

UNITED STATES DEPARTMENT OF COMMERCE

International Trade Administration
Washington, DC 20230

JUN 22 1983

MEMORANDUM FOR: All FCS Posts

SUBJECT: Records Management-Revised Records Control
Schedule for FCS Overseas Post

A memorandum dated August 24, 1982, provided instructions to Posts about records disposition authorities/procedures. This instruction supersedes all its provisions.

A revised Records Control Schedule (RCS) - NCI-151-82-9 - is attached. It replaces State Records Management Handbook (RMH) - Appendix B in toto.

ACTION: Upon receipt,

1. Place this memo and RCS in binder prominently labeled, "ITA Records Control Schedule."
2. Circulate RCS to all staff for information/implementation.
3. Apply its provisions together with General Administration RCS issued 9/82.
4. Retire only Official Personnel Folders of separated Foreign Service National Employees (see RCS, item 79).
5. Destroy all other files on-site as specified in RCS's.

Records Retirement Procedures:

Each post will prepare an original and one copy of SF-135, Records Transmittal and Receipt (Federal Supply Service NSN 7540-00-634-4093) with an attachment listing all the folders being retired (see Exhibits 1 and 2).

Pack records in Federal Records Center Carton (Federal Supply Service NSN 8115-00-117-8249) or reasonable equivalent (approximate dimensions: 14-3/4" x 12" x 9-1/2"). Affix a typed label on the side opposite the stitched side of the box and complete all items on the label as shown in Exhibit 3.

Place the original copy of the SF-135 and the attachment in the first box of the records being retired and send them to:

International Trade Administration
Office of Foreign Service Personnel
Room 3815
U.S. Department of Commerce
Washington, D.C. 20230

Retain the duplicate copy of the SF-135 and attachment for reference purposes.

Consult the General Services Officer, Department of State, at each Post to obtain the forms and boxes used for retiring records.

Please direct questions/comments about RCS's or records management practices and procedures to Dodie Mays, USFCS, Room 3809, Herbert C. Hoover Building.

Patricia L. Mann
Records Management Officer
International Trade Administration

2 Attachments

**INTERNATIONAL TRADE ADMINISTRATION
RECORDS CONTROL SCHEDULE
U.S. AND FOREIGN COMMERCIAL SERVICES
OVERSEAS POSTS**

DISPOSAL AUTHORITY: **NC1-151-82-9**
ISSUED: **JUNE 1983**

* *ITALICS* indicates item numbers 44-69 have been superseded by Disposal Authority N1-151-91-2.

** *ITALICS* indicates item numbers 91-147, Including Bureau Of Census Publications, Other Publications And Other Non-Record Materials have been superseded by Disposal Authority N1 -151-91-2

OFFICE OF FCS OPERATIONS

The Office of FCS Operations (OFCSO) plans, manages, and directs the activities of the FCS Posts overseas. Specifically, OFCSO develops post commercial action plans (PCAP)'s; provides day-to-day operational management of the FCS Posts; monitors accomplishments against country plans; reviews program performance appraisals; establishes and maintains liaison with other Federal agencies and various elements of the private sector to promote U.S. commercial interests abroad; and proposes and recommends staffing levels and resource allocation for the FCS Posts abroad.

OFCSO performs these functions in consultation and coordination with the Office of Planning and Management, USFCS, and relevant Trade Development, Trade Administration, and regional Deputy Assistant Secretaries in ITA.

Office of the Director

33. Director's (OFCSO) Subject File--Deals with planning, programming, and resource allocation for the Foreign

Commercial Service Posts overseas. The records reflect the executive direction provided by the Director and his staff to this activity and describe the interplay between OFCSO and other elements of USFCS, ITA, other Federal agencies, and the private sector. Arranged alphabetically.

Break file every 5 years. Move active files forward and retire all others to RSHF immediately. Transfer to WNRC 1 year later. Destroy when 10 years old.

34. Director's (OFCSO) Country File--Documents all aspects of FCS activities within a given foreign country, including staffing, trade policies, economic/commercial studies, meetings, and ITA publications dealing with the country, such as Overseas Business Reports and Foreign Economic Trends. Telegrams, correspondence, and memoranda comprise the bulk of the file, which is arranged alphabetically by name of country. Most of the papers were created by the former Director General of the Foreign Commercial Service, a position superseded by that of the Director, OFCSO.

Move active papers forward annually. Destroy all others when no longer needed for current business or when 5 years old, whichever is sooner.

35. Post Country Action Plan Program File—Correspondence, telegrams, studies, reports, and the like reflecting the post work-load and goal-setting activities for which the staff is responsible. Subjects include Agent Distributor Service (ADS) Asia-Pacific Chamber of Commerce (APCAP), Combined Economic Reporting Program (CERP), FCS Management Meetings, Market Research, Planning Process, and State/Commerce Coordination Group. Arranged alphabetically. The majority of these papers were created by the Office of Plans and Coordination, Director General of the FCS, which was superseded by OFCSO.

Break file every 5 years. Move active files forward and retire all others to RSHF immediately. Transfer to WNRC 1 year later. Destroy when 10 years old.

36. FCS Economic/Commercial Reporting Program File--Documents the scheduling and appraisal of commercial reporting from FCS posts, and the guidance provided commercial officers in the area of commercial reporting. File contains such items as reporting schedules and requirements under the Combined Economic Reporting Program (CERP), negotiations with the State Department on revisions of Volume 10 of the Foreign Affairs Manual (FAM), Economic Alert List papers, and application of compliance and appraisal requirements. These materials are of an administrative nature which serve no purpose after being updated.

Destroy when superseded, revised or obsolete.

37. FCS Economic/Commercial Reporting Country File--Foreign market reports, economic trend reports, and commodity reports submitted by FCS posts. Also included are report appraisals (DOS-509) and some memoranda. Arranged alphabetically by country.

The papers are used by the staff to assess the effectiveness and accuracy of economic/commercial reporting and for related planning and informational purposes.

Destroy when superseded, revised or obsolete.

38. Appraisal Request Index--A (3x5) card file used for routing and control purposes in completing the appraisal of economic/commercial reports. Consists of Form ITA -2029 or equivalent.

Destroy 1 year after completion of appraisal.

39. Post Commercial Activity Plans (PCAP's)--Arranged by geographic region (Africa, Asia, etc.) and alphabetically by country, thereunder, these incoming and outgoing telegrams deal with each FCS post's plans for commercial program reporting, resource allocation, and workload. A new file is started every fiscal year.

Destroy when 5 years old.

40. Country Marketing Plans (CMP's)--Generally deal with commercial planning and programming, overseas event planning, and the evaluation of such events. These telegrams are arranged alphabetically by name of country. A new file is started every fiscal year.

Destroy when 5 years old.

41. International Program Liaison (IPL) Subject File--Data concerning the general operations of the unit. Files pertain to budget, briefing papers, FCS administrative manual, meetings, monthly performance reports, and the like. Arranged alphabetically.

Destroy individual documents or contents of file folders when 3 years old or when no longer needed for current business, whichever is sooner.

42. IPL Post File--Arranged alphabetically, these telegrams concern arrangements for overseas visits by U.S. businessmen, reports on trade exhibitions, trade event (exhibit) schedules, trade facilitation matters (consular activity), marketing data, and administrative support matters.

Move active papers forward annually. Destroy all others when 2 years old.

43. IPL Commercial Officer File--Arrangements for meetings/consultations, personnel actions, and related matters of interest are documented here. Arranged alphabetically by name of FCS officer.

Move active papers forward annually. Destroy all others when 2 years old.

*OFFICE OF USCS OPERATIONS

The Office of USCS Operations (OUSCSO) plans, directs, and manages the activities of the forty-eight USCS District Offices. OUSCSO develops District Office plans and monitors program operations and accomplishments against those plans; establishes and monitors a program reporting system for District Offices; establishes and maintains liaison with other Federal agencies, industry groups, and academe to develop more effective program implementation; communicates, and interprets matters affecting ITA programs; and coordinates the tasking and activities of the field advisory group and ad hoc task forces.

These functions are performed in consultation and coordination with the Office of Planning and Management, USFCS, relevant ITA Deputy Assistant Secretaries within Trade Development and Trade Administration, other Federal agencies, and the private sector.

Office of the Director

44. Director's (OUSCSO) Program File--Correspondence, memoranda, reports, and related documents generated or collected by the Director in the process of providing Executive direction to the Office and the USCS District Offices. The papers reflect his overall planning and management responsibilities; operational documents are generally found within the files of the respective Program units reporting to him. Some of the records were accumulated during the tenure of the Deputy to the Deputy Assistant Secretary for the U.S. Commercial Services.

The files are divided into three distinct components: (1) Regional Managing Directors; (2) District Offices; and (3) General Subject. Arrangement is by Region, or alphabetically by District Office or subject, as appropriate.

Break file every 3 years. Move active files forward and retire all others to RSHF. Transfer to WNRC 1

year later. Destroy when 10 years old.

Multiplier Coordination Section

Multipliers

45. Multiplier's File--Multipliers are commercial and industrial firms such as banks, transportation companies (especially airlines), an export management companies. These firms provide information to other elements of the private sector regarding export expansion possibilities and furnish support to ITA District Offices in providing such export guidance.

The file consists of company applications to serve as multipliers, proposals indicating the role of prospective multipliers, and related correspondence. File arrangement is alphabetical by company name.

Destroy individual documents or contents of file folders when no longer needed for current business or when company leaves Program, whichever is sooner.

