

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-151-92-007

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/24/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records.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

All items not listed below remain active.

SUPERSEDED AND OBSOLETE ITEMS

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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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

Items 1, 3, 5, 6,7,8,10, 12-27, 29-34 provide for one-time temporary disposition that has already taken place. Item 11 provides for one-time permanent disposition for records that have been transferred.

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) International Trade Administration	
2 MAJOR SUBDIVISION	
3 MINOR SUBDIVISION	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
Daniel J. Rooney	202-482-4115

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-151-92-7	
DATE RECEIVED 11/3/92	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE 2/26/93	ARCHIVIST OF THE UNITED STATES <i>Raymond A. McCord</i>

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 14 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested

DATE 10/26/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel J. Rooney</i>	TITLE Department of Commerce Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>International Trade Administration</p> <p>Unscheduled records of the International Trade Administration at WNRC</p> <p>See attached pages for description of records</p>		

Copies sent to NN-W, NNWS, NAT, NCF, NIA 3/2/93

Department of Commerce
Bureau of Foreign and Domestic Commerce
(Record Group 151)

Office of Public Affairs

1. Reference Publications, 1981-84. 8 cubic feet. Unarranged.

Publications produced or accumulated by the International Trade Administration. Includes telephone directories, copies of public laws, trade lists, publications from exhibitions and symposiums, "Foreign Economic Trends and Their Implications for the United States," "Country Market Surveys," and "Export Administration Bulletins."

WNRC Accessions: 151-89-0287	Boxes 1-2
151-89-0286	1
151-89-0003	1-2
151-89-0018	1-3

Destroy in 1996.

U.S. and Foreign Commercial Service

2. Inspector General and General Accounting Office Investigations and Reports, 1983-84. 1 cubic foot. Unarranged.

Reports of Inspector General investigations of alleged improper conduct by employees and operations, including inspections of the utilization of equipment and manpower. Also in this series are reports from the GAO concerning export promotions of the U.S. and Foreign Commercial Service and activities of the Commerce Department's district offices.

WNRC Accession 151-89-0276	Box 1
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Destroy when 30 year old.

Bureau of International Economic Policy and Research

3. International Economic and Trade Policy Subject File, 1/1969-5/1974. 1 cubic foot. Arranged by subject.

Correspondence, reports, memoranda, briefing books, talking papers, and other records of Lawrence Fox, who was Deputy Assistant Secretary of International Trade Policy and Deputy Assistant Secretary of International Economic Policy and Research. Briefing books cover a trip to Latin America in 1974 on the General System of Preferences,

commodities and related subjects. Reports include copies of National Security Council Under Secretary's meeting reports.

This series appears to be files kept by Lawrence Fox and do not reflect the activities and functions of a single office.

WNRC Accession 151-81-0078

Box 1

Destroy when 20 years old.

International Trade Analysis Staff

4. Market Share Reports, 1/1962-12/1971. 7 cubic feet. Accession 151-78-0019, boxes 1 and 2, Commodity File, are arranged numerically by report number. Boxes 3 and 4, Country File, are in no apparent order. Accession 151-78-0020, boxes 1 and 2 are not in good order, but there seems to be an attempt to arrange the Commodity Files numerically by the Standard International Trade Classification number. Box 3 is arranged numerically by report number, except that there are Country Files mixed in without a logical sequence.

Market Share Reports for specific commodities or countries. Each Commodity File report focuses on one commodity, providing the Standard International Trade Classification (SITC) number, technical notes to help the reader understand the reports and their limitations, and tables showing the destination, total exports from supplier countries, value, U.S. percentage of total, and the value of the exports of individual countries to the destination noted. For each destination the statistics are broken down annually over a six year period, i.e., 1962, 1963, 1964, 1965, 1966, and 1967. The value is noted in thousands of dollars. The destination countries do not appear to be a specific order.

