

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

NC1 265-80-01

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

DATE RECEIVED

6/19/88

1. FROM (Agency or establishment)

Department of the Treasury

2. MAJOR SUBDIVISION

Assistant Secretary, Enforcement and Operations

3. MINOR SUBDIVISION

Office of Foreign Assets Control

4. NAME OF PERSON WITH WHOM TO CONFER

Joe Beamer

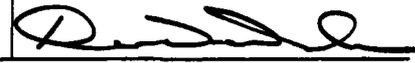
5. TELEPHONE EXT.

566-9820

DATE

8/1/88

ARCHIVIST OF THE UNITED STATES



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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

7-19-88

C. SIGNATURE OF AGENCY REPRESENTATIVE



D. TITLE

Acting Chief, Clerk's Office

7. ITEM NO.

8. DESCRIPTION OF ITEM  
*(With Inclusive Dates or Retention Periods)*

9. GRS OR SUPERSEDED JOB CITATION

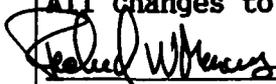
10. ACTION TAKEN  
*(NARS USE ONLY)*

Assistant Secretary, Enforcement and Operations

Office of Foreign Assets Control

The records described in this schedule cover the administration of controls over the assets in the United States of, and financial and commercial transactions with, the People's Republic of China, North Korea, North Viet-Nam, Cuba, Cambodia, Iran, and Southern Rhodesia and their nationals for the purpose of preventing transactions which would be inimical to the United States. Also covered are records created in the administration of regulations which prohibit unlicensed purchases and sales of strategic commodities outside the United States for delivery to Eastern European and Asian Communist countries. Records are also maintained in connection with the administration of assets of enemy alien countries frozen during WW II. These controls are administered through a system of licenses, rulings and other documents.

All changes to this proposed schedule have been approved by:

 7/19/88  
NARA appraiser date

 7/15/88  
Agency representative date

*Copies sent to NCF 8/9/88*

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	OF 10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>Correspondence files consisting of 2 subseries: country files and subject files. Subject files consist of copies of letters and memoranda, incoming and outgoing between government agencies and within the agency. Country files consist of correspondence with blocked nationals or those wishing to trade with blocked nations.</p> <p><u>Disposition:</u> Break files according to administrative need or when blocking of a country is terminated by statute or Executive Order. Transfer each country's files to FRC as a separate accession.</p> <p>a) Subject Files: <b>PERMANENT</b>. Transfer to the National Archives 15 years after a country becomes unblocked.</p> <p>b) Country Files: Destroy when 5 years old.</p>		
2.	<p>Finding aids to correspondence files</p> <p><u>Disposition:</u></p> <p>a. Subject file: <b>PERMANENT</b>. Transfer with corresponding records cited in Item 1 above.</p> <p>b. Country file: Destroy when corresponding files cited in Item 1 above are destroyed.</p>		
3.	<p>License application files on financial, commercial or other transactions with foreign countries, designated regulations, which preclude transactions that would tend to influence, injure or be hostile to the interests of the United States. Filed by place or issuance and thereunder by country, i.e., by regulation and then by name of person or company making the request.</p> <p><u>Disposition:</u> Break files every 5 years. Remove case files that are still current or are required for administrative use and retain in office until no longer needed. Transfer remaining files to FRC. Destroy when 10 years old.</p>		
4.	<p>Index of beneficiaries and applicants for licenses filed with the Office of Foreign Assets Control arranged by country and thereunder by applicant or beneficiary. Date from 1950 to present.</p> <p><u>Disposition:</u> Close file after last country is no longer blocked. Destroy when program is terminated.</p>		

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5.	<p>Censuses of blocked nation's assets performed at various times for a particular country.</p> <p><u>Disposition:</u></p> <p>a) Pre-1983 Censuses:</p> <p>1) Completed Census report forms (TFRs)</p> <p>a. TFR-607, Census of Blocked Cuban Assets (conducted 1963-4) Transfer to FRC 10 years after completion of census. Destroy 10 years after funds are unblocked.</p> <p>b. TFR-610, Census of Blocked Chinese Assets (conducted 1970) Transfer to FRC 10 years after completion of census. Destroy 10 years after funds are unblocked.</p> <p>c. TFR-615, Census of Blocked Iranian Assets (conducted 1980) Transfer to FRC 15 years after completion of census. Destroy 10 years after funds are unblocked.</p> <p>d. TFR-616, Census of U.S. Claims against Iran (conducted 1980) Transfer to FRC 8 years after completion of census. Destroy 10 years after funds are unblocked.</p> <p>Note: These records shall be reviewed every 5 years to determine whether funds have been unblocked</p> <p>2) Pre-1983 Censuses Data (Cuba, China, Iran): printed reports containing aggregated data, detailed printouts of database.</p> <p><b>PERMANENT.</b> Transfer 1 copy upon approval of schedule.</p> <p>3) Iranian assets census database in machine readable form.</p> <p>Destroy when no longer needed for administrative use.</p> <p>b) Post-1983 Censuses:</p> <p>1. Completed Census Forms</p> <p>a. TFR-611, Census of Blocked Assets (conducted 1983-4) Transfer to FRC 15 years after completion of census. Destroy 10 years after funds are unblocked.</p>		

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	<p>b. TFR-630, Census of Blocked Libyan Assets (conducted 1987-8) Transfer to FRC 15 years after completion of census. Destroy 10 years after funds are unblocked.</p> <p>c. TFR-635, Census of U.S. Claims against Libya (conducted 1987-8) Transfer to FRC 8 years after completion of census. Destroy 10 years after funds are unblocked.</p> <p>2. Database:</p> <p>a. Current data set plus "history file" <b>PERMANENT.</b> Transfer copy of complete and sanitized versions annually at close of calendar year.</p> <p>b. Documentation, including code sheets, record layouts, printout of current data set, blank copy of census questionnaire. <b>PERMANENT.</b> Transfer 1 copy along with first transfer of database. Transfer subsequent copies when data elements or codes are revised.</p> <p>c. Superseded records or data elements. Transfer to history file.</p> <p>3. Printouts of tape dumps (other than specified in b. above) and other miscellaneous reports. Destroy when no longer needed for administrative use.</p>		
6.	<p>Civil and criminal litigation files on matters administered by the Office of Foreign of Assets Control, arranged by case. Background and information provided to the Department of Justice for prosecution includes recommendations concerning the firms or person being prosecuted, memoranda of law, and comments and suggestions on the opposing party's pleadings.</p> <p><u>Disposition:</u> Close case after all litigation is completed.</p> <p>1. Precedent cases: Destroy when no longer needed for administrative use. Do not transfer to FRC.</p> <p>2. Non-precedent cases: Transfer to FRC when case is closed. Destroy when 20 years old.</p>		
7.	<p>Records maintained by field office and the Federal Reserve Bank of New York consisting of working papers, duplicates of documentation filed in the FAC Washington office.</p> <p><u>Disposition:</u> Destroy when no longer needed for administrative use.</p>		

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8.	<p>Correspondence files resulting from the administration of status or regulations pertaining to bunkering at certain foreign ports of vessels enroute to Communist countries; or prohibit persons in the U.S. from purchasing, selling or arranging purchase or sale of strategic commodities outside the U.S. for ultimate shipment to Communist countries (Bunkering and Battle Act). (These files are supplemental to export control laws administered by the Department of Commerce.)</p> <p>Disposition: Break files annually. Transfer to FRC when 2 years old. Destroy when 5 years old.</p>		