, international trade and investment and related correspondence.

Disposition: Permanent. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-24, item 4 **Date Edited:** 4/1/1999

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A-20-022-05 International Organization Files

Description: Documents reflect multilateral negotiations in the OECD, UN and other international bodies relating to international investment. Included are working groups such as Capital Movements and Invisible Transactions (CMIT) and Committee on International Investment and Multinational Enterprises (CIME), international investment policies, multinational enterprise guidelines, guideline cases involving violations, accounting standards, trade related investment measures in developing countries, status reports, investment and privatization initiatives, UN Code of Conduct, UNCTC meetings and related correspondence.

Disposition: Permanent. Block files annually. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-24, item 5 **Date Edited:** 4/1/1999

A-20-022-06a Committee on Foreign Investment in the United States (CFIUS) Files- Documents reflect CFIUS reviews of investment transactions to determine issues of national security warranting an investigation.

Description: a. Case Files - Documents reflect company investments, legislation, voluntary notices of acquisition and other correspondence relating to mergers, acquisitions and takeovers by or with foreign persons.

Disposition: Retire to the RSC when 1 year old for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-24, item 6a **Date Edited:** 4/1/1999

A-20-022-06b Committee on Foreign Investment in the United States (CFIUS) Files- Documents reflect CFIUS reviews of investment transactions to determine issues of national security warranting an investigation.

Description: b. Review Files - Documents reflect decision memos on whether State should request an investigation or support another agency request for an investigation of the acquisition of companies or corporations, position papers, clearances on proposed sales of companies and related correspondence.

Disposition: Permanent. Block files annually. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-24, item 6b **Date Edited:** 4/1/1999

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Office of Bilateral Trade Affairs-Developing Country Trade Division**A-20-030-01 Country Files**

Description: Telegrams, memorandums, reports, legislation and background material relating to international trade policy with developing countries. Included are trade policies and negotiations, commodities, property rights, statistical data and related trade and economic material.

Disposition: Permanent. Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-25, item 1 **Date Edited:** 4/1/1999

A-20-030-02 North American Free Trade Agreement (NAFTA) Files

Description: Telegrams, reports, studies and related correspondence regarding negotiations between the United States, Canada and Mexico to improve the competitiveness of U.S. business through elimination of both tariff and non tariff trade barriers and unfair subsidies, providing legal protection for U.S. investors and intellectual property such as patents and copyrights, and other liberalization measures.

Disposition: Permanent. Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-25, item 2 **Date Edited:** 4/1/1999

A-20-030-03 Generalized System Preferences (GSP) and Worker Rights Files

Description: Telegrams, reports, legislation and related correspondence pertaining to preferential duty-free entry for products from designated beneficiary countries and territories. Included are petitions for modifications based on market access, intellectual property rights, trade and investment practices and worker rights, GSP Subcommittee Annual Report of the list of articles and countries eligible for duty-free treatment, proposed rules and regulations and related material.

Disposition: Permanent. Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-25, item 3 **Date Edited:** 4/1/1999

A-20-030-04 Public Comment Mail

Description: Correspondence received from private corporations and individuals in response to Federal Register notices, newspaper articles etc. stating views on and reactions to current trade issues.

Disposition: Destroy 6 months after resolution of issue.

DispAuthNo: N1-059-94-25, item 4 **Date Edited:** 4/1/1999

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A-20-030-05 Analyst Chron Files

Description: Included are assigned taskers, responses to inquiries, items of interest, talking points, work requirements and background information relevant to the analysts assigned area of responsibility. Some material such as copies of action memorandums may be duplicated in the country files but the majority of documents remain intact in the subject files.

Disposition: Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-25, item 5 **Date Edited:** 4/1/1999

Office of Bilateral Trade Affairs-Developed Country Trade Division**A-20-031-01 Trade Relations Files - Arranged by country/subject**

Description: Telegrams, U.S. Trade Representative reports, status reports, problem and prospect papers, impact statements, economic indicators, briefing memorandums, investment reports, Organization for Economic Cooperation and Development (OECD) trade-related issues, Trade Committee meetings and working party documents, talking points, dispute settlements, trade and commercial agreements, position papers, trade in services negotiations under the General Agreements on Tariffs and Trade (GATT) and related correspondence reflecting trade policy with developed market-economy countries; especially Japan, Canada, the European Community (EC) and Eastern Europe.

