

**GUIDE TO THE  
MICROFILM EDITION OF  
  
RECORDS OF THE U.S.  
DEPARTMENT OF STATE  
RELATING TO U.S.  
COMMERCIAL RELATIONS  
WITH JAPAN  
1950-1963**

**—Decimal File 494—**

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**Scholarly Resources Inc.  
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## INTRODUCTION

This micropublication reproduces the U.S. Department of State Decimal File 494, entitled *Records Relating to U.S. Commercial Relations with Japan*, for the years 1950-1954, 1955-1959, and 1960-1963. The documents found in this file are predominately instructions to—and despatches from—U.S. diplomatic and consular personnel and are often accompanied by enclosures. Other types of documentation included are communications between the Department of State and foreign diplomats; memoranda prepared by State Department officials; and correspondence with other U.S. Government departments, private firms, and individuals.

The materials in this Decimal File have been reproduced in the exact order and condition in which they appear in the holdings of the National Archives and Records Administration. All documents in the file that have been declassified appear on the microfilm. Any documents that remain classified were removed from Decimal File 494 prior to filming and replaced with notices identifying the material and the reason for its removal.

Decimal File 494 is part of the General Records of the Department of State, Record Group 59.

### The Decimal Filing System

From 1910 to 1963 the State Department used a decimal filing system to organize its central file in which documents were arranged by subject according to predetermined file numbers. The Department used essentially the same classification system from 1910 through 1949. During this period the Decimal Files consisted of nine broad subject areas known as classes, which were numbered 0 through 8:

Class 0:	General Miscellaneous
Class 1:	Administration, U.S. Government
Class 2:	Extradition
Class 3:	Protection of Interests
Class 4:	Claims
Class 5:	International Conferences, Multilateral Treaties, Disarmament, League of Nations, and Interparliamentary Union
Class 6:	Commerce, Customs Administration, and Trade Agreements
Class 7:	Political Relations of States
Class 8:	Internal Affairs of States

In 1950 the State Department modified its Decimal Files, but without changing the basic structure. The complexity of the postwar world and the increasing involvement of the United States in international affairs had combined to make the 1910 filing system, last updated in 1939, inadequate to meet the Department's growing needs. The updated Decimal Files were still based on classes, but the old nine classes were rearranged, abolished, or subdivided into ten subject areas. For example, Class 4 was rearranged to cover International Trade and Commerce, Trade Relations, Treaties, Agreements, and Customs Administration.

As with the previous system, four elements were employed to generate a file number. An example of a document from Decimal File 494 is explained below:

4 94 • 11 2 / 10-1956

(1) (2) (2) (3) (4)

(1) *Class number.* Decimal File numbers begin with the class. This document is part of Class 4 pertaining to commercial relations.

(2) *Country number.* This is the assigned number for the geographical region or country to which the document pertains. Each document includes two country numbers indicating the two countries between which the commercial relationship exists. In the above example, number 94 is the designation for Japan, and number 11 signifies the United States.

(3) *Subject number.* The number following the second country number refers to the subject of the document. (The numerical subject listing for Class 4 appears on pages 1-3 in this *Guide*.) In the above document, number 2 denotes that the topic deals with "customs laws and regulations" relating to Japan.

(4) *Document number* (follows the slash). Documents are generally, but not always, filed in chronological sequence. Beginning in July 1944 the system of assigning sequential numbers to documents was abandoned in favor of using the date of a document as its individual number. In the above example the document number, as well as the date, is 10-1956 (October 19, 1956). It is not uncommon to find more than one document in a particular file bearing identical file numbers, since a number of documents on a particular issue often were generated within a single day

## **Periodization of Files**

The State Department divided its Decimal Files into seven arbitrary sections by years: 1910-1929, 1930-1939, 1940-1944, 1945-1949, 1950-1954, 1955-1959, and 1960-1963. Each section is treated as a separate filing unit, organized by the numerical-subject classification system. Within each section, all documents pertaining to a particular subject are filed together. It is important to note that the Decimal Files cannot be accessed by individual years.

## **Materials Appearing on Each Roll of Film**

At the beginning of the first microfilm roll of each of the three sections (1950-1954, 1955-1959, and 1960-1963) in Decimal File 494, the user will find:

1. Numerical-subject classification of Class 4; and
2. Roll Contents for each section.

## Locating Documents by File Number

Thousands of documents are reproduced in this micropublication. However, with the decimal filing system, researchers should have little difficulty locating information on a particular topic of interest by using the following steps:

1. Consult the microfilm Roll Contents for the appropriate year section, either in this *Guide* (page viii), or at the beginning of Roll 1 of the microfilm.
2. The Roll Contents give the file number of the first and last document on each roll. Use this information to determine the appropriate roll.

**Example:** The Roll Contents indicate that Roll 7 begins with document file number 494.00/1-455 and ends with 494.112/10-1956.

