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**Subject Outlines/Codes:
Economic and Financial Affairs
A Mandatory Reference for ADS Chapter 502**

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ECONOMIC AND FINANCIAL AFFAIRS

Instructions: This category covers basic economic and financial data and its analysis, and groups material according to how the long range assistance requirements of cooperating countries and regions are estimated and Agency assistance programs developed.

EXCEPT: Material which properly furnishes background information in recognized areas of Agency technical assistance programs (i.e., sector analysis), which is filed in the appropriate functional primary category. See AGR, EDU, HLS, IND, PUB, SOC, and TRP.

Subject Files	File Classification	Description of Records
Economic and Financial Affairs	General	Material regarding plans, proposals, and stated purposes of the collection and analysis of data on economic factors in aid recipient countries.
Banking and Credit	ECF 1	General correspondence, statistical and other data and its analysis, regarding central, state and other government banking operations. Includes credit portfolios, loans, deposits, discounts and rediscounts, currency issuance, circulation, and commercial banking and credit operations in cooperating countries. Also statements of legal reserve requirements, reserve reports, time and sight deposits, and discounts on commercial and other paper.
Cooperating Country	ECF 2	Material regarding cooperating country central government case flow statements, revenues and expenditures, debt accumulation, and short term supplier credits. Material regarding cooperating country central government budgets, and individual ministerial (departmental) budgets. Case file and arrange alphabetically by name of ministry or department. Includes material on debt accumulation and burden.
Economic Analysis	ECF 3	Documentation regarding review, assessment and/or summary of overall economic situation. Includes retail and wholesale price indicators, budget and import data, foreign exchange tax results, cost of living index, trends in construction activity, reports of gross national product, consumption and production analyses, population, and other economic indications.
International Trade	ECF 4	Statistics and reports summarizing foreign trade of cooperating countries. Includes trade agreements. Reports of capital movements, military offset

Subject Files	File Classification	Description of Records
		<p>programs, balance of payments reports, reports of trade with other countries, relations with various common market groups, import quotas, blocked currencies, barter and bilateral trade, restrictions on trade, reports of foreign exchange reserves, free and restricted currency holdings, contraband activities and smuggling rings, and their effects on local economy.</p>

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