

Guide to the SR Microfilm Edition of
RECORDS OF THE U.S.
DEPARTMENT OF STATE
RELATING TO UNITED STATES
COMMERCIAL RELATIONS
WITH RUSSIA/SOVIET UNION

1910-1949

Decimal Files

611.61 and 661.11

SR *Scholarly Resources Inc.*
Wilmington, Delaware

This Scholarly Resources microfilm publication of the Department of State Decimal Files 611.61 and 661.11 is produced with the cooperation of the National Archives and Records Administration, Washington, DC.

Scholarly Resources also publishes on microfilm the *Records of the U.S. Department of State relating to United States Commercial Relations with Japan, 1910-1949*.

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Scholarly Resources Inc.
104 Greenhill Avenue
Wilmington, DE 19805-1897
1-302-654-7713 or 1-800-772-8937

TABLE OF CONTENTS

Introduction	v
The Decimal Filing System	v
Using the Microfilm	vii
Citation of Documents	viii
Sample List of Papers	ix
Sample Purport Card	x
Sample First Page of a Document	xi
Microfilm Roll Contents	
U.S. Commercial Relations with Russia/The Soviet Union	xiii
Russian/Soviet Commercial Relations with the United States	xiv
Class 6 Numerical-Subject Index	1
Subject Index for Class 6 Records	5



Guide to the
SR Microfilm Edition of
RECORDS OF THE U.S. DEPARTMENT OF STATE
RELATING TO UNITED STATES COMMERCIAL RELATIONS
WITH RUSSIA/SOVIET UNION, 1910-1949

Scholarly Resources has published on microfilm the U.S. Department of State Decimal Files titled *Records Relating to United States Commerce; Customs Administration; Commercial Relations, Treaties and Conventions; Commercial and Trade Agreements with Russia/Soviet Union* and *Records Relating to Russian/Soviet Commerce; Customs Administration; Commercial Relations, Treaties and Conventions; Commercial and Trade Agreements with the United States* for the years 1910-1929, 1930-1939, 1940-1944, and 1945-1949. The former file, which indicates the direction of trade from the United States to Russia/Soviet Union, is designated 611.61; the latter file, indicating the direction of trade to be in the other direction, is denoted by the number 661.11

The materials in this Decimal File have been microfilmed in the exact order and condition in which they are found in the holdings of the National Archives and Records Administration. Those documents that have not yet been declassified were removed prior to filming and have been replaced with notes indicating their absence.

The documents found in this file are predominantly instructions to and despatches from diplomatic and consular officials and are often accompanied by enclosures. Notes between the Department of State and foreign diplomats in the United States, memoranda prepared by State Department officials, and correspondence with officials of other government departments and with private businesses and persons are also included.

Decimal Files 611.61 and 661.11 are part of the General Records of the Department of State, National Archives Record Group 59.

THE DECIMAL FILING SYSTEM

From 1910 to 1963, the State Department used a decimal filing system to organize its central files, which consequently became known as the "Decimal Files." This filing system is designed to permit access to the documents by subject. It uses a numerical-subject organization that has three major parts: Class, Country, and Subject.

Class. Until 1950, there were nine numbered classes in the decimal filing system, each of which designated a very broad subject area. These are:

- 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

The records reproduced in this publication are from Class 6.

Country. The decimal filing system continues by assigning a number to each country, as well as some larger geographic areas. The United States is always represented by the number 11; Russia/Soviet Union is designated by the number 61. (A complete list of country numbers is available from Scholarly Resources.)

Subject. The two files covering Commercial Relations are organized according to a subject classification system, in which each subject is assigned a number. The numerical-subject classification for this class of records begins on page 1 of this Guide.

File Periodization

The State Department divided its Decimal Files into arbitrary sections by date: 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, therefore, all the documents pertaining to a particular subject are filed together. It is important for researchers to remember that the Decimal Files are organized in these multiyear sections and cannot be accessed by individual years.

Document File Numbers

In the decimal filing system, each document is assigned a file number that reflects four pieces of information. An example, using a document in Decimal File 611.61, is shown below:

6 11 . 61 2 / 13
 (1) (2) (2) (3) (4)

- (1) Class Number. This document is part of Class 6, pertaining to commercial relations, broadly defined.
- (2) Country Number. Each document includes two country numbers indicating the two countries between which the relationship exists. In this document, number 11 indicates the United States, and number 61 signifies Russia/Soviet Union.
- (3) Subject Number. The number following the second country number refers to the subject of the document. (The numerical-subject classification of Class 6 begins on page 1 of this Guide.) In this example, the number 2 denotes that the topic of the document involves matters of customs laws and regulations or customs administration.