46: Multiplier Program File--Correspondence, memoranda, reports, mailing lists, and the like filed by subject. These documents are of a procedural and background nature on the Export Multiplier Program. Subjects include Revitalization of EMP-1980, District Office Responses, Revision of USCS Operating Manual Instructions, Applications/Recertification Forms, and Regional Lists.

Move active files forward annually. Destroy all others when no longer needed for current business or when 3 years old, whichever is sooner.

District Export Councils

The Department supports an export council organization which serves as a vital link in the joint Government/industry export expansion endeavor. The local action business groups are known as District Export Councils (DEC). Working in cooperation with USCS District Offices, the councils encourage and support export expansion activities, including calling on prospective exporters to counsel them on the "how to" of exporting, of sponsoring or co-sponsoring export seminars and workshops, organizing trade missions, sponsoring World Trade Week program activities, and related programs.

The Office of USCS Operations provides coordination, program guidance, and support services for the DECs and assists them in communicating information to the President's Export Council.

47. District Export Council (DEC) Program Files--Subject files and individual member personnel files arranged by State and then by city. Among the subjects covered are background material, general membership, minutes/publicity, and clearances.

Documents found include speeches, photographs, membership lists, minutes of meetings, agendas, resumes, and the like.

- a. **Agenda, Minutes, Correspondence, and Background Material**--Start a new file every 5 years and retire to RSHF 1 year later. Hold 1 year, then transfer to WNRC. Destroy when 10 years old.*
- b. **Individual Membership Files**--Destroy when member leaves Council.*
- c. **All Other Papers**--Destroy when 5 years old or when no longer needed for current business, whichever is sooner.*

48. District Export Council Working Files--Alphabetical subject files comprising correspondence, reports,

memoranda, and related workpapers that are mostly informational and non-record in nature. Subjects included DEC Materials, DEC Private Sector Efforts, DEC Tasking, DEC Activities for possible use in Business America, Washington Speakers-DEC Activities, etc.

Destroy when no longer needed for current business or when 5 years old, whichever is sooner.

Associate Office Program

49. Associate Office Program Files--Chambers of Commerce, Boards of Trade, and similar organizations in the private sector are designated Associate Offices. Under the terms of their designation these organizations agree to serve as first-hand sources of information about emerging business trends and related developments in their respective communities. The file contains a copy of the designation and related correspondence for each Associate Office. Arranged alphabetically by District Office, thereunder by geographical designation.

Destroy designations and correspondence when the organization withdraws from the program.

50. Associate Office Relations Correspondence--General correspondence concerning the Associate Office program that does not apply to any single Associate Office and that usually either requests or transmits useful information.

Destroy when no longer needed for current business or when 1 year old, whichever is sooner.

Emergency Readiness Program

51. Emergency Readiness Subject File--At the Departmental level, this function is constituted to maintain plans and a readiness posture for the continuity of the Secretary's activity under varying possibilities of National Emergency. Within ITA, OUSCSO supports the Office of Industrial Resource Administration in its mission to generate a National Production Authority in time of need.

The file contains copies of correspondence, instructions, and printed and processed material pertaining to the planning and conduct of the Emergency Readiness Program. Included is a list of CADRES established in each of the District Offices who participate in emergency readiness exercises.

Destroy individual documents or contents of file folders when superseded or obsolete.

"E" and "E Star" Awards Program

52. "E" and "E Star" Awards Case Files--Established by Executive Order 10978 on December 5, 1961, and by authorization of the Secretary of Commerce on August 4, 1969, respectively, these awards were instituted to recognize persons, firms, and organizations for outstanding accomplishment in the field of export expansion. Among the documents in the files are Forms ITA-476P, Application for President's "E" and "E Star" Awards for Export Expansion and ITA-487, Notification of Schedules for an "E" or "E Star" Award Ceremony, or equivalents; correspondence; memoranda; clearances; company brochures; and related papers.

File is arranged alphabetically by name of recipient, and sometimes includes a file number for control purposes.

Retire closed cases to RSHF when 1 year old and transfer to WNRC 2 years later. Destroy when 10 years old.

53. "E" and "E Star" Awards Card File--A (5x8) index showing the status of award applications. Cards contain such data as name of applicant, file number(s), date of application(s), and award actions. Arranged alphabetically by name of applicant.

Destroy when related case file is destroyed.

54. "E" and "E Star" Awards Program File--Essentially, these are background and operational records pertaining to this award function, arranged by subject. Some of the background data relates to the original establishment orders and directives, and describes the evolution of policies and procedures in presenting these citations for export expansion. Substantive papers concerning the program are found in files maintained elsewhere in ITA or the Department.

The remaining material consists of documents of a transitory nature, and are generally duplicated in the application case files.

a. Background, procedural, and related data--Destroy when longer needed for current business.

b. All other papers--Destroy when 2 years old.

Seminar/Conference Section

Business Development Services

These services concern the field implementation of the business development assistance programs of ITA and related programs of other Departmental and Governmental Agencies. Principal objectives are to maintain liaison with ITA program entities and to provide promotional support and technical guidance to the District offices relative to business development marketing services, business reference assistance, statistical data, and related areas of concern.

55. Business Development Program File--Correspondence, printed and processed material pertaining to the general aspects of the District Office program to assist private enterprise. The file also contains technical data useful to the specialists involved. The papers are arranged alphabetically by subject.

Destroy individual documents or contents of file folders when 3 years old.

56. District Office Program Development Correspondence -- Correspondence and related papers with District offices pertaining to all aspects of the program conducted to assist private business. The papers are arranged alphabetically by name of District Offices.

Move active papers or files forward and destroy all other papers when 3 years old.

Federal Procurement Conferences

Procurement specialists from various Federal and state agencies counsel businessmen at these conferences on (1) Federal procurement and contracting, (2) aids and services of Government to business, and (3) opportunities to sell to federal, state, and local agencies and prime contractors.

57. Federal Procurement Conference File--Arranged chronologically by date of conference, each folder contains a list of the counselors designated by participating agencies, a fact sheet giving the particulars of the conference such as sponsor's name, date, place, names of coordinators, etc., a copy of Commerce Business Daily carrying a notification of the conference report, requests for publications, and answers to the letters of invitation and related papers. In some cases, correspondence is initiated in preparation for a conference that is not subsequently held. These papers are of short-term value since detailed planning documents are not created in these instances.

a. Correspondence on Conferences not held--Destroy when 2 years old.

b. Conference Files--Destroy individual documents or contents of file folders when 10 years old.

Seminar Programs

58. Seminars and Meetings Files--Arranged chronologically and thereunder by type of industry or seminar, this documents the activities of OUSCSO to increase U.S. businessmen's awareness of the availability of export expansion opportunities for their goods and services. Among the topics and/or areas dealt with are: Security Equipment, Plastics Industry, Construction, Automotive Parts, and Export Opportunity Seminars-Caribbean/West Africa.

Papers include copies of attendance lists, printed programs, speakers' list and background, invitation lists, notes and workpapers, agendas, audience profiles, meeting evaluations, and related correspondence and memoranda.

Break file every year. Destroy when 3 years old.

59. Seminar Program Operations File--Correspondence, memoranda, reports, schedules, and workpapers dealing with the day-to-day activities of the program. Arranged by subject, they are generally of short-term value.

Move active files forward annually. Destroy all others when 2 years old.

60. Education and Training File--Documents the assistance provided to and received from educational institutions and related private-sector organizations in developing and improving export expansion and international business education and training. File contains course catalogs, notes, workpapers, lists of Commerce publications provided to organizations by OUSCSO, and studies and reports concerning international business curricula. Also included are videotape cassettes received from outside sources and used for general training purposes.

Files are arranged by type of organization or program activity and alphabetically, thereunder.

Destroy individual documents or contents of file folders when superseded, obsolete or no longer needed for current business.

Field Operations Section

61. Management Studies and Reports--Management studies of the field establishment conducted by groups drawn from without or within the Department to evaluate the operations and/or accomplishments of the District Offices. A record set of such studies has continuing research value since they constitute a large segment of the administrative history of the field organization.

Record set (1 copy of each report or study)--Permanent. Retire to RSHF when no longer needed for current business and transfer to WNRC 1 year later. Offer to NARS when 20 years old in 10-year blocks.

62. Assistance and Review Files--Record copies of reports prepared by the various professional members of the program area staff after having visited District Offices to review and inspect the program and facilities, procedures and production of the office involved. The reports make recommended changes and describe such assistance as may have been given during the visit.

Start a new file every 5 years, retire to RSHF, and transfer to WNRC 1 year later. Destroy when 10 years old.

63. Export Expansion Program District Office Correspondence-- Correspondence with related papers pertaining to the coordination, promotion, and implementation the export expansion program in District Offices.

Start a new file at the end of every year, retire to RSHF, and transfer to WNRC 1 year later. Destroy when 6 years old.

64. Export Expansion Program Subject File--Correspondence and printed and processed material pertaining to related federal and state government programs in the field of export expansion. Among the subject headings found in the file are Asian Development Bank, Foreign Credit Interchange Bureau, International Management and Development Institute, Japanese Export Seminar Program, Multiplier Program, Trade Opportunity Program, Targeting Program, Trade Missions, etc.

The file has technical or general data needed by the specialist to plan and coordinate a dynamic export expansion program for the benefit of U.S. businessmen. It does not contain specific data on ongoing activities or functions of District Offices.

Start a new file every 5 years, retire to RSHF, and transfer to WNRC 1 year later. Destroy when 10 years old.

