

**U.S. Department of Commerce
International Trade Administration
Trade Development**

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Japan Untied Overseas Development Assistance Program

Japan's foreign aid program presents a unique opportunity for U.S. suppliers to join with the Government of Japan and with Japanese business in assisting developing countries in their economic progress. The commercial significance of Japan's Official Development Assistance (ODA) has exciting potential for American companies, which are now more competitive than ever.

With the chances of success increasing, more and more U.S. companies are participating in projects financed by Japan's ODA. ODA projects focus on sectors where American firms are highly competitive. These areas include power generation and transmission, railway engineering and equipment, telecommunications, industrial manufacturing, water resource management, and environmental control. A concerted effort by industry to understand the ODA procedure could result in heightened U.S. participation.

1. Subject/Country Files

Correspondence generated by ODA relating to business firms or client companies. The files consist of incoming and outgoing correspondence, cables, reports, memorandums, and ODA program development records.

PERMANENT. Break files annually and transfer to WNRC in cubic-foot blocks when 3 years old. Transfer to the National Archives when 20 years old.

2. Project Files

Files relating to individual projects that are financed by Japan's untied ODA.

PERMANENT. Break files annually and transfer to V7NRC in cubic-foot blocks when 3 years old. Transfer to the National Archives when 20 years old.

3. Chronological (Chron) Files

a. Chronological Files from 1989-1992.

Official record copies of outgoing correspondence sent from ITA/Japan Untied Development Assistance Office, not interfiled with Subject or Project files listed in Items 1 and 2.

PERMANENT. Break files annually and transfer to WNRC in cubic-foot blocks when 3 years old. Transfer to the National Archives when 20 years old.

b. Chronological Files from 1992 onward.

Duplicate copies of outgoing correspondence, the official record of which is interfiled with the Subject and Project Files listed in Items 1 and 2 above.

Destroy when no longer needed for current agency business.

4. Client Files

Files created that document American companies or clients receiving counseling or other assistance from the ITA/Japan ODA Assistance program. The records consist of client requests for assistance, ITA/ODA contact reports, follow-up action reports, correspondence, and tracking and response forms.

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

5. Conference Files

Records created to document ITA/ODA outreach and information conferences, seminars, and meetings, and to promote the ITA/ODA program to U.S. businesses and exporters.

Destroy when 3 years old.