Disposition: Permanent. Block files annually. Retire to RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-25, item 6 **Date Edited:** 4/1/1999

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Office of Multilateral Trade Affairs-Special Trade Activities Division**A-20-032-01a National Security Trade Restriction**

Description: a. Case Files - Cases industry investigates that threaten national security. Documents reflect national security import restrictions as outlined in Section 232 of the Trade Act. Included are telegrams, national security analysis, statistical analysis, consumption reports, tariff schedules, competitive assessments, press releases, briefing material, Volunteer Restraint Agreements (VRAs) and related correspondence.

Disposition: Permanent. Place in inactive file when case is closed. Cut off inactive file at the end of the calendar year. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-27, item 1a **Date Edited:** 4/1/1999

A-20-032-01b National Security Trade Restriction

Description: b. Subject Files - Documents reflect Department of Commerce (DOC) draft investigation reports, pending investigations under Section 232 of the Trade Act, studies and industry comments, telegrams, Federal Register notices, DOC meeting agendas, memorandums to conduct investigations, reports to the President, background information on Section 232 and related correspondence.

Disposition: Permanent. Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-27, item 1b **Date Edited:** 4/1/1999

A-20-032-02 Anti-dumping/Countervailing Duty Files - Arranged by country

Description: Case files document actions taken on unfair trade practices. Included are Federal Register notices announcing actions such as intent to revoke antidumping duty order, determination not to revoke antidumping order, intent to terminate suspended investigation, U.S. International Trade Commission (USITC) memos regarding termination of investigations, telegrams on antidumping investigations, amendment to final result of countervailing administrative review, preliminary results of antidumping duty administration review, background statements, fact sheets and related correspondence.

Disposition: Place in inactive file when case is closed. Cut off inactive file at the end of the calendar year. Retire to the RSC 1 year after cut off date for transfer to the WNRC. Destroy 10 years after cutoff.

DispAuthNo: N1-059-94-27, item 2 **Date Edited:** 4/1/1999

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A-20-032-03 Trade Standard Files - Arranged by country/subject

Description: Included are product standards, health, safety and environmental laws and regulations. All files are related to GATT meetings and NAFTA negotiations. Included are telegrams, memorandums of understanding, NAFTA standards-related issues, proposed revisions, American National Standards Institute (ANSI) meetings, standard group meeting reports, proposed U.S. regulations, standards policy, Uruguay Round proposal on standards code, Trade Policy Staff Committee (TPSC) action records, discussion papers, council directives, status reports, USTR meetings and related correspondence.

Disposition: Block files annually. Retire to the RSC 3 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-27, item 3 **Date Edited:** 4/1/1999

A-20-032-04 Steel Trade Files - Arranged by country/subject

Description: Documents reflect trade-related activities involving the Steel Industry. Included are telegrams, status reports, executive summaries, U.S. Steel agreements and trade actions, Voluntary Restraint Agreements (VRAs), Bilateral Consensus Agreements (BCAs), implementation of BCAs, analysis and summary sheets, working group documents and subcommittee memos and background papers.

Disposition: Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-27, item 4 **Date Edited:** 4/1/1999

A-20-032-05 Telecommunications Trade Files - Arranged by country/subject

Description: Documents reflect market access to telecommunications equipment and services. Included are telegrams, talking points, briefing papers, telecommunications trade objectives, Council Directive proposals, draft analysis of telecommunications services directive, Telecommunications Trade Task Force recommendations, consultations, outlines for services proposal, legislation and related correspondence.

Disposition: Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-27, item 5 **Date Edited:** 4/1/1999

A-20-032-06 Trade Act Report Files - Arranged by country

Description: Documents reflect correspondence with posts on the development of the Department Annual Trade Act Report to Congress on trade, investments and the overall economic conditions in over 80 countries. Included are country reports on economic and trade practices (key economic indicators.)

Disposition: Block files annually. Destroy when 2 years old.

DispAuthNo: N1-059-94-27, item 6 **Date Edited:** 4/1/1999

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A-20-032-07a Procurement Policy Files

Description: a. General Agreement on Tariffs and Trade (GATT) - Documents reflect the GATT Agreement on Government Procurement (the "Code") establishing an agreed international framework of rights and obligations with respect to laws, regulations, procedures, and practices regarding trade aspects of government procurement in order to achieve greater liberalization and expansion of world trade. Included are procurement practices, procurement code overviews, memorandums, telegrams, interagency meetings and related correspondence.