The Country Files are similar to the Commodity Files, except that the tables are arranged by commodity number, rather than by destination country.

WNRC Accessions: 151-78-0019
151-78-0020

Boxes 1-4
1-3

Destroy when 30 years old.

5. Reports of Country by Commodity Imports and Exports, 1/1965-12/1967. 2 cubic feet. Arranged in volumes for imports for developed countries, imports for less developed countries, exports for developed countries, and exports for less developed countries. .

Computer printouts of country by commodity imports and exports for developed and less developed countries. Each printout shows the Standard International Trade Classification (SITC) or USSR number for the commodity, the name of the commodity, and annual

breakdowns of imports and exports in thousands of rubles and dollars. The reports are entitled "Project Trader: USSR Foreign Trade." "USSR Foreign Trade Data," or "ORR Foreign Trade Data." The reports contain similar information arranged in slightly different ways.

WNRC Accession 151-78-0021 Boxes 1-2

Destroy when 30 years old.

6. "International Economic Indicators and Competitive Trends," 2/1975-03/1981. 1 cubic foot. Arranged in reverse chronological order.

Copies of the quarterly publication, "International Economic Indicators and Competitive Trends." The quarterly generally includes economic statistics for the U.S. and competitor nations, reviews of economic prospects and trends, and changes of economic indicators.

WNRC Accession 151-89-0285 Box 1

Destroy when 30 years old.

Office of International Trade Policy

7. International Trade Policy Subject File, 1/1967-04/1974. 5 cubic feet. Arranged by subject including Generalized System of Preferences, Estimates of Trade Effects, and U.S. positions, 1970-1972.

Copies of reports, memoranda, correspondence, position papers, talking papers, airgrams, and other papers received by the Secretary of Commerce or sent by the Secretary of Commerce to the White House. The Office of International Trade Policy received a carbon copy of these documents.

WNRC Accession 151-81-0079 Boxes 1-5

Destroy when 30 years old.

8. Briefing Papers, 1/1965-12/1979. 7 cubic feet. Arranged in binders by country, organization, or committee.

Miscellaneous briefing materials, which includes agendas, position papers, presentations and other papers relating to the Secretary of Commerce's trip to Canada in 1971, Organization for Economic Cooperation and Development (OECD) executive committee session in 1977, 39th session of the OECD in 1979, President Carter's trip to Germany

in 1978, U.S.-New Zealand Bilateral Economic Consultation, and Vice President Mondale's Working Visit to the Pacific and Southeast Asia.

WNRC Accessions: 151-81-0038 Boxes 1-6
 151-81-0060 1

Destroy when 15 years old.

Bureau of Domestic Commerce/Business Defense Services

9. Administration Minutes, 1953-01/1964. 1 cubic foot. Arranged in binders by type of meeting, then chronologically by meeting date.

Minutes, drafts of minutes, and comments on minutes of staff meetings from 9/6/62 to 1/10/64, executive staff meetings from 7/20/62 to 11/22/63, and the administrative staff meetings from 1953 to 1960.

WNRC Accession 285-74-0007 Box 1

PERMANENT. Offer immediately to the National Archives.

Office of Area Development

10. Director's Chronological File, 1/1955-12/1958. 10 cubic feet. Arranged chronologically.

White and pink reference copies of outgoing letters and memoranda signed by the Director or his representative.

WNRC Accession 376-62A1299 Boxes 15-24

Destroy immediately.

11. Records relating to the Association of State Planning and Development Agencies, 1949-00/1960. 15 cubic feet. Unarranged.

Minutes of meetings, memoranda, correspondence, agendas, and other records relating to the involvement of the OAD with State development agencies. The OAD and its predecessors assist states with carrying out State, regional, and community economic development programs.

WNRC Accessions: 376-62A1299 Boxes 6-10, 40, 48
 376-56A0542 32-39

PERMANENT. Offer immediately to the National Archives.