3. Place the roll of film on the reader and turn roll to find documents to be examined.

## COMMERCIAL RELATIONS WITH JAPAN

<b>Roll No.</b>	<b>Roll Contents</b>
	<b>1950-1954</b>
1	494.00/1-1050—494.0041/10-3054
2	494.006/1-750—494.1182
3	494.1182(cont'd.)—494.119/11-452
4	494.119/11-552—494.119/3-2654
5	494.119/3-3054—494A.119/3-152
6	494A.119/3-752—494A.119/12-352
	<b>1955-1959</b>
7	494.00/1-455—494.112/10-1956
8	494.112/11-758—494.1184/8-1155
9	494.1184/8-1155(cont'd.)—494.119/4-2255
10	494.119/4-2555—494.60/4-358
11	494.60/10-3058—494C.95b9/10-3158
	<b>1960-1963</b>
12	494.00/1-1260—494.006/3-1760
13	494.006/3-2260—494.116/1-2863
14	494.117/9-2360—494C.949/10-1161



## NUMERICAL-SUBJECT LISTING OF DOCUMENTS IN CLASS 4 RECORDS

(Note: Class 4 is arranged so that the flow of trade is invariably *toward* the country first indicated \*\* *from* the second ##)

- 4\*\*.00     Import trade of country \*\*  
                  Statistics
  
- 400.\*\*     Export trade of country \*\*  
                  Statistics (for combined statistics on export and import trade, classify  
                  under 4\*\*.00)
  
- 4\*\*.\*\*     Trade between \*\* country and ## country (use smaller number first if  
                  general trade)  
                  \*\*Importing country  
                  ##Exporting country
  
- 4\*\*.\*\*#1    General conditions affecting trade
  - .##12        As *import* trade. Attitude of trade in importing country \*\*  
                  Hindrances. Boycotts. Commercial conditions. Government attitude
  
  - .##15        As *export* trade. Attitude of trade in exporting country ##  
                  Letters of credit. Export credit insurance. Government attitude
  
  - .##17        Commercial methods of exporting country ##  
                  Commercial arbitration  
                  Introduction into country \*\* of goods of country ## in competition  
                  with American goods
  
  - .##171      Commercial associations in interest of trade  
                  (400.\*\*..71 Chambers of Commerce, etc., in home country)  
                  (4\*\*.\*\*..71 Chambers of Commerce, etc., in country \*\* for  
                  development of export trade therewith of country ##)
  
  - .##172      Study of needs of market in country \*\* by country ##
  
  - .##173      Standard of goods. Adherence to sample  
                  Adulteration. Surveys
  
  - .##174      Methods of introducing goods. Floating commercial exhibitions.  
                  Advertising. Catalogs. Samples. Demonstrations
  
  - .##175      Packing of goods. Tare allowance
  
  - .##176      Billing of goods (as f.o.b.; c.i.f.)  
                  Terms. Bills of lading. Commercial credits between firms
  
  - .##177      Shipment of goods. Addressing

Laws and Regulations of *importing* country \*\* and their bearing on trade interests of exporting country ##

- ##2 Customs laws and regulations. Customs administration.  
Customs unions. Complaints and commendations
- ##21 Documentation of merchandise under customs laws
- ##211 Requirement of invoices
- ##212 Preparation of invoices. Description of goods. Price lists.  
Market value. Appraisalment. Marking. Forms
  
- 4\*\* ##213 Certification of invoices. Fees (U.S. "No Consul" List, 411.00213)
- ##214 Landing certificates. Fees
- ##215 Disinfection certificates. Fees
- ##22 Ports of entry. \*\*Country of port
  
- 4\*\* ##3 Entry of merchandise. Free ports. Free zones  
(for control of traffic in arms and ammunition, see 4\*\* ##8)
- ##31 Free entry granted by country \*\* to officials, etc., of country ##
- ##32 Entry of merchandise on free list
- ##33 Illegal entry of merchandise into country \*\* without fraudulent intent
- ##34 Smuggling of merchandise into country \*\* (includes gold and bullion)
- ##341 Smuggling of liquors
- ##342 Smuggling of narcotics
- ##35 Fines and penalties. Seizures
- ##36 Refund of duties
- ##37 Regulations governing commercial travelers. Entry of samples
- ##38 Merchandise in bond
- ##381 Transportation. Trucking in bond
- ##382 Storage. Storage charges
  
- 4\*\* ##4 Import tariff. Import duty
- ##41 Trade relations. Trade agreements, treaties, conventions.  
Commercial relations  
(use smaller country number for \*\*)  
(for Commerce and Navigation Treaties, see 6\*\* ##4)
  
- 4\*\* ##5 Import quarantine regulations
- ##51 Food and drug regulations (for internal control and regulations over  
food and drugs, see 8\*\* .557)
- ##52 Regulation of importation of meat and live animals into country \*\*  
from country ##. Prevalence in ## country of diseases of animals  
(for animal diseases where no exportation is involved see  
8\*\* .241). Quarantine measures
- ##521 Foot and mouth disease
- ##522 Other diseases

- .##6 Other administrative measures affecting import trade
  - Embargo
  - Imposition of taxes and other charges on imports
  - Ad valorem tax. Subsidies
  - Import licenses
  - Dumping
  - Irison-made goods

Laws and Regulations of *exporting* country ## and their bearing on trade  
interests of importing country \*\*

- .##7 Export tariff. Tax. Duty. Export bounties, subsidies
- .##8 Arms traffic. Control over exportation of arms and ammunition.  
Munitions of war. Helium. Atomic materials. Heavy water
- .##81 Registration of arms manufacturers and exporters  
U.S. registration: 400.1181 (name of firm)
- .##82 Licensed shipments of arms to country \*\* from ##  
Routine U.S. licenses: 4\*\*.1182 (name of firm)
- 4\*\*.##83 Unlawful or illegal shipments. Arms smuggling  
U.S.: 4\*\*.1183 (name of firm)
- .##84 Export or attempted export of material involving betrayal  
of military secrets. Exchange of military secrets  
U.S. exports: 4\*\*.1184 (name of firm)
- .##9 Other administrative measures affecting export trade
  - Embargo, includes determination of ultimate destination of  
exported goods. End-use checks
  - Export licenses
  - Pre-licensing checks