65. Export Expansion Conference--A conference is held periodically for the purpose of bringing together senior staff members from each District office for the purpose of indoctrination in the latest developments and methodology involved in conducting a productive export expansion program.

The file contains copies of the planning papers, agenda, evaluation sheets, handouts, discussion and other supporting papers developed for the last conference. With a few exceptions these papers will have no value after the expiration of a short period following the next conference, since an updated version of these papers is generated for each succeeding conference.

- a. Planning and Other Select Documents--Retain and move forward. Destroy when no longer needed for current business.*
- b. All Other Documents--Destroy 6 months after the next conference is held.*

66. Export Development Offices, Trade Shows, and Commercial Exhibits File--Under an agreement with the Deputy Assistant Secretary for Export Development, USCS recruits and counsels exhibitors for overseas Export Development Offices, Trade Shows, and Commercial Exhibits.

This file contains the correspondence pertaining to recruitment of exhibitors and the counseling given them. It also contains related papers such as the Weekly Export Operation Officer Report, copies of USCS Operations Bulletin, and special reports submitted by National Export Marketing Managers.

Destroy files for closed shows at the end of each fiscal year.

67. Reports and Studies Files--Copies of District Office Monthly Statistical Reports (ITA-710 or equivalent), District Office Monthly Narrative Report, District Office Monthly Report on the Schedule of Conferences, Seminars and Workshops, annual reports submitted by District Office Directors, and copies of special studies and surveys. Data from the reports enumerated above are compiled manually or electronically processed to produce reports submitted to higher authority. The studies and surveys are produced on an as-required basis. These papers have no value after administrative needs have been served, since they are essentially duplicated elsewhere.

- a. District Office Monthly Reports--maintained on a Fiscal Year basis. Destroy when 1 year old.*
- b. All other reports--Start a new file every 3 years, retire to RSHF, and transfer to WNRC 1 year later. Destroy when 10 years old.*
- c. Machine-readable files--Destroy when no longer needed for report generation.*

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Printouts

68. Export Promotion Data/Firms Taking Initial Export Actions and Dollar Values--A computer printout which statistically reports the number of firms that were assisted by District Offices in entering export trade or a new market and the dollar value of the trade of such firms. Similar statistical data is given on Participation Agreements and on an Account Executive Program (Target Industries).

Destroy when 10 years old.

Business Government Relations Section

69. Business/Government Relations Program File--Papers concerning this program effort to provide state and local government agencies with timely and pertinent information on the Department's business programs and enlist the support of agencies in carrying out these programs; to provide a mutual working relationship for the conduct of joint programs to assist the business community of the area involved; and to enhance the efforts of the District Offices in carrying out the program of the Department at the local level.

Correspondence, reports, news releases, studies, workpapers, and information copies of documents comprise the file. Arranged alphabetically by subject, state, or name or organization, as appropriate.

Destroy when no longer needed for current business or when 3 years old, whichever is sooner.

Foreign Commercial Service (FCS) Posts Overseas

The FCS Posts serve as the overseas operational arm of the Department of Commerce for export development activities. They are responsible, consistent with the country plan, for promoting U.S. commercial interests abroad; implementing the full range of Department of Commerce overseas commercial programs and activities, including those administered by ITA, other Commerce agencies, and other U.S. Government agencies; and coordinating, within the areas of their jurisdiction, the activities of all ITA personnel overseas.

FCS Posts are directed by a senior commercial officer who reports directly to the ambassador or deputy chief of mission and receives program direction from the appropriate regional Deputy Assistant Secretary. The senior FCS officer at each post is responsible for post administration and resource management in accordance with objectives, policies, and procedures established by the Department of Commerce, as conveyed to the FCS through the Director General; and is responsible for the direction and supervision of program implementation as conveyed to FCS posts through the country plan. The senior commercial officer in a country has overall responsibility for all ITA activities and personnel in that country.

Post activities include the following:

- proposal of country plans, including marketing strategies, target industry emphasis, optimum trade promotion events, and budget and personnel resource requirements;
- support of overseas trade promotion and investment facilitation activities, including Export Development Offices, trade fairs, business development offices, missions, financing support, and related activities, and counseling and support to individual U.S. firms seeking export sales or assistance for procurement contracts;
- development of marketing and commercial intelligence for dissemination to the U.S. business community and management of commercial libraries;

- support for ITA import and export administration activities; monitoring U.S rights and opportunities created by multilateral trade agreements and implementation of related export services and programs; facilitation of U.S investment and assistance to U.S. service industries marketing initiatives; and
- representation to host country governments on behalf of U.S. business to resolve individual business problems and to further U.S. business interests; representation and participation in negotiations on general trade and investment issues including those relating to implementation of the MTN;

assistance to U.S. business representatives to resolve trade complaints; and overseas support for Joint Commission and other trade facilitation groups.

These trade promotion and commercial functions were transferred to the Department from the Department of State by section 5(b)(1) of Reorganization Plan No. 3 of 1979, and by section 1-104 of Executive Order 12188 of January 2, 1980, as amended.

70. Foreign Commercial Service (FCS) Post Subject Files--Arranged alpha-numerically under the primary heading ECONOMIC, using the system detailed in the Department of State's Records' Classification Handbook. The principal focus of the Post files is Trade Promotion and Assistance, which is further broken down into twenty-one secondary subjects. The documents essentially deal with promotional methods and programs contributing to the expansion of foreign trade and with information provided the business community on present and prospective trading relations with foreign countries; with personalized services to businessmen requesting specific information; with assistance to foreign businessmen desiring to establish or expand commercial relations with U.S. firms; and with related matters categorized as "commercial intelligence."

Other notable subject headings include Agriculture, Economic Affairs, Finance, Foreign Trade, Fuels and Energy, Industries and Commodities, and so on. Correspondence, memoranda, reports, telegrams, planning papers, clippings, and airgrams comprise the bulk of the file.

Most of the documentation generated or collected is of an operational or background nature. Papers of long-term value and significance are found in ITA headquarters files, in Departmental files or the records of the Department of State.

Move active files forward annually. Destroy all others when 3 years old or when no longer needed for current business, whichever is sooner.

71. Administrative Accounting File--Papers generated by the Senior Commercial Officer or subordinate concerning such subjects as contracts, bills of lading, publications sales vouchers, and the like. Basic documentation consists of statements of transactions and accountability, all supporting vouchers, schedules, and related papers.

Also included here are GPO records related to the sale of Commerce publications. These are office copies of requisitions, debit vouchers, inventories, monthly statements of accounts and deposit receipts. Record copies are maintained by the Office of Budget.

Break file every year. Destroy when 3 years old.

72. FCS Company Master File--A long-term worktool for the office, documenting the activity between FCS Post personnel and companies (foreign and domestic) to provide information and assistance to those firms interested in exporting. Included in the files are correspondence, company brochures, catalogs, data on products, and processed forms.

Some FCS posts maintain a centralized file, while at others, each commercial officer maintains the official file for those firms served. The files are arranged alphabetically by firm name, subdivided by country or other geographical designation, where appropriate.

- a. Active Companies: Purge file annually of all obsolete or superseded material.
- b. Inactive Companies: Transfer to inactive file and destroy 2 years thereafter.

73. Major Projects Files--Alphabetically arranged by project names or subject, as appropriate, among which are Bridges, Electric Distribution, Hydro Dams, and Transportation Systems. Papers include press clippings, correspondence, cables, telexes, and special project studies.

Destroy individual documents or contents of file folders when no longer needed for current business or 1 year after project completion, whichever is sooner.

74. Trade Opportunities Subject Files--Correspondence, cables, and the like generated or received by an FCS Post regarding trade opportunities either in foreign countries or in the United States. Includes Form ITA-427P, Trade Opportunities Program Registration or equivalent.

Start a new file each year. Destroy when 2 years old.

75. Agent/Distributor Service Case File--Copies of cables, correspondence, and Form ITA-424P, Agent/Distributor Service Application or equivalent submitted by U.S. firms interested in locating potential agents or distributors in foreign markets. USCS District Offices forward ITA-424P to ITA headquarters for processing to FCS Posts. Once the reply is prepared, case is considered closed. These are arranged alphabetically by company.

Move closed cases to inactive file. Cut off inactive file every year and destroy 2 years later.

76. World Traders Data Reports--Compilations of financial information on firms and individuals doing business abroad. Source documents include correspondence, financial references, synopses of credit agency and bank source reports, and the like. Final WTDR is transmitted to the Company Information Section/Export Information Branch/Information Transfer and Services Division/Office of Trade Information Services in Washington for microfilming. Arranged alphabetically by name.

a. Consul General of Hong Kong/Commercial Section:

- (1) Paper records--Destroy after verification of microfilm.
- (2) Microfilm copies--Destroy when no longer needed for current business.

b. All other FCS Posts:

- (1) Background papers--Destroy when 2 years old.
- (2) Final copy of WTDR--Destroy when superseded, revised or when 5 years old, whichever is sooner.

77. Trade Complaint File--Documents pertaining to complaints by U.S. or foreign firms and individuals about the goods/services of American or foreign firms. File contains data relative to the initiation, investigation, mediation, and resolution of complaints. Records consist of such items as cable exchanges, bank references, newspaper articles, trade association reports, and correspondence. Arranged alphabetically by name of complainant.

