

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

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OFFICE OF THE NEAR EAST

The Office of the Near East (ONE) serves as the focal point for responses by the Department of Commerce to the economic and commercial situation in the Near East and North Africa. The office assembles, analyzes, and disseminates information on economic conditions and business opportunities in the area to the U.S. business community. In addition, ONE actively participates in the development and implementation of U.S. trade policy toward the region.

Office of the Director

1. Director's Subject Files - Contains documents relating to the planning and management of the operation of the Office of the Near East (ONE). Data in file pertains to the development of policy, monitoring of financial actions of Near Eastern countries, contacts with U.S. business organizations, development of promotion programs, and economic forecasting. Records consist primarily of correspondence, memos, and reports.

Permanent. Transfer to WNRC when 3 years old. Offer to National Archives 20 years thereafter.

2. Speech File. Contains drafts and final copies of speeches written for members of the Bureau. File also contains notes, subject back-up and background data, press releases, and comments.

Dispose 3 years after presentation or publication of speech.

3. Overseas Business Reports - Comprehensive reports on the economy of specific Near East countries. Reports cover such subject areas as trade outlook, market profile, trade regulations, credit, investment status, and political conditions and policies. One to three of these reports may be produced a year.

Permanent. Transfer to WNRC when 3 years old and offer to the National Archives 20 years thereafter.

4. Airgrams and Cablegrams - Copies of airgrams and cablegrams received from Embassies.

Dispose when no longer needed for country information function.

Country Desk Officers

5. Briefing Notes and Papers - File contains background material and drafts of papers used to prepare Department of Commerce and other Government officials for such events as conferences with foreign officials, visits to foreign countries, and inspections of U.S. overseas operations.

Dispose 3 years after event or after they have served their purpose, whichever is sooner.

6. Joint commission Briefing Books - Contains background data, policy and position statements, and staff recommendations relative to trade between U.S. and Near East countries. Briefing papers arranged in books by discussion subject.

Permanent. Transfer to WNRC when 3 years old and offer to the National Archives 20 years thereafter.

7. Country Marketing Plan (CMP) File - Contains documents pertaining to the composition, drafting, and publication of the annual CMP for each Country Desk. Records primarily consist of instructions for preparation of the CMP and duplicate copies of the CMP.

Dispose 3 years after publication of CMP or after it has served its purpose, whichever comes first.

8. Efficiency Reports on Foreign Commercial Service (FCS) Officers - Provides information on the performance of the Senior Commercial Officer and the staff in FCS posts overseas.

Dispose 1 year after transfer or separation of employee.

9. ONE Schedule of Events - A schedule of fairs, conferences, shows and similar promotions in Near East countries. Schedule made for the fiscal year and shows theme, location, dates, responsible officer, and description of event.

Dispose when 2 years old.

RECORDS CONTROL SCHEDULE CONVERSION TABLE

NOTE: This office name has been changed from "Commerce Action Group for the Near East" to "Office of the Near East"

| <u>Series</u> | <u>Current Citation</u> | <u>Former Citation</u> | <u>Comments</u> |
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