

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|---|---|
| LEAVE BLANK | |
| JOB NO NC1 - 56-76-3 | |
| DATE RECEIVED JAN 5 1976 | |
| NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 3-3-76 <i>Date</i> | <i>James B. Rhoads</i> <i>Archivist of the United States</i> |

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Treasury

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Office of Administrative Programs

4. NAME OF PERSON WITH WHOM TO CONFER
Sarah J. Allen

5. TEL EXT
964-8081
IDS code 184

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|----------------------------|--|------------------------------------|
| C. DATE 12/31/75 | D. SIGNATURE OF AGENCY REPRESENTATIVE  John P. Heard | E. TITLE Records Officer |
|----------------------------|--|------------------------------------|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|---|---------------------|------------------|
| | <p>The disposition standards submitted here were developed in accordance with NARS appraisal guidelines, and cover records created by the Office of Trade, Energy and Financial Resources Policy Coordination, established by Treasury Department Order Number 232, June 23, 1974.</p> <p>Essentially, program development calls for the formulation and implementation of Treasury positions on U.S. trade and commercial policy; multilateral and bilateral trade negotiations; economic relations with foreign governments; natural resources and energy; relations with Middle East oil-producing countries; and, U.S. Capital Markets.</p> <p>Upon review and approval by National Archives and Records Service, items designated as being of archival value will be transferred, after stated periods of time, to the Washington National Records Center to be held for a period of 25 years from date of transfer before being offered to the National Archives.</p> | | |

Copy to Agency 3-9-76