

UNITED STATES GOVERNMENT

The Department of the Treasury  
Washington, D.C.

# Memorandum

TO : Mr. Thomas Wadlow  
Director, Records Disposition (NCD)  
National Archives and Records Service

FROM : Miss Sarah J. Allen *Sarah J. Allen*  
Paperwork Management Officer, Office of the Secretary

SUBJECT: Withdrawal of Proposed Records Controls Schedules

DATE: March 22, 1977

*3/25/77*  
*Ed Barrese*

I wish to withdraw at this time the proposed schedules for the offices listed below:

Enforcement, Operations  
Tariff Affairs

NC - 1 - 56-76-6

Foreign Assests Control

NC - 1 - 265-76-1

In conversation with Mr. Ed Barrese I find it would be in both our best interests to suspend action on the above proposed schedules until such time as we have re-examined several items on the schedules and redescribed the series to include the manner of arrangement.



**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See Instructions on reverse)

**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 Foreign Assets Control

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

5. TEL EXT  
964-5091  
Code 184

LEAVE BLANK	
JOB NO	NC 1--265-76 - 1
DATE RECEIVED	AUG 17 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>WITHDRAWN</b>	
Date	Archivist of the United States

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 6 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 6/22/76	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>J. G. Gwinn</i>	E. TITLE Jimmy G. Gwinn Assistant Director (Paperwork Management)
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>The records described in this schedule cover the administration of controls over the assets in the United States of, and financial transactions with, China (except Formosa), North Korea, North Viet Nam, Cuba, Cambodia, and 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 the Soviet Bloc. These controls are administered through a system of licenses, rulings, and other documents.</p> <p>Program correspondence files:</p> <p>a. Policy files on matters pertaining to blocked or embargoed countries which are affected by implementing Treasury Department regulations.</p> <p>DISPOSITION: PERMANENT: Break files annually, hold 2 years, transfer to WNRC. Offer to NARS 25 years from date of creation.</p>		

**WITHDRAWN**

## Request for Records Disposition Authority—Continuation

JOB NO

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. Non-policy files on routine matters relating to assigned area of responsibility.</p> <p>DISPOSITION: Break files annually, hold 2 years, destroy on site. Review annually.</p> <p>c. Correspondence with Field Offices on licensing or enforcement policies:</p> <p>(1) Memorandums of Policy</p> <p>DISPOSITION: PERMANENT: Break files annually, hold 2 years or until superseded or rescinded, transfer to WNRC. Offer to NARS 25 years from date of creation.</p> <p>(2) Non-policy files and routine notices for release of customs shipments.</p> <p>DISPOSITION: Break files annually, hold 1 year, destroy on site.</p>	WITHDRAWN	WITHDRAWN
2	<p>Licensing application files on financial, commercial or other transactions with foreign countries, designated in regulations, which preclude transactions that would tend to influence injury or be hostile to the interests of the United States.</p> <p>DISPOSITION: Transfer to WNRC 1 year after case is closed; destroy by burning 10 years from close of case.</p>	WITHDRAWN	WITHDRAWN
3	<p>Enforcement case files: Investigative reports of suspected or actual violations of the statutes and regulations administered by the Office of Foreign Assets Control relative to financial, commercial or other transactions with "designated" foreign countries.</p> <p>a. Closed cases resulting in no judicial action.</p> <p>DISPOSITION: Destroy 5 years from date of last transaction in the file.</p> <p>b. Closed cases involving judicial action.</p> <p>DISPOSITION: Destroy 20 years from date of last transaction. Closed cases may be transferred to WNRC after 1 year.</p>	WITHDRAWN	WITHDRAWN