Through April 30, 1982, record copies of these cases were maintained by the Business Counseling/Trade Complaints Section, Commercial Services Information Center, USFCS. Beginning in May 1982, USCS District Offices and FCS Posts Overseas will communicate directly with each other in resolving these disputes. The records maintained by the respective field offices will constitute the "official file."

a. Cases closed prior to May 1982--Start a new file every year. Destroy 1 year later.

b. Cases closed after April 1982--Start a new file every year. Destroy when 3 years old.

78. Cable Microform File--The Department of State is in the process of implementing a "TAGS-Based" recordkeeping system for communications with overseas posts. Under its provisions, all cables over three months old are microfiched and indexed, then returned to the Post for filing. Hard copies of the subject documents are then destroyed by the Post and the microfiche maintained as the "official file" copy of communications.

- a. Hard copies of cables--Destroy upon receipt and verification of the accuracy of the related microform.
- b. Microform copies of cables--Dispose of in accordance with the provisions of this Records Control Schedule applicable to the appropriate subject or case file.

79. Official Personnel Folders of Foreign Service National Employees---This is the official record of the civilian service in the Federal Government of the named employee. Maintained alphabetically by the Post Personnel Section.

- a. Documents of temporary value on the left-hand side of the folder--Destroy upon, transfer of the Official Personnel Folder.
- b. Documents on the right-hand side of the folder.

(1) Transferred employees--Forward official Personnel Folder upon request to gaining Post or Federal agency, after destroying temporary documents.

(2) Separated employees--Retire to the Personnel Operations Unit/Office of Personnel Administration/USFCS 1 year after separation or death of employee, for transfer to the National Personnel Records Center in St. Louis, Mo.

Nonrecord Material

No employee of the Federal Government may destroy or alienate Federal records without an authorization issued in accordance with the Records Disposal Act and applicable regulations. By definition, certain materials such as printed and processed materials, duplicate copies, etc. are exempt from the requirement and may be destroyed by the holder on his own authority without reference to any outside individual or organization unit.

A considerable volume of nonrecord secondary source material is accumulated by the FCS Posts overseas. These materials are essential to accomplish the mission of the Post. Nevertheless, the constant accumulation of this material poses a problem that can only be resolved by regular application of a common ground rule by all professional and supervisory employees. Accordingly, no nonrecord secondary source material over five years old shall be retained by any organizational element of the International Trade Administration, except the last issue of a publication that is printed and except last issues of publications issued to cover a period of two years or longer.

Although it is incomplete, the following list of nonrecord material, with a suggested retention period for each item, is offered to help the user distinguish between record and nonrecord materials, and to help him to dispose of nonrecord items as soon as they are eligible.

Technical Reference Files

80. Technical Reference File--Informational material such as laws, regulations, news releases, and special reports published by such agencies as Export-Import bank of U.S., Foreign Credit Insurance Association; American International Traders Register; and the like. Filed alphabetically by issuing organization.

Purge files every 6 months and destroy obsolete or superseded material.

81. Program Promotion File--Copies of reports, bulletins, bid opportunities, overseas investment opportunities, AID press releases, AID procurement bulletins, FR-23 Export Expansion Seminars, and management aids for small

manufacturers designed to stimulate overseas business opportunities for U.S. manufacturers. Filed chronologically by subject.

Purge files annually and destroy obsolete or superseded material.

82. U.S. Government Laws and Regulations--Compilation of laws and regulations published by various Federal agencies such as the Department of Agriculture, the Department of the Interior, and the Department of Treasury, affecting international commerce. Filed alphabetically by agency.

Purge files periodically and destroy obsolete or superseded material.

83. United Nations Development Program--A series of U.N.-produced pamphlets by country, containing economic and statistical information, and projected (usually 5 years) programs for economic development.

Hold 5 years or to end of study period, then destroy.

84. Export Administration--General informational material derived from a variety of official sources such as International Traffic Control in Arms Shipments; U.S. Export Administration Regulations; and Proof of Exports for Taxes. Arranged alphabetically by topic such as shippers, procedures control notes, regulations, etc.

Destroy when obsolete or superseded.

85. License Amendments & Import Certificates--A digest of various laws and regulations affecting imports as promulgated by their controlling government agency.

Destroy when superseded or revoked.

86. Country Market Digest--Filed alphabetically by name of country.

Destroy when obsolete or superseded.

87. Technical Patent Information--Files of general interest material issued by the Patent and Trademark Office and organized by topic such as abstracts, attorneys, classification, fees, laws, treaties, and the like.

Destroy obsolete or superseded material at the end of each year.

88. International Business Information--Annual reports, advertising brochures, other information from companies interested in engaging in international business. Filed in alphabetical order.

Destroy superseded or obsolete material at the end of each year.

89. Marketing Information Subject File--Printed material such as Export Market Digests, Economic Trend Report, U.S. Foreign Trade Schedules, Investment Lists, World Trade Bulletins, U.S. Tariff Information.

Destroy superseded material at the end of each year.

90. Trade Agreement Program--A compilation of various documents such as reports, studies, correspondence, and circulars pertaining to international commerce such as Kennedy Round, State Department, GATT, NATO, general world agreement and trade acts.

Destroy obsolete or superseded material annually.

Publications

- o Weekly Compilation of Presidential Documents--Filed chronologically by date of issue.

Retain selected documents 2 years and destroy.

- o Federal Register--Issued daily and filed chronologically.

Retain current year's issues only. Destroy previous year's.

- o Commercial Standards--Issued periodically by National Bureau of Standards, filed numerically by report number.

Destroy when obsolete or superseded.

Other Nonrecord Material

- o Subscription materials, such as copies of magazines, periodicals, trade journals, and the like. Review and purge files of obsolete material yearly.
- o Domestic Reference File--Miscellaneous gatherings of informational material, arranged alphabetically by subject or topic. The source of this is from Federal government agencies, State agencies, news clippings, reports, laws, special studies, universities, and the like. Review and purge files of obsolete material yearly.
- o Brochures and special studies published by service firms such as banks, transportation industries, manufacturers, and the like. Destroy when obsolete or superseded or when 5 years old, whichever is sooner.
- o Country Files--Overseas business reports, economic trends, reports, and general interest articles affecting International Commerce. These files are usually organized under main subheadings such as Economic Conditions, Tariff Controls, Taxation, basic laws within each country. Review annually and purge files of obsolete material.
- o International Reference Files--A variety of general interest material pertaining to individual countries such as business opportunities, projected growth, trends, and the like. Review and purge files of obsolete material yearly.
- o Export Mailing List--Reference copies of publication of foreign terms which can be used for contact purposes and extra sale copies of each publication.

Review and purge file of obsolete material yearly.

No effort has been made to list the majority of Department of Commerce publications which interest the FCS Posts, since the staff members concerned with them are knowledgeable of the purpose and usefulness of those publications. They should be destroyed when no longer needed for current business.

*****U.S. Commercial Service District Offices***

The District Offices of the U.S. Commercial Service are established and headquartered in principal cities of the United States and exercise functional responsibility within such contiguous areas consistent with plans developed by the Director General and the relevant ITA deputy assistant secretaries. Each District Office is headed by a District Director who is responsible for the direction and supervision of personnel, multipliers, counseling activities, office administration, staff assignments and utilization of allocated resources in accordance with objectives, policies and procedures established by the Director General and, for program

implementation, in cooperation with the Deputy Assistant Secretary for Export Development.

District Offices perform the primary role in the implementation of ITA's programs in the field as directed by the District Office plans; offer U.S. firms counseling on overseas marketing, technical export information, and guidance on marketing opportunities and strategies; conduct seminars, workshops and conferences; obtain commercial information from U.S. firms for use in planning and evaluating trade programs; and disseminate to the business community information on trade development, trade policy issues, and technological developments. District Directors in the ten Uniform Federal Regional Council Cities of Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Denver, San Francisco, and Seattle act as designated Regional Emergency Coordinators in accordance with instructions and guidance issued by the Departmental Office of Emergency Readiness through the Director General.

The Regional Managing Directors, as designated by the Director General from among District Office Directors or senior commercial officers, advise the Director General on the management of USCS District Offices; direct and coordinate operational systems, procedures and resources within their regions; conduct and coordinate performance appraisals of the District Offices; advise and consult with District Office Directors, appropriate advisory groups, and ad hoc task forces on the resolution of specific operational and administrative issues; and perform other special assignments as directed by the Director General.

The records found in District Offices are grouped and described under headings by type of content or function. This arrangement of the descriptions of records does not restrict the application of the schedule and all items in this section should be applied to the records described wherever they are found in a District Office, regardless of the categorical arrangement of the items.

The abbreviation "FARC" is used to denote the Federal Archives and Records Centers operated by the National Archives and Records Service, General Services Administration.

Office of the Director

91. Director's Subject File--Correspondence, special reports, special projects, and other papers both incoming and outgoing, to and from USFCS Headquarters, ITA offices, Government agencies, other District Offices, State and local governments, industrial firms, private individuals, and external agencies such as the Chamber of Commerce, Federal Executive Board, District Export Council, the Long Island Association, etc. and correspondence regarding Federal Procurement Conferences and state organizations for the purpose of generating business opportunities within the community. The file also contains documentation generated or collected by the Director and retained for his convenience in the process of maintaining executive direction of the office.

Included in this description are the files generated by those District Office Directors and senior commercial officers designated as Regional Managing Directors by the Director General.

Destroy individual documents or contents of file folders when 3 years old.

92. Federal/State Relations--Documentation concerning Federal/State relations in the areas of commerce and trade.

Move active agreements forward and destroy all other documents when 3 years old.