(4) Document Number. From 1910 until 1949, the number following the slant (/) indicated the sequence number of the document in the particular file; in the example above, this would be the thirteenth document in the sequence of documents on the subject of customs laws and administration in the particular period. The documents are generally, but not always, filed in chronological order.

List of Papers and Purport Cards

The State Department prepared a List of Papers, or purport list, for each Decimal File up to July 1944. This list records the documents in the order in which they appear in the file. For each document, the List of Papers provides the document number, the place of origin and often the author, the date of origin, an abstract of the contents, and other relevant information. Beginning in July 1944, the State Department changed to recording the same general information for each document on individual Purport Cards.

In this microfilm publication, the List of Papers or the Purport Cards corresponding to the documents on each roll of microfilm are included at the beginning of the roll. This serves as a convenient roll "table of contents." Researchers should note, however, that there are occasional discrepancies between what is listed and what actually appears in the file.

USING THE MICROFILM

At the beginning of the first microfilm roll of each of the four sections of Decimal Files 611.61 and 661.11, the researcher will find the following:

- * The numerical-subject classification of Class 6
- * The roll contents of the entire section
- * The List of Papers or Purport Cards relevant to the documents on that particular roll.

On each subsequent microfilm roll, only the relevant section of the List of Papers or Purport Cards appears.

Locating a Document by File Number

When you know the file number of a document and wish to locate it on the microfilm, follow these steps:

- (1) Go to the microfilm Roll Contents for the appropriate section, either in this Guide or at the beginning of Roll 1 of the microfilm. The Roll Contents gives the file number of the first and last document on each roll. Using this information, determine the appropriate roll.
- (2) Place this roll on the microfilm reader. Remembering that the documents are filed in numerical order, turn to the desired document.

Locating a Document by Subject

When you want to examine documents addressing a particular subject, follow these steps:

- (1) Check the subject index, located on page 5 of this Guide, to determine the file number of the topic.
- (2) Check the microfilm Roll Contents of the appropriate section to determine the roll or rolls of film on which documents with this file number appear.
- (3) Place the appropriate roll of film on the reader, turn to the List of Documents or Purport Cards, if available, at the beginning, and scan the abstracts for documents with this file number. Note the document numbers of any that seem promising.
- (4) Turn in the roll of film to the material that you wish to examine.

CITATION OF DOCUMENTS

A general form for citing documents from Decimal File 611.61 or 661.11 is:

[Sender] to [recipient], [date], Department of State, Decimal File 611.61 (661.11), General Records, Record Group 59, National Archives, Washington, DC.

LIST OF PAPERS

Subject: Trade between U.S. and Russia. Statistics.

61161

File No.

File number (class, country, & subtopic numbers)

SUB No.	FROM-	DATE	TO-	SUB No.	PURPORT
23		Oct. 24	U.S.S.R. Tel.# 682	NOTE	Export, re-export and import trade with U.S.S.R. Figures for the month of August, 1940. SEE 661.11/30b
24	Wepfer, F. S. TA	Dec. 31			Sales to Russia; Inquires if material sent to Russia might not be turned over to Germany.
25		Dec. 20	U.S.S.R. Tel.#905	NOTE	Imports of merchandise from Soviet Union for consumption in the U.S. Gives figures for Oct. and first 10 months of 1940.661.11/30d.
26		Jan. 31	U.S.S.R. Tel.# 121-8pm.	NOTE	U.S. exports, reexports to Soviet Union, imports from Soviet Union for consumption in U.S.; gives preliminary figures of - for first 11 months 1940 See 661.11/31a.
		Mar. 29	U.S.S.R. Tel.#386 10pm TA A-A	26a	U.S. exports, reexports, imports of merchandise with Soviet Union. Transmits preliminary figures on -.
27	Commerce Dept.	Apr. 16	dca		Franklin Squiera Agency gave order for copies of a circular containing statistics of - to be sent to 2 Soviet agencies in Moscow; encloses the first circular for transmission through Moscow Embassy.
		Apr. 24	U.S.S.R. Tel.#571 6pm TA EU	27A	U.S. exports reexports, imports of merchandise with Soviet Union. Transmits preliminary figures on - for January and February 1941.
		May 23	U.S.S.R. to Tel.#722 3 p m	27b	Exports of U.S. merchandise to Soviet Union; reexports, imports for consumption in the U.S. and 3 months total; presents preliminary figures showing -
28	U.S.S.R. #1391 (Steinhardt) DCA	June 9			Statistics of trade between the United States and the Union of Soviet Socialist Republics. Informs forwarded - to the two Soviet Government agencies in Moscow. Requests copy of circular of - for the Embassy.
29	Winston, Joseph	Dec. 29	NE		"Organization for maximum trade with the USSR after the war." Information regarding -
		1944			
		Jan. 3	U.S.S.R. (Moscow) #29. EU	29a	Commerce Department's confidential report on United States trade with the U.S.S.R. for Oct. 1943. Encloses two copies of the -
30	Winston, Joseph TA	Jan. 29			"Organization for maximum trade with USSR after the war." Submit information relative to -