12. Foreign Orders for U.S. Technical Publications, 1948-53. 11 cubic feet. Arranged by country, then alphabetically by individual, company, or government agency.

Letters and purchase orders from foreign individuals, corporations, and governments requesting copies of technical publications produced by the U.S. government and American companies.

WNRC Accession 376-56B0405

Boxes 43-53

Destroy immediately.

Office of Business Research and Analysis

13. Petitions for Designations of Essential Activities, 1950-1968. 7 cubic feet. Arranged alphabetically by activity and subject Air Conditioning Refrigeration Institute to Steel.

Correspondence, memoranda, petitions from associations and industries, and decisions of subcommittees on which occupations are critical and essential in terms of the Selective Service System draft deferment program.

WNRC Accessions: 151-80-0145040
151-80-0146040

Boxes 1-4
1-3

Destroy immediately.

14. Business Condition Reports, 1973-77. 5 cubic feet. Arranged chronologically by date of publication.

Published reports on the current state of industries. The reports provide a narrative report and statistical information on various industries. Includes multiple copies of Selected Commodities Anticipated in Short or Tight Supply in 1974, January 1974 and Business Condition Report from August 1974 to April 1975.

WNRC Accessions: 151-77-0095
151-80-0124040

Boxes 1-3
1-2

Destroy immediately.

18. Meeting Summaries of the Task Force on Construction, 8/1951-10/1952. 2 cubic feet. Arranged chronologically by meeting date.

Meeting summaries from August 1952 to October 1952 containing information on Task Force topics including metal production, stockpiling, and labor strikes; base books which document a summary of commodities showing allotments for individual companies in terms of quantity; correspondence, and other records relating to the construction industry.

WNRC Accession 376-58B0810 Boxes 1-2

Destroy immediately.

19. Printing and Publishing Technology Reference File, 1947-66. 2 cubic feet. Arranged by subject.

Reports, publications, statistical tables, and statistical working papers concerning the printing and publishing industries and the importation and exportation of printed material. The reports include weekly and monthly activity reports, reports on the distribution of manpower by program, the National Book Committee, Inc. reports on the exportation of U.S. books, and the 1962 meeting of the International Labor organization. The publications consist of multiple copies of different issues of Facts for Industry, published by the Bureau of the Census in 1947.

WNRC Accession 376-67D2058 Boxes 8-9

Destroy immediately.

20. Quarterly Reports of Electronics Components Shipments, 10/1951-1969. 15 cubic feet. Arranged chronologically by quarter, then by type of component, then by company.

Statistical reports (later reports are computer printouts) of data collected by quarterly survey of the electronics industry which show shipments by the category of component, dollar value of defense and non-defense items, and the average unit price. Data shows total of shipments of military and non-military items for each industry and for each type of component. Early reports were compiled by the BDSA and the Department of Defense, Electronics Production Resources Agency.

WNRC Accessions:	376-74-0003	Boxes 1-3
	376-68D6199	34-35
	151-80-0044040	1
	151-80-0036040	1-9

Destroy immediately.

Office of Industrial Mobilization

21. National Executive Reserve National Conference Files, 1960-67. 4 cubic feet. Arranged by meeting, then by subject.

Reports, correspondence, photographs, memoranda, publications, and exercises from the 1961, 1962, 1965, and 1967 meetings of the BDSA National Executive Reserve National Conference, which was an annual meeting of BDSA and business executives to discuss, plan, and complete exercises on industrial mobilization. Training consisted largely of exercises of scenarios, such as nuclear war and the escalation of the war in Vietnam.

WNRC Accession 376-71K6357

Boxes 6-9

Destroy immediately.

22. Records Relating to Industrial Mobilization Conferences, 1963-65. 5 cubic feet. Arranged chronologically by date of conference, thereunder by subject.

