

**U.S. Department of Commerce
International Trade Administration
International Economic Policy**

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OFFICE OF CANADA

The Office of Canada develops and coordinates policy guidance and program recommendations for trade policy and trade promotion activities for Canada. Responsibilities include promotional, analytical, advisory, and negotiating work relating to international trade policies; bilateral trade agreements; competitive economic relationships; trade practices; trade restrictions and controls; problems faced by U.S. service providers, manufacturers, and investors in competing in Canada; and related programs of other public and private organizations. The Office of Canada is the principal advisor to the Under Secretary for International Trade on trade policy and trade promotion matters regarding Canada. The Office of Canada is divided into two units: Commercial Programs and Trade Policy.

Commercial Programs Staff

1. Centralized Trade Promotion/Business Counseling Files. Includes relevant incoming cable traffic and miscellaneous items of information pertaining to trade policy, trade promotion, the Canadian political/economic environment, and doing business in Canada.

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

Centralized Controlled Correspondence. Includes incoming letters to and outgoing letters from senior Commerce officials regarding trade policy and/or commercial concerns of U.S. companies doing business with Canada.

Destroy when 3 years old.

Trade Policy Staff

3. Canadian FTA Negotiating Files. Includes all relevant policy related materials such as incoming cables, work originating outside the Office of Canada, and work originating from the Office of Canada.

Permanent. Retire to WNRC in cubic-foot blocks when 3 years old. Transfer to the National Archives when 20 years old.

4. Non-Departmental Trade Policy Files. Includes all relevant general policy related materials such as incoming/outgoing cables and work originating outside the Office of Canada.

Destroy when no longer needed or when 3 years old, whichever is later.

5. Departmental Trade Policy Files. Includes all relevant general policy related materials such as incoming work originating within the office of Canada.

Permanent. Transfer to WNRC in cubic-foot blocks when five years old. Transfer to the National Archives when 20 years old.

6. Briefing Papers and Books. Includes materials prepared for meetings with Canadian government officials and senior officials' trips to Canada, such as logistics, scenarios, biographical data on Canadian participants, agendas, background on agenda topics, and planned or suggested strategies. Materials are kept by meeting name.

Permanent. Transfer to WNRC in cubic-foot blocks when 3 years old. Transfer to the National Archives when 20 years old.

7. North American Free Trade Agreement Files. Includes all relevant policy related materials such as cables, memorandums, correspondence, position statements, background and briefing papers, and other records relating to negotiations and interagency discussions relating to the North American Free Trade Agreement between Canada, Mexico, and the United States.

Permanent. Transfer to WNRC in cubic foot blocks when five years old. Transfer to the National Archives when 20 years old