Disposition: Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Destroy when 15 years old.

DispAuthNo: N1-059-94-27, item 7a **Date Edited:** 4/1/1999

A-20-032-07b Procurement Policy Files

Description: b. North American Free Trade Agreement (NAFTA) - Documents reflect U.S. access to the Mexican government procurement market, including state-controlled agencies such as PEMEX and CFE including U.S. suppliers of petroleum equipment, heavy electrical equipment, electronics, pharmaceuticals, and environmental and computer software and support services and construction and the procurement of many services by Canada. Included are strategy papers, memorandums on negotiations, Trade Policy Staff Committee (TPSC) meetings, working group documents, talking points, proposals, transitional membership, NAFTA/Government Procurement Group meetings and related correspondence.

Disposition: Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Destroy when 15 years old.

DispAuthNo: N1-059-94-27, item 7b **Date Edited:** 4/1/1999

A-20-032-08 Customs and Trade Files - Arranged by subject

Description: Documents reflect issues related to the General Agreement on Tariffs and Trade Customs Code. Included are telegrams, customs and standards surveys, interest in cooperative programs, conference materials, background material on the Customs Cooperation Council (CCC), meetings on Interagency Committee (IAC) on Customs Cooperation Council matters, customs mutual assistance agreement negotiations, issues for decision, memorandums of understanding, documents pertaining to the Interagency Bureau for the Publication of Customs Tariff, reporting on the use of customs fees, fact sheets on customs import user fees, customs user fee working group documents and related correspondence.

Disposition: Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-27, item 8 **Date Edited:** 4/1/1999

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A-20-032-09 Committee Files

Description: Documents reflect committee and working group activities on various program issues such as steel trade and telecommunications. Included are testimonies and speeches, discussion papers, status reports, surveys, meetings, memorandums, talking points, position papers and related correspondence.

Disposition: Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-27, item 9 **Date Edited:** 4/1/1999

A-20-032-10 Negotiation Files - Arranged by country/subject

Description: Documents reflect GATT market access and North American Free Trade (NAFTA) agreements. Included are summary of meetings, negotiation developments, telegrams, market access group meetings, market access status reports, USTR memos on market access offers, summary and highlights, meetings and developments, consultations on implementation of market access, services barriers, trade barriers report, zero tariff proposals, trade policy reforms, tariff and non-tariff barriers and related correspondence.

Disposition: Permanent. Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-27, item 10 **Date Edited:** 4/1/1999

A-20-032-11 Environment and Trade Files - Arranged by country/subject

Description: Documents reflect international agreements dealing with regional or global problems, trade effects of national standards and regulations, export trade between industrialized and developing countries and other issues relating to environmental protection. Included are Environmental Protection Agency (EPA) rulings, telegrams, memorandums, GATT reports, news articles, proposed legislation, talking points, comments on proposed rulemaking, copies of trade agreements and related correspondence.

Disposition: Permanent. Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-27, item 11 **Date Edited:** 4/1/1999

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Office of Intellectual Property and Competition Division**A-20-033-01 IPC General Policy Files**

Description: Legislation, briefing papers, congressional correspondence, policy issues and related correspondence pertaining to the implementation of trade laws.

Disposition: Block files annually. Retire to the RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-059-94-27, item 12

Date Edited: 4/1/1999

A-20-033-02 Intellectual Property Rights Files - Arranged by Country/Subject

Description: Telegrams, meeting agendas, follow-up actions, working group reports, proposed legislation and related correspondence on the protection of intellectual property rights (patents, trademarks, and copyrights) abroad, North American Free Trade Agreement (NAFTA), trade-related intellectual property, anti-trust activities and transfer of technology.

Disposition: Block files annually. Retire to the RSC 3 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-27, item 13

Date Edited: 4/1/1999

A-20-033-03 World Intellectual Property Organization (WIPO)

Description: Documents provide historical background on WIPO. Included are general administration of WIPO, dispute settlements, special agreements under the Paris Convention, budget committee documents, meeting agendas, draft agendas of governing bodies, staffing material and related correspondence.