Memoranda, reports, pamphlets, speeches, and correspondence relating to the planning, execution, and evaluation of various regional Industrial Mobilization Conferences. Each conference file contains material divided into the following subtopics: Program, Proceedings, Participants, Planning, Contacts, Speeches, Case Studies, Publicity, and Evaluation.

Industrial Mobilization Conferences were sponsored by the BDSA to alert industry to the needs to modernize and remain competitive with foreign producers. The conferences were run with the help of local business leaders, including members of various Chambers of Commerce. Conferences were held at sites throughout the country including Oklahoma City, Cincinnati, Boston, Minneapolis, Seattle, Dallas, and Pittsburgh. Typical conference topics included Modernization - Key to New Markets and More Profits, How Objective is Industry, Warning Signs on the Road to Profits, Modernization Case Studies, Marketing, and Management.

WNRC Accession 376-68J6199

Boxes 51-55

Destroy immediately.

Office of International Marketing

23. Weekly Reports, 3-12/1972. 1 cubic foot. Arranged chronologically by month then by week, then by Division.

Reports of activities, project progress, and weekly happenings such as receptions and deaths of employees.

Destroy immediately.

Office of Export Expansion

24. Records of the White House Conference on Export Expansion, 1/1963-12/1973. 7 cubic feet. Arranged by subject.

Correspondence, memoranda, drafts of proposals, working papers, registration lists, reports, and evaluations of the conference. Subjects include trade promotion activities, tax policies and export expansion, labor's stake in export expansion, small business, foreign investment policy, and the anatomy of major export successes.

WNRC Accessions: 285-73-0009 Boxes 1-4
 285-75-0019 1-3

Destroy immediately.

25. Records of the White House Conference on Balance of Payments, 2-9/1965. 1 cubic foot. Unarranged.

Copies of speeches, press releases, mailing lists, invitations, telephone messages, acceptances and declinations to invitations, press conference transcripts, and other records relating to the Conference.

WNRC Accession 151-81-0022 Box 1

Destroy immediately.

Office of Import Programs

26. Investigative Case Files, 1948-4/1991. 531 cubic feet. Arranged as follows: cases closed prior to 1980 arranged by commodity thereunder by country; cases closed after January 1, 1980 arranged by numbering system, A000-000-00-00. An "A" indicates an anti-dumping case and a "C" indicates a countervailing case, then country number, sequential case number, company number and year of annual review. Many case files include a case file index which includes a description of each document filed in the case.

Case files of investigations of anti-dumping and countervailing by other countries. Dumping is when foreign merchandise is sold in the United States at less than fair value. Countervailing is when a subsidy is paid to a manufacturer whose product is sold in the United States. This series includes only those cases with a negative final determination, which means that trade agreements were not violated.

A typical case file includes a letter (sometimes from a Congressman) alleging sales of a foreign product at less than fair value; the petition initiating the investigation (often developed from the information in the letter); memoranda to various offices and agencies announcing the investigation; memoranda to the author of the initiating letter; memoranda to the foreign company; memoranda to the foreign government announcing that the investigation has been initiated; cablegrams on the availability of the commodity in other countries; cablegrams on the reaction to the investigation from other countries; Federal Register notices; press releases; letters and questionnaires sent to the foreign company and the responses (the responses are hundreds of pages long) on the cost of production and freight of the commodity, the price of the item in its home market and other countries, sales statistics on the commodity in the home market, the U.S., and other countries; statistics on the cost of the commodity to distributors in the U.S. and other countries; statistics on expenses relating to sales in the U.S. and other countries; report on the importation of the commodity to the U.S. which can include copies of invoices; a statistical tabulation on sales in the U.S. (for one case the statistical tabulations were 90 pages long, for another case the various statistical analyses are computer printouts that fill 10 cubic feet); and miscellaneous memoranda and letters such as a memoranda defining the word "exclusion" and a letter correcting a typographical error in a previous letter; and a memoranda stating that no violation has been found.