93. Administrative Accounting File--Papers generated by the Director or subordinate concerning such subjects as contracts, bills of lading, publications sales vouchers, and the like. Basic documentation consists of statements of transactions and accountability, all supporting vouchers, schedules, and related papers.

Also included here are GPO records related to the sale of Commerce publications. These are office copies of requisitions, debit vouchers, inventories, monthly statements of accounts, and deposit receipts. Record copies are

maintained by the Office of Budget.

Break file every 2 years. Transfer immediately to Federal Archives and Records Center (FARC). Destroy when 3 years old.

94. Federal Executive Board File--Correspondence regarding FEB activities, copies of FEB announcements, Annual Reports, National FEB Bulletins and Newsletters. Also included is correspondence regarding FEB Committee assignments and activity

Start a new file every year. Destroy 1 year later. Retain committee assignment file and transfer to successor upon completion of committee assignment.

95. Emergency Planning File--Correspondence relating to administration and operation of the emergency planning program.

Destroy when 2 years old.

96. Associate Office Program File--Correspondence generated or received by the Director pertaining to ITA activities involving Associate Offices and associations such as Area Councils for economic development and Chambers of Commerce. Included is documentation of the designation of local Chambers of Commerce as "Associate Offices."

a. Designations--Destroy when Associate Office withdraws from program.

c. All other papers--Destroy when 2 years old.

97. Field Activity and Visit Report File--Forms ITA-700 or equivalent, Business Contact Report and ITA-710 or equivalent, Field Activity Report. The former lists the names of firms visited, the date of the visit, and the subject (s) discussed by the Trade Specialists of each office. The latter is a District Office activity report reflecting the extent of promotional activity, the number of firms taking initial export actions and dollar value, plus OEMSS Participation Agreements signed during the month. Also included is a narrative report. A monthly report summarizing these activities is then prepared on ITA-710 and submitted to the Office of USCS Operations in Washington.

Start a new file every year and destroy when 2 years old.

98. Press Conference and Speeches--Formal information releases and publications, such as press releases, press conference transcripts, and official speeches by the Director and other staff members at various functions.

Start a new file every 2 years, hold 2 years and destroy.

Domestic Trade Programs

99. Subject File--Correspondence with USFCS Headquarters and industrial firms pertaining to program activities, policy, procedure, and rulings and decisions on matters related to various projects such as Industrial Energy Conservation Program, selected industries, business opportunity conference, trade shows, and National Alliance of Businessmen.

Start a new file every year. Retire to FARC 1 year later and destroy when 10 years old.

100. Operational Plans File--This file contains copies of the Annual operational Plan and Allocation of Resources for Program Implementation. These reports are submitted annually to the Office of USCS Operations (OUSCSO). Also included is the Domestic Trade Operational Plan which is submitted quarterly to

OUSCSO.

Destroy when 3 years old or when no longer needed for current business, whichever is sooner.

101. Area Abstract Report--*This report, submitted annually to OUSCSO, lists population and monetary data regarding business activity in the district, as well as international trade activity.*

Start a new file every 5 years, transfer to FARC 1 year later. Destroy when 10 years old.

102. Fact Sheet on Area Served--*A narrative report submitted to OUSCSO annually, providing historical data on area covered by the District Office. This report describes the economic, employment, and business conditions prevailing in the area.*

Destroy when superseded.

103. National Defense Executive Reserve Program--*Correspondence to and from members of the Executive Reserve Program regarding nominations for participation in the program, staffing assignments, attendance at conferences, meetings and operation of the program and files of key industry executives who have been assigned specific duties in the event of a national emergency.*

a. Board of Director's meetings, semi-annual seminars of NDER, and related papers.

Destroy when 3 years old.

b. Executive Reserve Personnel files

Retain until assignment is terminated.

c. All other documents.

Destroy when 5 years old.

104. Emergency Planning file--

- a. Correspondence files relating to the administration and operation of the emergency planning program.***

Destroy when 2 years old.

- b. Case file consisting of a record copy of each plan as directed, with related background papers.***

Move inactive file when superseded or obsolete to closed files. Transfer to FARC when no longer needed for current business. Destroy when 10 years old.

- c. Copies of plans and directives, other than those maintained in case files described above.***

Destroy when superseded or obsolete.

- d. Report of Operations Tests.***

Permanent. Transfer to FARC when no longer needed for current business. Offer to the National Archives when 20 years old in 10-year blocks.

- e. Operations Test Files--Papers accumulated from tests conducted under emergency plans such as instructions to members participating in these tests, staffing assignments, messages, tests of communications and facilities, and returned copies of reports.***

Destroy when 3 years old.

105. District Export Council (DEC) Association--Local business action groups serving as a link in a joint Government/industry export expansion endeavor. Working in cooperation with ITA District Offices, the councils encourage and support export expansion activities through advising prospective exporters on the "how to" of exporting, sponsoring or co-sponsoring seminars and workshops, organizing speakers bureaus and trade missions, and related activities.

Included here are DEC minutes, correspondence, seminar proceedings, mailing lists of association offices, and the like.

- a. Mailing lists--Destroy when superseded.***

- b. All other papers--Transfer to FARC when no longer needed for current business. Destroy when 15 years old.***

106. Special Reports--Copies of reports regarding matters of domestic business such as Minority Business Reports, Quarterly Activity Reports, etc.

Destroy when 2 years old.

International Trade Programs

107. Company Master File--A long-term worktool for the office, documenting the activity between District Office personnel and companies in their area to provide information and assistance to those firms interested in exporting. Included in the files are correspondence, company brochures, catalogs, data on products and processed forms.

Some District Offices maintain a centralized file, while at others, each Trade Specialist maintains the official file for those firms served. The files are arranged alphabetically by firm name, subdivided by county or other geographical designation, where appropriate.

a. Active Companies--Purge file annually of all obsolete or superseded material.

b. Inactive Companies--Transfer to inactive file and destroy 2 years thereafter.

108. Emergency Applications for Export License--Copies of export license applications which are processed by the District Office on an emergency basis and related documentation. Original application is forwarded to the Operations Division, Office of Export Administration, for appropriate handling.

Destroy when 3 years old or when no longer needed for current business, whichever is sooner.

109. Amendments to Export Licenses--Copies of amendments of export licenses and related documentation licenses and related documentation.

Destroy when 3 years old.

110. Validated Import Certificates--Copies of Import Certificates issued by the appropriate government agency and related documentation. Filed chronologically by date of issue. Original copies are forwarded to the Operations Division, Office of Export Administration, for appropriate handling.

Destroy when 3 years old or when no longer needed for current business, whichever is sooner.

111. Commerce News--Newsletters and/or related informational materials published monthly by District Offices which contain items of interest to entities participating in ITA programs. They are mailed to banks, Chambers of Commerce, industrial firms, transportation companies, etc.

Start a new file every year. Destroy 1 year later.

112. "E" Award and "E Star" Award File--Correspondence between District Offices and industrial firms Regarding President's "E" Award for participation in export programs. Includes copies of Form ITA-476P, Application for the President's "E" and "E Star" Awards for Export Expansion, or equivalent, and Form ITA-473, American International Traders Register, or equivalent. Also included is Form ITA-487, Notification of Schedules for an "E" or "E Star" Award Ceremony, or equivalent. Application is forwarded to the Office of USCS Operations where record copy is kept. Filed in individual folders alphabetically by company.

a. Company Case Files--Start a new file every 5 years. Destroy 2 years later.

b. All other papers --Destroy when 5 years old or when obsolete, whichever is sooner.

113. "E" Award Applications Withdrawn File--Copies of applications which have been denied because of the failure of the applicant to meet the criteria.

Destroy when 2 years old.

114. Multipliers File--Multipliers are commercial and industrial firms such as banks, transportation companies (especially airlines), and export management companies. These-firms provide information to other elements of the private sector regarding export expansion opportunities and furnish support to ITA District Offices in providing such export guidance.

The file contains such records as company applications to serve as multipliers, proposals indicating role of prospective multipliers, and related correspondence. Papers are arranged alphabetically by company.

Destroy individual documents or contents of file folders when no longer needed for current business or when company leaves program, whichever occurs first.

115. Trade Opportunities Subject File--Correspondence generated or received by a District Office regarding trade opportunities with foreign firms. Includes correspondence directed to FCS Posts Overseas regarding trade programs under their jurisdiction. Also includes Form ITA-427P, Trade Opportunities Program Registration or equivalent.

- a. Trade Opportunities filed by Standard Industrial Classification (SIC) Code--Destroy file copy when 1 year old.
- b. All other papers--Start a new file every year. Destroy when 2 years old.

116. Meetings and Visitors--Records of special visitors to District Offices and visits of foreign trade mission representatives. Program notes on special meetings initiated by District Office.

- a. Special files of continuing precedential or reference value--Destroy when no longer needed for current business or when 5 years old, whichever is sooner.
- b. All other papers--Destroy when 2 years old.

117. Promotional Meeting Subject File--Correspondence generated or received regarding promotional meetings, sponsored by ITA and/or the District Office such as World Trade Conferences, Export Clearance Meetings, and Export Marketing and Promotion Workshops. Includes Form ITA-701, Report on Forums, Conferences, and Seminars, or equivalent.

Start a new file every year. Destroy when 2 years old.

118. Foreign Consulates and Embassies Subject File--Copies of correspondence with foreign consulates and embassies on subjects such as Commerce Newsletter service and export promotion multiplier program.

Start a new file every year. Destroy when 3 years old.