Disposition: Block files annually. Retire to the RSC 3 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-27, item 14

Date Edited: 4/1/1999

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A-20-040-04	Export Enhancement Program (EEP) General Program Files - Arranged by subject/country
Description:	Documents reflect background information on subsidized exports of grains and other raw products overseas. The EEP discourages unfair trade practices by making U.S. agricultural commodities competitive. Included are telegrams, briefing papers, daily reports, action memorandums, Trade Policy Review Group (TPRG) meeting memorandums, issue papers, USTR updates dealing with the program in general. Specific issues are filed in the agricultural product files and reflect product initiatives sales, talking points, agricultural policy issues and related correspondence.
Disposition:	Retire to the RSC in 5 year blocks when 10 years old for transfer to the WNRC. Destroy when 25 years old.
DispAuthNo:	N1-059-94-28, item 4
Date Edited:	4/1/1999
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A-20-040-05	Dairy Export Incentive Program (DEIP) General Program Files
Description:	Documents reflect background information on subsidized exports of dairy products. Included are memorandums regarding global and proposed allocations, export guidance, telegrams on dairy export subsidies, position papers, USDA proposals to export subsidies, fact sheets, memorandums on various issues for decision, countries eligible to purchase dairy products and related correspondence.
Disposition:	Retire to the RSC in 5 year blocks when 10 years old for transfer to the WNRC. Destroy when 25 years old.
DispAuthNo:	N1-059-94-28, item 5
Date Edited:	4/1/1999
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A-20-040-06	Agricultural Export Sales and Promotion Files - Arranged by subject/country
Description:	Documents reflect the sales of U.S. agricultural commodities to developing countries as authorized under PL 480. Included are telegrams on agreement negotiations, proposed amendments, talking points, USDA summaries, food assistance, memorandums of understanding, economic reform updates, food program status reports, briefing memorandums, export credit issues, credit guarantees, budget and financial documentation, meetings and related correspondence.
Disposition:	Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 25 years old.
DispAuthNo:	N1-059-94-28, item 6
Date Edited:	4/1/1999
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Agricultural and Textile Trade-Agri. Trade Policy and Program Division

A-20-041-01a **Industry Adviser Files - Arranged by Name of Candidate-Documents reflect Department of State clearance for industry representatives to serve as advisers during bilateral textile negotiations.**

Description: a. Electronic File.

Disposition: Destroy when active agency use ceases.

DispAuthNo: N1-059-94-28, item 7a **Date Edited:** 4/1/1999

A-20-041-01b **Industry Adviser Files - Arranged by Name of Candidate-Documents reflect Department of State clearance for industry representatives to serve as advisers during bilateral textile negotiations.**

Description: b. Paper File.

Disposition: Destroy when no longer needed for current operations.

DispAuthNo: N1-059-94-28, item 7b **Date Edited:** 4/1/1999

A-20-041-02 Bilateral Textile Agreements - Arranged by Country and Subject

Description: Documents reflect negotiations of bilateral agreements between textile importing and exporting countries or unilaterally if an agreement cannot be reached under the provisions of the Multifiber Arrangement (MFA). The MFA is a multilateral agreement negotiated under the auspices of the General Agreement on Tariffs and Trade (GATT). Included are telegrams, memorandums, reports, legislation, proposals, interagency position papers, policy papers, background information on textile agreements and related correspondence.

Disposition: Permanent. Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-28, item 8 **Date Edited:** 4/1/1999

A-20-041-03 North American Free Trade Agreement (NAFTA) General Files

Description: Documents reflect industry reaction to specific textile issues. Included are policy papers, position papers, legislation, background information on trade, opinions and views on specific textile issues and related correspondence.

Disposition: Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 20 years old.

DispAuthNo: N1-059-94-28, item 9 **Date Edited:** 4/1/1999

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A-20-052-04 International Civil Aviation Organization (ICAO) Document Files

Description: Documents reflect council sessions and assembly files. Included are council working papers, strategic action plans, progress reports, minutes and decisions, news articles, briefing materials, council elections, plenary meetings and related correspondence.

Disposition: Block files annually. Retire to the RSC when 2 years old for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-32, item 4 **Date Edited:** 4/1/1999

A-20-052-05 International Civil Aviation Organization (ICAO) Fellowship Training Program

Description: Documents reflect memorandums of agreement relating to training foreign students in the United States in the field of aviation.

Disposition: Block files annually. Destroy when 5 years old or when no longer needed whichever is sooner.

DispAuthNo: N1-059-94-32, item 5 **Date Edited:** 4/1/1999

A-20-052-06 Interagency Group on International Aviation (IGIA) Files

Description: Documents reflect requests for information, memberships, organization and procedures, agendas, meetings, designations, U.S. participation, U.S. positions and related correspondence.

