

S 3660

**GUIDE TO THE
MICROFILM EDITION OF

RECORDS OF THE U.S.
DEPARTMENT OF STATE
RELATING TO U.S.
COMMERCIAL RELATIONS
WITH THE SOVIET UNION
1950-1963**

—Decimal File 461—

A Microfilm Publication by

Scholarly Resources Inc.
An Imprint of Thomson Gale

**Scholarly Resources Inc.
An Imprint of Thomson Gale**

This publication is produced with the cooperation of the National Archives
and Records Administration, Washington, DC

12 Lunar Drive, Woodbridge, CT 06525
Tel: (800) 444-0799 and (203) 397-2600
Fax: (203) 397-3893

P.O. Box 45, Reading, England
Tel: (+44) 1734-583247
Fax: (+44) 1734-394334

ISBN: 0-8420-4430-2

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Printed and bound in the
United States of America

2004

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INTRODUCTION

This micropublication reproduces the U.S. Department of State Decimal File 461, entitled *Records Relating to U.S. Commercial Relations with the Soviet Union*, 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 461 prior to filming and replaced with notices identifying the material and the reason for its removal.

Decimal File 461 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 461 is explained below:

4 61 • 35 9 / 2-653

(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 61 is the designation for the Soviet Union, and number 35 signifies Argentina. The United States is always represented by number 11.

(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 9 denotes that the topic deals with "other administrative measures affecting export trade" with the Soviet Union.

(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 2-653 (February 6, 1953). 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 461, 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 1 begins with document file number 461.00/1-1250 and ends with 461.359/2-653.

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

COMMERCIAL RELATIONS WITH THE SOVIET UNION

Roll No. Roll Contents

1950-1954

- | | |
|---|---------------------------------|
| 1 | 461.00/1-1250—461.359/2-653 |
| 2 | 461.359/12-152—461.559/9-2050 |
| 3 | 461.559/10-650—461.88/5-451 |
| 4 | 461.88/6-1851—461C.9431/12-1552 |

1955-1959

- | | |
|---|-----------------------------------|
| 5 | 461.00/11-156—461.419/8-1356 |
| 6 | 461.419/8-2156—461.569/5-2755 |
| 7 | 461.569/6-655—461.6541/12-3057 |
| 8 | 461.6541/1-958—461.9141/10-2458 |
| 9 | 461.9141/12-1858—461A.6841/8-1958 |

1960-1963

- | | |
|----|---------------------------------|
| 10 | 461.00/2-2960—461.514/1-2963 |
| 11 | 461.5141/3-861—461.62A41/8-662 |
| 12 | 461.62A41/9-1462—461.99/12-3162 |

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. Appraisement. 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