119. Trade Complaints File--Correspondence generated or received by a District Office regarding trade adjustment cases (complaints). The complaint is forwarded to the Business Counseling/Trade Complaints (BC/TC) Section, Commercial Services Information Center, which forwards it to the appropriate FCS Post overseas. The foreign firm involved is contacted by the Post, which reports the results of its investigation to the District Office for transmission to the complainant.

Beginning in May 1982, District Offices will communicate directly with FCS Posts overseas in the resolution of Trade Complaints. Case-related documents maintained by the BC/TC Section in Washington shall serve essentially as reference files, while the District Offices shall be responsible for the "official file" of each case handled.

- a. Cases closed prior to May 1982--Start a new file every year. Destroy 1 year later.
- b. Cases closed after April 1982--Start a new file every year. Destroy 3 years thereafter.

120. Foreign Trade Events File--Correspondence, press releases, and notices of meetings for Foreign Trade Events and Association meetings not sponsored by ITA. Filed by type of meeting (activity).

Start a new file every year. Destroy 2 years later.

121. Target Industry Card File--Cards (5x8) furnished by the Commerce Department from the American International Traders Register, showing industry, address, number of employees, and general background information of selected industries involved in the expansion of U.S. export program. These cards are annotated whenever any activity occurs regarding these industries (visits, trade fairs, promotion programs, etc.) and are filed:

- (1) Alphabetically by name (master file)***
- (2) Zip Code***
- (3) Alphabetically by target industry.***

Remove card when industry is no longer designated as a target industry and transfer to inactive file. Close inactive file every 2 years and destroy 2 years later.

122. American International Traders Register File--Contains copies of correspondence and Form ITA-473, American International Traders Register. ITA-473 is completed when a U.S. firm is interested in receiving information regarding marketing, business opportunities, and assistance involving international trade. As a result of the completion of ITA-473, the Commerce Department issues the three sets of (5 x 8) AITR cards noted in Target Industry Card File.

Start a new file every year. Destroy 2 years later.

123. Agent/Distributor Service Case File--Copies of correspondence and copies of Form ITA-424P Agent/Distributor Service Application, or equivalent, submitted by U.S. firms interested in locating potential agents or distributors in foreign markets. ITA-424P is forwarded to ITA for processing to overseas posts. When reply is received, case is considered closed. This file is kept alphabetically by company.

Move closed cases to inactive file. Cut off inactive file every year and destroy 2 years later.

124. Overseas Visits by American Businessmen File--Contains correspondence and copies of Announcement of Intended Visit by American Businessmen. This file is duplicated in ITA, which notifies Embassies.

Start a new file every year. Destroy 2 years later.

125. Exhibitions File--Correspondence and schedules for assigned and pending trade exhibitions filed by date.

Start a new file every year. Destroy 2 years later.

126. TEAM Export Expansion Program File--Includes copies of incoming and outgoing correspondence regarding educational aid in conducting market surveys. District Office notifies Office of USCS Operations in Washington of availability of student after contacting local universities.

Start a new file every year. Destroy 2 years later.

127. Target Industry--special trade lists and publications such as World Market for U.S. Exports and Global Market Reports. Arranged chronologically by International Market Information Service Number. Information on file is used as basis for five-year projections.

Destroy when 5 years old.

128. Foreign Trade Report--A series of Monthly and Annual Import and Export Statistics (printouts) developed by the Commerce Department, Bureau of the Census, and filed chronologically by month and year of issue.

Retain monthly sets in office until annual summary is published, then destroy. Retain annual summaries for 2 previous census years, then destroy.

129. Microform Files on Export/Import Census Statistics--Microform published by the bureau of the Census containing monthly accumulations, annual summaries of import/export statistics.

Destroy when 10 years old or when no longer needed for current business, whichever is sooner.

130. Trade Fairs - Trade Mission Case File--Correspondence with participants on domestic and foreign Trade Fairs and Missions, filed alphabetically by City and Industry Organized Trade Missions.

Start a new file every year. Destroy when 2 years old.

131. Export Development Office (EDO) Case File--Includes copies of correspondence with participants regarding EDO's (formerly, Trade Centers). Filed by EDO and then by date.

Start a new file every year. Destroy when 2 years old.

Nonrecord Material

No employee of the Federal Government may destroy or alienate Federal records without an authorization issued in accordance with the Records Disposal Act and applicable regulations. By definition, certain materials such as printed and processed materials, duplicate copies, etc. are exempt from the requirement and may be destroyed by the holder on his own authority without reference to any outside individual or organization unit.

A considerable volume of nonrecord secondary source material is accumulated by the USFCS. These materials are essential to accomplish the mission of the office. Nevertheless, the constant accumulation of this material poses a problem that can only be resolved by regular application of a common ground rule by all professional and supervisory employees. Accordingly, no nonrecord secondary source material over five years old shall be retained by any organizational element of the International Trade Administration, except the last issue of a publication that is printed and except last issues of publications issued to cover a period of two years or longer.

Although it is incomplete, the following list of nonrecord material, with a suggested retention period for each item, is offered to help the user distinguish between record and nonrecord materials, and to help him to dispose of nonrecord items as soon as they are eligible.

Technical Reference Files

132. Technical Reference File--Informational material such as laws, regulations, news releases, and special reports published by such agencies as Export-Import Bank of U.S.; Foreign Credit Insurance Association; American International Traders Register; and the like. Filed alphabetically by issuing organization.

Purge files every 6 months and destroy obsolete or superseded material.

133. Program Promotion File--Copies of reports, bulletins, bid opportunities, overseas investment opportunities, AID press releases, AID procurement bulletins, FR-23 Export Expansion Seminars, and management aids for small manufacturers designed to stimulate overseas business opportunities for U.S. manufacturers. Filed chronologically by subject.

Purge files annually and destroy obsolete or superseded material.

134. U.S. Government Laws and Regulations--Compilation of laws and regulations published by various Federal agencies such as the Department of Agriculture, the Department of the Interior, and the Department of Treasury, affecting international commerce. Filed alphabetically by agency.

Purge files periodically and destroy obsolete or superseded material.

135. Import-Export Statistics--Compilation of statistical reports and press releases from various State and Federal agencies and manufacturers and trade associations on a variety of topical subjects such as export statistics - Jet Aircraft; Pacific Coast & Hawaiian Foreign Trade; Foreign Trade reports, and the like. Filed alphabetically by subject.

Purge files periodically and destroy obsolete or superseded material.

136. International Trade Reports--A variety of reports on international commerce such as Foreign Service Dispatch Loans; World Trade Data Reports; Foreign Trade Orders and Requisitions. Filed alphabetically by subject.

Cut off files after 1 year. Hold 1 additional year and destroy.

137. Country Market Digest--Filed alphabetically by name of country.

Destroy when obsolete or superseded.

138. State Technical Information Files--Statistical and other data published by various state agencies such as Agriculture, Finance, Fish & Game, and Human Resources Development. Filed alphabetically by agency, and chronologically by date.

Break files annually. Hold 1 additional year and destroy.

139. Technical Patent Information--Files of general interest material issued by the Patent and Trademark Office and organized by topic such as abstracts, attorneys, classification, fees, laws, treaties, and the like.

Destroy obsolete or superseded material at the end of each year.

140. International Business Information--Annual Reports, advertising brochures, and other information from companies interested in engaging in international business. Filed in alphabetical order.

Destroy superseded or obsolete material at the end of each year.

141. Marketing Information Subject File--This file contains printed material such as Export Market Digests, Economic Trend Report, U.S. Foreign Trade Schedules, Investment Lists, World Trade Bulletins, U.S. Tariff information.

Destroy superseded material at the end of each year.

142. Trade Agreements Program--A compilation of various documents such as reports, studies, correspondence, and circulars pertaining to international commerce such as Kennedy Round, State Department, GATT, NATO, general world agreement and trade acts.

Destroy obsolete or superseded material annually.

143. Export Development Offices--Informational material about permanent established EDO's (trade centers),

filed alphabetically by city where they are located.

Destroy obsolete or superseded material each year.

144. Trade Fairs and Shows--Brochures, announcements, schedules, reprints of articles, criteria, and other informational material which bear on the trade fair programs. Filed alphabetically by country and by sponsoring activity.

Hold file until 3 years after close of fair or show and destroy.

145. Trade Missions--General information and guidelines to industries on procedures, policies, and prospects for organizing trade missions in foreign commerce. Material organized by general topic, and by area or country if volume warrants.

Destroy when 3 years old.

146. United Nations Development Program--A series of U.N. produced pamphlets by country, containing economic and statistical information, and projected (usually 5 years) programs for economic development.

Hold 5 years or to end of study period, then destroy.

147. Export Administration--General informational material derived from a variety of official sources such as International Traffic Control in Arms Shipments; U.S. Export Administration Regulations; and Proof of Exports for Taxes. Arranged alphabetically by topic such as shippers, procedures, control notes, regulations, etc.

Destroy when obsolete or superseded.

148. License Amendments & Import Certificates--A digest of various laws and regulations affecting imports as promulgated by their controlling government agency.

Destroy when superseded or revoked.

Bureau of the Census Publications

• **Current Population Reports--Statistical reports, arranged numerically by report number. Published periodically.**

Retain 3 years and destroy or send to public library.

• **Congressional District Census Statistics--Published annually and arranged alphabetically by state.**

Destroy when the next issue is received.

• **Annual Survey of Manufacturers --Issued annually and organized by series number.**

Retain last 3 survey reports.