Disposition: Block files annually. Destroy when 5 years old or when no longer needed whichever is sooner.

DispAuthNo: N1-059-94-32, item 6 **Date Edited:** 4/1/1999

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Transportation Affairs-Office of Maritime and Land Transportation

A-20-053-01 International Maritime and Land Transport Files - Arranged by country/subject

Description: Documents reflect broad economic, political and technical problems involving shipping relations with countries abroad.

Disposition: Permanent. Block files annually. Retire to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-33, item 1 **Date Edited:** 4/1/1999

A-20-053-02 Organization Files

Description: Documents reflect multilateral activities with international and intergovernmental shipping organizations such as the Organization for Economic Cooperation and Development (OECD), the U.N. Conference on Trade and Development (UNCTAD) and the Federal Maritime Commission (FMC).

Disposition: Block files annually. Retire to the RSC when 2 years old for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-33, item 2 **Date Edited:** 4/1/1999

A-20-053-03 Legislation Files - Arranged by congressional session

Description: Documents reflect senate bills, house reports and house joint resolutions used for preparing comments on proposed shipping, trucking and railroad legislation. Included are legislative referrals, congressional records, congressional sessions, text of maritime bills, proposed policy resolutions, maritime reform act, authorizations and appropriations, DOS views on maritime bills, shipbuilding reform act, proposed reports, newspaper and magazine articles and related correspondence.

Disposition: Review files annually. Retire congressional reports no longer needed for current operations to the RSC for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-33, item 3 **Date Edited:** 4/1/1999

A-20-053-04 Longshore Activities File

Description: Documents reflect foreign prohibitions on Longshore Work by U.S. Nationals. Included are list of countries that prohibit U.S. marines from performing longshore work; i.e., activities associated with loading and discharging cargo from a ship, public notices, comments on DOS proposed rule making, position papers, congressionals, longshore activities by crews of U.S. ships and related correspondence.

Disposition: Permanent. Retire to the RSC in 5-year blocks for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-33, item 4 **Date Edited:** 4/1/1999

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A-20-053-05 **Shipbuilding Files - Arranged by country/subject**

Description: Documents reflect the assurance that domestic shipyards can compete effectively in the international shipbuilding market.

Disposition: Permanent. Block files annually. Retire to the RSC when 7 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-33, item 5

Date Edited: 4/1/1999

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Office of Economic Sanctions Policy

A-20-063-01 Economic Sanctions Policy Files

Description: Documents reflect the development and implementation of Department policies involving sanction programs, and policies with respect to certain categories of export license application requests requiring foreign policy guidance. Included are cables, memos, legislation, briefings and speeches, press guidance, proposals, recommendations, committee meetings, and related correspondence. Arranged by country/subject.

Disposition: PERMANENT. Cut off at the end of the calendar year. Retire to the Records Service Center (RSC) when 5 years old, or sooner if needed. Transfer to the National Archives and Records Administration 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and guidance at the time of transfer. (Supersedes NARA Job No. N1-059-94-29, item 1).

DispAuthNo: DAA-0059-2013-0001-0001 **Date Edited:** 9/27/2013

A-20-063-02 Threat Finance Countermeasures Policy Files

Description: Documents reflect the development and implementation of Department policies involving efforts to counter terrorism and piracy finance and efforts to stem the exploitation of conflict diamonds and conflict minerals. Included are telegrams, legislation, foreign policy trade control reports, briefings and speeches, press guidance, proposals, recommendations, committee meetings, and related correspondence. Arranged by country/subject.

Disposition: PERMANENT. Cut off at the end of the calendar year. Retire to the Records Service Center (RSC) when 5 years old, or sooner if needed. Transfer to the National Archives and Records Administration 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and guidance at the time of transfer. (Supersedes NARA Job No. N1-059-94-29, item 1).

DispAuthNo: DAA-0059-2013-0001-0002 **Date Edited:** 9/27/2013

A-20-063-03 Department of the Treasury License Case Files

Description: Documents reflect foreign policy recommendations on specific licenses administered by the Department of the Treasury. Included are license applications, meeting notes, foreign policy reviews, background papers, reports, license guidelines and related correspondence. Arranged by country/subject.

Disposition: TEMPORARY. Cut off inactive file at the end of the calendar year. Delete or destroy when 10 years old. (Supersedes NARA Job No. N1-059-94-29, item 2).