Following are some examples of the products investigated: strawberry baskets from Canada, door locks and latches from Japan, pig iron from Norway, eggs from Spain, bricks from Mexico, snowmobiles from Canada, and food products from Poland.

WNRC Accessions:	151-72C7457036	Boxes 35-47
	151-73-0016036	1-21
	151-75-0026036	2-17
	151-75-0039036	1-34
	151-81-0064	1-4
	151-81-0065	1-14
	151-81A0066	1-10
	151-81B0066	11-38
	151-82-0036	1-15
	151-86-0077	1
	151-87-0032	1-7
	151-82-0037M	1-5
	151-83-0105M	1-15
	151-83-0106M	1-9
	151-84-0030M	1-22
	151-87-0053	1-6
	151-87-0054	1-12
	151-87-0061	1-5
	151-87-0074	1-3
	151-87-0075	1-5

151-87-0081	1-11
151-88-0002	1-13
151-88-0003	1-19
151-88-0012	1-18
151-88-0013	1-6
151-88-0014	1-5
151-88-0015	1-108
151-89-0021	1-4
151-89-0023	1-9
151-89-0027	1-17
151-89-0080	1-11
151-90-0040	1-32
151-91-0016	1-18
151-91-0041	1-14

Destroy when 20 years old.

27. Compliance Order Case Files, 1981-86. 99 cubic feet. Arranged as follows: cases closed prior to 1980 arranged by commodity thereunder by country; cases closed after January 1, 1980 arranged by numbering system, A000-000-00-00. An "A" indicates an anti-dumping case and a "C" indicates a countervailing case, then country number, sequential case number, company number and year of annual review. Many case files include a case file index which includes a description of each document filed in the case.

Anti-dumping and countervailing investigation case files with an affirmative determination, which are referred to the Office of Compliance for assessment and collection of the appropriate duty. Dumping is when foreign merchandise is sold in the United States at less than fair value. Countervailing is when a subsidy is paid to a manufacturer whose product is sold in the United States. This series includes only those cases with a negative final determination. which means that trade agreements were not violated.

A typical case file includes a letter (sometimes from a Congressman) alleging sales of a foreign product at less than fair value; the petition initiating the investigation (often developed from the information in the letter); memoranda to various offices and agencies announcing the investigation; memoranda to the author of the initiating letter; memoranda to the foreign company; memoranda to the foreign government announcing that the investigation has been initiated; cablegrams on the availability of the commodity in other countries; cablegrams on the reaction to the investigation from other countries; Federal Register notices; press releases; letters and questionnaires sent to the foreign company and the responses (the responses are hundreds of pages long) on the cost of production and freight of the commodity, the price of the item in its home market and other countries, sales statistics on the commodity in the home market, the U.S., and other countries; statistics on the cost of the commodity to distributors in the U.S. and other countries; statistics on expenses relating to sales in the U.S. and other countries; report

on the importation of the commodity to the U.S. which can include copies of invoices; a statistical tabulation on sales in the U.S. (for one case the statistical tabulations were 90 pages long, for another case the various statistical analyses are computer printouts that fill 10 cubic feet); and miscellaneous memoranda and letters such as a memoranda defining the word "exclusion" and a letter correcting a typographical error in a previous letter; and an affirmative final determination.

WNRC Accessions:	151-87-0076	Boxes 1-11
	151-87-0079	1-3
	151-87-0080	1-8
	151-88-0011	1-13
	151-88-0033	1-31
	151-89-0022	1-4
	151-89-0024	1-5
	151-89-0025	1-4
	151-89-0026	1-8
	151-89-0028	1-9
	151-89-0221	1-3

Destroy when 20 years old.

28. Closed Policy Case Files, 1964-80. 23 cubic feet. Arranged as follows: cases closed prior to 1980 arranged by commodity thereunder by country; cases closed after January 1, 1980 arranged by numbering system, A000-000-00-00. An "A" indicates an anti-dumping case and a "C" indicates a countervailing case, then country number, sequential case number, company number and year of annual review. Many case files include a case file index which includes a description of each document filed in the case.