## Request for Records Disposition Authority—Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4	<p>Census of blocked Chinese Assets (1950). Reports and correspondence on blocked accounts and the location and value of assets in the U.S. of persons or firms who are nationals of the Peoples Republic of China, or of U.S. citizens residing in China prior to December 17, 1950.</p> <p>a. Cases involved in claims settlement negotiations.</p> <p>DISPOSITION: PERMANENT: Transfer to WNRC 1 year after close of case. Offer to NARS 25 years from close of case.</p> <p>b. Working papers, routine correspondence, copies of reports serving no documentary purpose.</p> <p>DISPOSITION: Purge files at 2-year intervals. Destroy on site.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>
5	<p>Census of blocked Chinese Assets (1970). Correspondence and reports on blocked accounts of firms or persons who are nationals of the Peoples Republic of China or individuals subject to U.S. jurisdiction. Contains information on the location and value of assets in the U.S. on December 19, 1950 or July 1, 1970, in which, on either date, China or a "Chinese" national had an interest.</p> <p>a. When involved in claims settlement negotiations.</p> <p>DISPOSITION: PERMANENT: Transfer case file to WNRC 1 year after settlement or close of case. Offer to NARS 25 years from date of final settlement or close of case.</p> <p>b. Correspondence pertaining to the release of blocked property.</p> <p>DISPOSITION: Review every two years to eliminate obsolete material.</p> <p>c. Working papers, routine correspondence, copies of reports serving no documentary purpose.</p> <p>DISPOSITION: Purge files at 2-year intervals. Destroy on site.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p>



7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8	<p>Records Held by Field Offices:</p> <p>a. Memorandums of Policy issued by the Office of Foreign Assets Control on licensing or enforcement matters. DISPOSITION: Destroy when superseded or rescinded by issuance of new policy statement.</p> <p>b. Copies of examination reports on commodities imported for use or consumption in the United States with related authorizing release from Customs custody. DISPOSITION: Break files annually, hold 2 years, destroy on site.</p> <p>c. Copies of investigative reports on suspected or actual violations of the statutes and regulations filed with the Washington Office. DISPOSITION: Break files annually, hold 2 years, destroy on site.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p>
9	<p>Records maintained by the New York Federal Reserve Bank:</p> <p>a. Memorandums of Policy issued by the Office of Foreign Assets Control on licensing or enforcement matters. <i>DISPOSITION: SAME AS 82.</i></p> <p>b. Non-policy correspondence on routine matters pertaining to general administration of regulations. DISPOSITION: Break files annually, hold 1 year, destroy on site.</p> <p>c. Information copies of licensing application files on financial, commercial, or other transactions affected by statutes or regulations administered by the Office of Foreign Assets Control. DISPOSITION: Break files annually, hold 3 years. Destroy on site.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p>
10	<p>Foreign government certifications of origin with related Customs entries on the importation of merchandise affected by the regulations. DISPOSITION: Break files annually, hold 2 years, destroy on site.</p>		<p>WITHDRAWN</p>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11	<p>Information copies of reports, estimates, or trends received from members of the Intelligence Community.</p> <p>DISPOSITION: Break files annually, hold 1 year, destroy on site.</p>	<b>WITHDRAWN</b>	
12	<p>Information copies of communications furnished by the State Department.</p> <p>a. Cables, airgrams, and dispatches.</p> <p>DISPOSITION: Break files annually, hold 1 year, destroy on site.</p> <p>b. Meetings of the Economic Defense Advisory Committee.</p> <p>DISPOSITION: Break files annually, hold 1 year, destroy on site.</p> <p>c. Reports from Consul General in Hong Kong on shipments of merchandise to and from Communist Bloc countries.</p> <p>DISPOSITION: Break files annually, hold 2 years, destroy on site.</p>	<b>WITHDRAWN</b>	
13	<p>Correspondence files (described as Bunkering and Battle Act) resulting from the administration of statutes or regulations which:</p> <p>a. Pertain to the bunkering at certain foreign ports of vessels enroute to Communist Bloc countries.</p> <p>DISPOSITION: Break files annually, hold 2 years, transfer to WNRC. Destroy after 5 years.</p> <p>b. Prohibit persons in the United States from purchasing, selling, or arranging purchase or sale of strategic commodities outside the U.S. for ultimate shipment to the Soviet Bloc. (These files are supplemental to export control laws administered by the Department of Commerce).</p> <p>DISPOSITION: Break files annually, hold 2 years, transfer to WNRC. Destroy after 5 years.</p>	<b>WITHDRAWN</b>	