DispAuthNo: DAA-0059-2013-0001-0003 **Date Edited:** 9/27/2013

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A-20-063-04 Department of Commerce Export Cases

Description: Documents reflect foreign policy recommendations on export cases administered by the Department of Commerce. Included are license applications, meeting notes, foreign policy reviews, background papers, reports, export policies security issues, license guidelines and related correspondence. Arranged by country/subject.

Disposition: TEMPORARY. Cut off inactive file at the end of the calendar year. Delete or destroy when 4 years old. (Supersedes NARA Job No. N1-059-94-29, item 2).

DispAuthNo: DAA-0059-2013-0001-0004 **Date Edited:** 9/27/2013

A-20-063-05 Export Control Case Files - Arranged by country/subject

Description: Documents reflect foreign policy issues on export cases for the Departments of Commerce and Treasury. Included are license applications, meetings, strategic plans, foreign policy reviews, background papers, reports, export policies, security issues, license guidelines and related correspondence.

Disposition: TEMPORARY. Place in inactive file when case is closed. Cut off inactive file at the end of the calendar year. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-29, item 2 **Date Edited:** 4/1/1999

A-20-063-06 Export License Tracking System

Description: Logs, registers, and other records used to control or document the status of export license applications that are referred by the Department of Commerce.

Disposition: Temporary. Destroy when no longer needed. (Supersedes GRS 23, item 8)

DispAuthNo: GRS 4.1, Item 010 **Date Edited:** 3/9/2017

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International Communications and Information Policy

A-20-070-01 International Communications and Information-Policy Subject File and Director's File

Description: Program and policy documents on countries and international organizations dealing with communications and information matters such as coordinating and overseeing domestic and foreign economic and political agreements, cooperation, diplomatic and public initiatives, legislation, negotiations and treaties of industrialized countries.

Disposition: Permanent. Block by year. Retire to RSC after 4 years. Transfer to WNRC after 10 years. Transfer to the National Archives after 30 years.

DispAuthNo: N1-059-92-03, item 1 **Date Edited:** 4/1/1999

A-20-070-02 Director Chronological Files

Description: Consist of extra copies of correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, and other material maintained by the director or for use in conjunction with the policy subject file.

Disposition: Permanent. Block by year. Retire to RSC after 3 years. Transfer to WNRC after 5 years. Transfer to the National Archives after 30 years old.

DispAuthNo: N1-059-92-03, item 2 **Date Edited:** 4/1/1999

A-20-070-03 Standards and International Organizations - Policy File

Description: Agreements, initiatives, legislation, negotiations, policies, summary reports from countries and international organizations dealing with standards in communications and information areas such as: aeronautics, broadcasting, cables, circuits, commerce, communications, data, development, electronics, equipment, frequencies, information, jamming, networks, radios, relay sites, remote sensing, research, satellites, telecommunications, security, signaling, space, technical assistance, telecommunications, telegraph, telephone, trade and transmissions.

Disposition: Permanent. Block by year. Retire to RSC after 4 years. Transfer to WNRC after 10 years. Transfer to the National Archives after 30 years.

DispAuthNo: N1-059-92-03, item 3 **Date Edited:** 4/1/1999

A-20-070-04 Standards and International Organizations - Reference File

Description: Agendas, copies of agreements, amendments, annuals, bulletins, circulars, documents, films, instructions, initiatives, journals, laws, legislation, letters, notifications, periodicals, photos, positions papers, policies, publications, reports from countries and international organizations dealing with standards in communications and information areas and used as reference for preparation of Department documents.

Disposition: Block by year. Retire to RSC after 4 years. Destroy after 10 years.

DispAuthNo: N1-059-92-03, item 4 **Date Edited:** 4/1/1999

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A-20-070-05 Trade and Development - Policy File

Description: Agreements, initiatives, legislation, negotiations, policies summary reports from countries and international organizations dealing with trade and development in communications and information areas.

Disposition: Permanent. Block by year. Retire to RSC after 4 years. Transfer to WNRC after 10 years. Transfer to the National Archives after 30 years.

DispAuthNo: N1-059-92-03, item 5

Date Edited: 4/1/1999

A-20-070-06 Trade and Development - Reference File

Description: Reference materials dealing with trade and development in communications and information areas.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-059-92-03, item 6

Date Edited: 4/1/1999