• **Census of Fisheries and Minerals--Filed alphabetically by state. Published every 5 years.**

Retain last 2 census reports and destroy or forward older copies to public library.

• **Current Construction Reports--Statistics on construction and housing filed numerically by "C" number**

sequence.

Retain monthly issuances until annual summary is received, then destroy. Retain annual summaries 3 years and destroy or forward to public library.

- Census Import-Export Statistics--Bound volumes of Bureau of the Census statistics. File chronologically by year.

Hold two past census years and current year. Destroy all others.

- Transportation Census Reports--Published in 2 parts every 5 years. One part arranged by state and second part by commodity grouping.

Retain last 2 census reports. Destroy or forward older copies to public library.

- o Housing Census Statistics and Population Census Statistics--Supplementary reports, issued periodically to update the last decennial census. Filed by report number.

Retain until receipt of next decennial census, then destroy.

- o Census of Governments--5-year report, by state and subject.

Retain last 2 census reports. Destroy or forward older copies to public library.

- o Census of Population and Housing--Issued every 10 years by the Bureau of the Census. The paperbound and hardbound copies of the decennial census.

When hardbound copy is received, destroy all paperbound copies except for copies of area covered by District Office which may be retained for working file.

- o County Business Patterns--Issued annually and filed alphabetically by state.

Retain 3 years and destroy or forward to public library.

- o Census of Manufacturers--Published in 2 parts every 5 years by Bureau of the Census. Part 1 filed alphabetically by state, and part 2 filed numerically by SIC Code.

Retain last 2 reports then destroy or forward to public library.

- o Census of Construction Industries--Issued in 2 parts every 5 years and filed alphabetically by state, and by subject.

Retain last 2 reports then destroy or forward to public library.

- o Business Census--Issued every 5 years by Bureau of the Census. Initial distribution in paperbound followed by hardbound sets. Filed alphabetically by state.

Retain last 2 hardbound sets then destroy or forward to public library. Retain paperbound set of current census for states covered by District Office and U.S. Summary for working file.

- o State and Local Governments Finance--Report published periodically and filed by series number.

Retain 2 years and destroy.

o Local Government Employment--Statistics published periodically by series number.

Retain 2 years and destroy.

o Retail and Wholesale Trade Reports--A compilation of monthly and annual statistics filed chronologically by date.

Retain 3 years and destroy or forward to public library.

o Census Use Studies--Special one-time reports covering a variety of subjects such as computer mapping, family health survey, schools, etc.

Retain one copy until superseded. Forward extra copies to public library.

o Statistical Abstract--Issued annually. Contains a compilation of international statistics from numerous sources. Similar to World Almanac.

Retain latest 3 issues. Destroy old issues or donate to public library.

Other Publications

o Weekly Compilation of Presidential Documents--Filed chronologically by date of issue.

Retain selected documents 2 years and destroy.

o Federal Register--Issued daily and filed chronologically.

Retain current year's issues only. Destroy previous year's.

o Commercial Standards--Issued periodically by National Bureau of Standards, filed numerically by report number.

Destroy when obsolete or superseded.

Other Nonrecord Material

o Brochures and miscellaneous information received from various state government agencies. Organized by state and by name of agency within.

Review and purge files of obsolete material yearly.

o Subscription materials, such as copies of magazines, periodicals, trace journals, and the like.

Review and purge files of obsolete material yearly.

o Domestic Reference File--Miscellaneous gatherings of informational material, arranged alphabetically by subject or topic. The source of this is from Federal government agencies, State agencies, news clippings, reports, laws, special studies, universities, and the like.

Review and purge files of obsolete material yearly.

o Brochures and special studies published by service firms such as banks, Transportation industries, manufacturers, and the like.

Destroy when obsolete or superseded or when 5 years old, whichever is sooner.

o Country Files--Overseas business reports, economic trends reports, and general interest articles affecting International Commerce. These files are usually organized under main subheadings such as Economic Conditions, Tariff Controls, Taxation, basic laws within each country.

Review and purge files of obsolete material yearly.

o International Reference Files--A variety of general interest material pertaining to individual countries such as business opportunities, projected growth, economic trends, and the like.

Review and purge files of obsolete material yearly.

o Export Mailing List--Reference copies of publication of foreign firms which can be used for contact purposes and extra sale copies of each publication.

Review and Purge file of obsolete material yearly.

No effort has been made to list the majority of Department of Commerce publications which interest USFCS, since the staff members concerned with them are knowledgeable of the purpose and usefulness of those publications. They should be destroyed when no longer needed for current business.

COMMERCIAL SERVICES INFORMATION CENTER

The Commercial Services Information Center (CSIC) coordinates and develops information activities and resources to support ITA's trade development programs both on an individual counseling and program service basis. Among the CSIC's functions are:

- o Administering and publishing the Commerce Business Daily (CBD).
- o Maintaining a reference library for use by government employees and the business community, and administering such facilities for the field establishment.
- o Providing U.S. industry and government with information on exporting and the wide range of export services available from the public and private sectors, including the resolution of trade complaints and disputes.
- o Furnishing training and guidance to USFCS field personnel on gathering, assessing, and disseminating commercial information to the business community.

Office of the Director

149. Director's (CSIC) Subject File--Deals with the implementation, development, and management of the program and information resources within this office's area of responsibility. The file is arranged alphabetically by subject.

Notable headings include ADP, AITS, Commerce Business Daily, CSIC, Export Statistics, Legislation, Office of Business Liaison, ITA Realignment, Trading Company Information, etc. Cables, correspondence, memoranda, and reports comprise the bulk of the file.

Move active files forward annually. Destroy all others when no longer needed for current business or when 5 years old, whichever is sooner.

Commerce Business Daily (CBD)

The CBD is published by ITA every business day under authority of Public Law 87-35. This legislation directs the Secretary of Commerce to publish the CBD for the purpose of advising U.S. firms of proposed Government procurement activities.

150. Commerce Business Daily--Notices of Government contracts to be let are published in the Commerce Business Daily for the convenience of contractors in the primate sector who wish to submit bids. This file contains copies of the correspondence and related papers generated by the Director pertaining to the presentation and format of the publication as well as what material shall be included or excluded from the publication. Also included are special reports and studies on the effectiveness and efficiency of Commerce Business Daily.

a. Annual Report to Senate Select Committee on Small Business, special studies and other reports, and policy correspondence--Destroy when 5 years old.

b. All other papers--Destroy individual documents or contents of file folders when 2 years old.

151. CBD Information File--A copy of every issue printed during the calendar year. Arranged chronologically, it is used for reference and handout purposes only.

Destroy when no longer needed for current business or when 1 year old, whichever is sooner.

152. Special Reports and Projects--Copies of correspondence, speeches, GAO audit reports, monthly activity reports, District Office studies and related project descriptions, and papers generated or collected by the Director of Commerce Business Daily.

Destroy when 5 years old.

153. Director's Trade Mission/Procurement Conference File--The Director, Commerce Business Daily, participates in trade missions and domestic procurement conferences as required. This file contains correspondence, agendas and minutes of meetings, and related papers concerning his participation, and supports the report which he submits on each meeting. A record copy of the report is filed in the Director's (CSIC) Subject File. Arranged chronologically.

Destroy when 5 years old.

154. (Reserved)

Commerce Business Daily (CBD)/Chicago Office

Published in Chicago, the Commerce Business Daily lists U.S. Government procurement invitations, contract awards, subcontracting leads, sales of surplus property, and foreign business opportunities.

155. Commerce Business Daily Publications File--All incoming copy published in each day's edition which is attached to the final published printed versions for that day. The file is arranged chronologically by date.

Destroy each year's output in toto when 2 years old.

156. History File of Numbered Notes (#1-#100)--Describes certain further requirements bearing on particular bids published in the CBD. These requirements are determined by law or by the agency that has made the bid proposal. The file also provides background information for staff use in answering questions about proposals. The notes are published in each Monday edition of the CBD. This file is an essential worktool to the office's operation.

Review the file once a year and purge of obsolete or superseded material.

157. Issues of Commerce Business Daily--A record set of one copy of each publication.

PERMANENT. Transfer to FARC when no longer needed for current business. Offer to NARS when 20 years old in 10-year blocks.

158. Unprinted Incoming Copy File--Bids, proposals, contract awards, and the like received by the office for inclusion in the CBD which, for one reason or another, were not printed. They may have arrived too late to be printed, contained incorrect information or were not properly formatted. File is maintained in date order.

Destroy when 1 year old.

159. Corrected Current Back Issues File--Revised CBD's in which incorrect information regarding bids and proposals was printed. File is maintained by date.

Destroy when no longer needed for current business or when 1 year old, whichever is sooner.

Export Information Reference Room

160. World Bank Document File--Contains Monthly Operational Summaries, Economic Studies, Loan Appraisal Reports, Brochures on Uses of Consultants, Guidelines for Procurement, Questionnaires for Consulting Firms, Quarterly Statements of Loans - IBRD, Quarterly Statements of Credits - IDA, Semi-Annual Technical Assistance Reports, Sector Papers, Press Releases (and order forms), Annual Reports, and World Bank Telephone Directories.

Destroy when superseded or revised.

161. Asian Development Bank Document File--Contains Monthly Operational Summaries, Economic Studies, Loan Appraisal Reports, Brochures on Uses of Consultants, Guidelines for Procurement, Questionnaires for Consulting Firms, Monthly Reports on Loan and Technical Assistance Approvals, Quarterly Reports on Loan Administration, Sector papers, Press Releases, Quarterly Newsletters, and Annual Reports.