Correspondence, memoranda, Congressional correspondence, reports, and other records relating to the overseeing of anti-dumping and countervailing duty investigations.

WNRC Accessions:	151-83-0057	Boxes 1-17
	151-83-0079	1-2
	151-83-0059	1-2
	151-83-0077	1-2

Destroy when 20 years old.

Office of Textiles

29. Monthly Reports of U.S. General Imports - Cotton, Wool, and Man-Made Fiber Manufactures, 1962-66. 51 cubic feet. Arranged chronologically by month, then by commodity, then by country.

Statistical reports on textile and clothing commodities imported into the United States. The reports were compiled by the Bureau of the Census from information collected by the U.S. Customs Service.

WNRC Accession 376-72A2553 Boxes 1-35

Destroy immediately.

Office of Technical Services

30. Inquiry Reports, 1953-55. 1 cubic foot. Arranged by batch sent, then roughly by IR number.

Transmittal letters and technical memoranda sent to participating countries of the Organization of European Economic Cooperation and Marshall Plan countries.

The OTS operated a Question and Answer Service for the Mutual Security Agency and its successor, the Foreign Operations Administration. OTS responded to technical questions on a variety of subjects.

WNRC Accession 376-56A0405 Box 42

Destroy immediately.

Office for Trade Adjustment Assistance

31. Financial Assistance Programs Case Files, 1983-88. 5 cubic feet. Arranged by case with one case in each box.

Applications, financial reports, and correspondence concerning direct loans to private business. The records demonstrate the businesses need for the loan and reports of its progress after receiving the loan, as well as records relating to the repayment of the loan.

WNRC Accession 151-89-0219 Boxes 1-5

Destroy ~~immediately~~ when 15 years old. *JK*

32. Loan Guarantee Case Files, 1983-88. 4 cubic feet. Arranged with one case file in each box.

Applications, financial reports, and correspondence relating to loans from private financial institutions to private businesses which were guaranteed by the agency.

WNRC Accession 151-89-0214 Boxes 1-2
151-89-0215 1-2

Destroy when 15 years old.

Office of World Fairs and International Expositions

33. Administrative Files of the U.S. Pavilion Staff for the 1982 International Exposition at Knoxville, Tennessee, 1/1981-12/1982. 6 cubic feet. The files from the Commissioner-General's office are arranged according to a subject-numeric filing scheme.

Correspondence, blueprints, bills, invoices, and purchase orders concerning the building and operation of the U.S. pavilion for the 1982 International Exposition at Knoxville, Tennessee.

Also included in boxes 5 and 6, is a subject-numeric file from the Commissioner General's office. This consists of correspondence relating to general matters involved in the planning of the exposition as well as budgetary matters.

WNRC Accession 151-86-0029 Boxes 1-6

Destroy immediately.

34. Subject File of the U.S. Pavilion Staff for the 1982 Exposition at Knoxville, Tennessee, 1/1979-2/1983. 27 cubic feet. Arranged in a subject-numeric filing scheme. Some major subjects, such as "personnel" and "Potential Donors Contacted" are arranged alphabetically by name of person or potential donor. Other subjects, such as "Clippings" (copies of newspaper articles referring to the exposition), and "weekly reports" are arranged chronologically by date of the document.

Correspondence with exhibitors and potential donors, requests for permission to use certain funds for various purchases and participation fees, and memorandums instructing personnel on the completion of work performance forms. Also included are copies of W-2 forms, SF 171's, and other standard personnel forms.

WNRC Accession 151-86-0017 Boxes 1-27

Destroy immediately.

Addendum to N1-151-92-1: Item Number Conversion Chart

N1-151-92-1 Item Number

WNRC Project Item Number

1	6
2	9
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