

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

**Disposal Authority: N1-151-91-1  
Issued: September 5, 1991**

**OFFICE OF JAPAN**

The office of Japan develops and coordinates policy guidance and program recommendations for trade policy and trade promotion activities in this geographical area. Responsibilities include the performance of promotional, analytical, and/or advisory work relating to international trade policies, competitive economic relationships, trade practices, trade restrictions and controls, problems faced by U.S. exporters and manufacturers in competing in Japan, and related programs of other public and private organizations. The office of Japan is the principal advisor to the Under Secretary for International Trade on trade policy and trade promotion matters regarding Japan. The Office of Japan is divided into two units: Trade Promotion and Policy.

**Trade Promotion 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 Japanese political environment, and doing business in Japan. The files are arranged alphabetically by subject.

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

**Policy Staff**

2. Supervisor's Or Directors' Subject File--All relevant hi-tech and general policy related materials such as in-coming cables, work originating outside the Office of Japan, and work originating from the Office of Japan. The files are arranged alphabetically by subject.

Permanent. Retire to WNRC in cubic-foot blocks when no longer needed for agency business. Transfer to NARA when 20 years old.

3. International Trade Specialists' Subject Files--Relevant policy-related materials specific to each trade specialist's exact issue area. Materials include in-coming cables, work originating outside the Office of Japan, and work originating from the Office of Japan. The files are arranged alphabetically by subject.

Destroy when no longer needed for current business use or when 4 years old, whichever is sooner.

4. Briefing Books--Conglomeration of materials usually prepared by the policy staff in preparation for meetings with Japanese government officials. Briefing materials include

such items as location and time of the meeting, biographical data on the Japanese participants, meetings agendas, background data on discussion topics, and planned or suggested strategies. Materials are kept in loose-leaf binders by meeting name.

Permanent. Retire to WNRC in cubic-foot blocks when no longer needed for agency business. Transfer to NARA when 20 years old.