Destroy when superseded or revised.

162. Inter-American Development Bank Document File--Contains Monthly Operational Summaries, Appraisal Reports, Monthly Statement of Approved Loans from Ordinary Capital, Fund for Special Operations, Social Progress Trust Fund, Brochures on Uses of Consultants, Questionnaires on Consulting Firms, Press Releases, Annual Reports, and Inter-American Development Bank Telephone Directories.

Destroy when superseded or revised.

163. United Nations Development Program (UNDP) Documents File--Contains Country and Intercountry Programming Reports, Pre-Investment News, Order Forms for Pre-Investment News, UNDP Guide to Firms and Organizations, and Compendium of Approved Projects.

Destroy when 5 years old.

164. General Documents File--Contains Ex-Im Bank Information Booklet, A.I.D. Economic Data Books, Foreign Economic Trends, and Commerce Department/ITA Brochures.

Destroy when superseded or revised.

165. Foreign Market Reports File--Airgrams and Market Survey Reports. Reports are filed by ITA number and located by referring to the FMR Index.

Retire to RSHF when 2 years old. Destroy when 5 years old.

Business Counseling/Trade Complaints (BC/TC) Section

166. Trade Complaints Program Subject File--Data relating to the general management and operations of the unit.

Papers pertain to such subjects as State Commerce Manual Instructions, AITR, U.S. Small Business Administration, Justification Papers, projects, investigations, policies, directives, and statistics.

Move active papers forward and destroy all others when 5 years old.

167. Foreign Service Post Correspondence--Correspondence, memoranda, reports, and the like sent to and received from U.S. overseas posts. Arranged chronologically, and alphabetically by post, thereunder.

Destroy when 3 years old.

168. Attorneys Lists--These are incoming State Department telegrams, arranged by country and post, thereunder. The lists contain the names and addresses of attorneys located abroad who are prepared to assist U.S. firms and individuals in resolving a variety of legal matters pertaining to trade disputes and the like. These are updated periodically; some annually.

Destroy upon receipt of a new list.

169. Trade Complaint File--Documents pertaining to complaints by U.S. or foreign firms and individuals about the goods/services of American or foreign firms. File contains data relative to the initiation, investigation, mediation, and resolution of complaints. Records consist of such items as cable exchanges, bank references, newspaper articles, trade association reports, and correspondence arranged alphabetically by name of company.

Formerly, BC/TC was the repository for the "official file" copy of trade complaint cases. Beginning in May 1982, however, District Office and Foreign Commercial Service Posts overseas will communicate directly with each other in resolving such complaints and maintain the official case files. The BC/TC files will serve as reference copies only.

a. Case files closed prior to May 1982--Destroy when 3 years old.

b. Case files closed after April 1982--Destroy when 1 year old.

170. Domestic Intelligence Reports File--Bona fide information relating to inquiries from foreign governments, U.S. missions, and other U.S. government agencies regarding U.S. firms. File contains such items as trade complaint references, identification checks, bank references, newspaper clips, D & B Reports, negotiation correspondence, and summary of results. Copies of reports filed here are also filed in Foreign Post Files. Arranged alphabetically by company name.

Destroy closed cases when 3 years old.

171. Business Counseling (BC) Program Subject File--Reference data pertaining to this unit's counseling activities. Files cover subjects such as Ex-Im Bank, U.S. Customs Service, Small Business Administration, Foreign Buyers Programs, FTI, ADS, etc. Arranged by subject or organization, as appropriate.

Destroy when 5 years old.

172. BC Product File--Information arranged by product for use in counseling and responding to letters. Files cover such subjects as Construction, Consumer Goods, Printing, Automotive Parts, etc.

Destroy when 3 years old.

173. Country Marketing File--Market information filed by country. Reviewed annually.

Destroy when 3 years old.

174. BC Inquiries File--Consists of notes, workpapers, transmittals to the foreign service, and transitory correspondence concerning actions taken in response to inquiries from domestic and international firms and from individuals interested in exporting/importing programs, services, regulations, etc. Arranged chronologically.

Start a new file every year. Destroy when 1 year old.

ADP and Training Section

175. Information Resources Development File--Correspondence, memoranda, minutes of meetings, equipment brochures, notes, workpapers, and the like dealing with the development and implementation of automated systems to enhance and improve export information services to the public, both domestically and abroad. The documentation specifically concerns such systems as the Commerce Information Retrieval Service (CIRS), the Worldwide Information and Trade System (WITS), and the Automated Information Transfer System (AITS). AITS is presently being implemented to supersede WITS and will be used by ITA offices throughout the world.

The files essentially pertain to CSIC's activities in determining its data and system needs, and in utilizing various trade information systems within ITA, the Department, other Federal agencies or the private sector to provide more immediate and complete commercial information to the constituency served by USFCS. Papers are arranged by subject, or name of field office, as appropriate.

Move active papers forward annually. Destroy all others when 5 years old or when no longer needed for current business, whichever is sooner.

176. Information Systems Accounting File--Monthly reports of searches/billings submitted by USCS District Offices. These primarily concern CIRS and WITS usage at the present time. Also included are copies of invoices, Form SF-1114: Bill of Collection, and related supporting documents. Files are arranged by name of District Office.

The papers are generally used for program planning and monitoring purposes. Record copies of these transactions are maintained in the Management Service Center, Accounting Section, Office of the Secretary.

Destroy when 3 years old.

177. Training and Orientation Subject Files--Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses, and conferences. These papers focus on the orientation and training of USFCS domestic and overseas personnel in the administration of ITA's export development programs. Arranged by subject or training program, as appropriate.

Destroy when 5 years old or 5 years after completion of a specific training program.

178. Commercial Libraries Program File--Documents generated in planning, implementing, and directing a unified Commercial Libraries system for USCS District Offices and FCS Posts overseas. Included here are correspondence, cables, memoranda, reports, and the like arranged alphabetically by subject or field office, as appropriate.

Move active files forward annually. Destroy all others when no longer needed for current business or when 5 years old, whichever is sooner.

U.S. Department of Commerce
International Trade Administration
Director General for the U.S. and
Foreign Commercial Services

Crossover

Former Records Control Schedule (RCS)

NCI-151-77-1

Page No./Item No.

356/1077

356/1078

356-357/1079

365/1118

365-366/1121

366/1123

366/1124

367/1126

367/1127

367/1128

367-368/1131

368/1132

368/1133

368/1134

368/1135

368/1136

375/1158

375-376/1161

376/1162

Revised Schedule

NCI-151-82-9 1/

Page No./Item No.

19/52

19/53

17/45

54/167

53-54/166

54/169 a&b change

54/170

55/171

55/172

55/173

2-53/160

53/161

53/162

53/163

53/164

53/165

5/5, 11/27

13/33

8/19 a&b change

9/22

376/1163	8/18
376/1164	8/16
376/1165	9/20
377/1166	9/23
377/1167	12/32
377/1168	14/36
378/1170	6-7/10 change
378/1172	6/6

Former Records Control Schedule (RCS)
NC1 -1 51- 81--Y

Revised Schedule
NCI-151-82-9

2/1	3/1 change
2/2	3/2 change
2/3	3/3
2/4	12/29 change
2/5	12/30 change
3/6	22/61
3/7	22/62
3/8	18/49
3/9	18/50
4/10	20/55
4/11	20/56
4-5/12 a&b	20-21/57 a&b
5/13	24/69 change
5/14	18-19/51
5/15 a&b	51/150 a&b
5/16	51/151
6/17	51/152
6/18	51/153 change
6/19	52/155
6/20	52 /156
6/21	52/157
6-7/22	52/158
7/23	52/159
7/24	22/63
7/25	22/64
7/26	Delete - item was reserved in previous appraisal
8/27 a&b	22-23/65 a&b
8/28	23/66
8/29 a-c	23/67 a-c
9/30	24/68
9/31 a-c	17-18/47 a-c
9-10/32	18/48
10/33	34/91
10/34	34/92
11/35	34/93
11/36	Delete - now covered by NCI-151-82-S/13.
11/37	Delete - now covered by NCI-151-82-S/18.
11/38	34-35/94
11/39	35/95
11/40 a&b	35/96 a&b
12/41	35/97

12/42
12/43
12/44
12/45
13/46
13/47 a-c
13-14/48 a-e
14/49 a&b
14/50
14/51 a&b
14/52
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15/56 a&b
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16/58 a&b
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46/148

(NC 174-90)

<u>Page No./Item No.</u>	<u>Page No./Item No.</u>
401/04101 a (11)	26/70 change
403/04102 a&b	26/70 change
701/07002 a&b	29/79 a&b
1003/10201	27/74
1003/10202	27-28/76 a&b
NC1-84-78-1 a&b	27-28/76 a
1003/10203	27-28/76 a&b
1003/10204	26/70
1003/10205 a&b	28/77 a&b change

1/ Unless otherwise noted.

Exhibit 2
Attachment to SF-135

Foreign Commercial Service
Sydney, Australia

Official Personnel Folders of Foreign Service National
Employees: CY 1981

Box No. 1 (of 1)

Donne, John
Eliot, George
Fielding, Henry
Pope, Alexander
Smith, Adam

Exhibit 3

Labeling FRC Records
Retirement Cartons

Carton No. 1 of 1

Official Personnel Folders of Foreign Service
National Employees-Sydney

CY 1981

Donne, John thru Smith, Adam

NC1-151-82-9
Item No. 79 b. (2)