Division(s) to which document was forwarded

Document number

Origin & author

Date of origin

Addressees of document

Purport of document

Purport Card

Division(s) to which document was forwarded	Hamburg To	Date of origin Dec. 31, 1949 Agr. #250	File number 611.61262 /12-3149	Document number
Origin of document	DC/L (AGRI)	Purport of document Concerning tests to destroy the golden nematode and not bring injury to plants.		
aid/52				

Document

OUTGOING AIRGRAM

CLASSIFICATION

Origin and date of document

Department of State

Unclassified

NO. _____

Washington

3132

3132

AMCONSUL

HAMBURG

A-250, Dec. 31, 1949

611.61262

FROM AGRICULTURE

The following is furnished by Bureau Entomology and Plant Quarantine in reply to letter of Don V. Catlett, December 12, 1949 addressed to Foreign Plant Quarantine Division, Department of Agriculture, 641 Washington Street, New York, New York:

"Entry of lily-of-the-valley pips from all countries is governed by the Nursery Stock, Plant, and Seed Quarantine No. 37 which requires, among other things, freedom from pests and soil. Despite efforts to meet these conditions in Germany shipments, even some, the roots of which were washed before exportation, have arrived infested with the golden nematode, a destructive potato pest which has but a limited distribution in Long Island, New York, and control and suppressive measures are now being practiced there. Because of the seriousness of the situation efforts are being made by the research personnel of the Bureau of Entomology and Plant Quarantine to devise, as quickly as possible, a treatment which can be given the shipments which will kill the golden nematode and at the same time not injure the plants. Pending completion of these tests plants are being held in cold storage."

Class number
Country number
Subtopic number
Document number
611.61262/12-3149

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MICROFILM ROLL CONTENTS

PART I 611.61

U.S. Commercial Relations with Russia/The Soviet Union

<i>Roll no.</i>	<i>Files</i>
1910-1929	
1	611.61-611.6131/211
2	611.6131/212-611.619/165
3	611.619/166-611.619/476
4	611.619/477-611.619/773
1930-1939	
5	611.61/4-611.6131/242
6	611.6131/243-611.6131/518
7	611.6131/519-611.616 COAL/13
8	611.616 COAL/13 (cont'd)-611.619 LAMBSKINS/16
1940-1944	
9	611.61/21-611.619/788
10	611.61/9-2745-611.619/9-2249

PART II 661.11
Russian/Soviet Commercial Relations with the United States

<i>Roll no.</i>	<i>Files</i>
1910-1929	
11	661.11-661.1115/203
12	661.1115/204-661.1115/451
13	661.1115/452-661.11173/1
14	661.11173/2-661.114/4
15	661.114/5-661.119/466
16	661.119/467-661.119 Vessels/113
17	661.119 Vessels/114-661.119 Vessels/191
1930-1939	
18	661.11/15-661.1115/706
19	661.1115/707-661.11241/42
20	661.11241/43-661.119/623
1940-1944	
21	661.11/27-661.116/19
1945-1949	
22	661.11/8-345-661.119/12-3049

CLASS 6 NUMERICAL-SUBJECT INDEX

Note ** indicates importing country and §§ indicates exporting country.

- 6**.00 Import trade of country
- 600.§§ Export trade of country
- 6**.§§ Trade between two countries
- 6**.§§1 General conditions affecting trade
 - .§§11 Governmental attitude of importing country
 - .§§12 Attitude of the trade in importing country
 - .§§15 Governmental attitude of exporting country
 - .§§16 Attitude of the trade in exporting country
 - .§§17 Commercial methods of exporting country
 - .§§171 Commercial associations in interest of export trade
 - .§§172 Study of needs of market
 - .§§173 Standard of goods
 - .§§174 Methods of introducing goods
 - .§§175 Packing of goods, tare allowance
 - .§§176 Billing of goods
 - .§§177 Shipment of goods
- 6**.§§2 Customs laws and regulations, customs administration
 - .§§21 Documentation of merchandise under customs laws
 - .§§211 Requirement of invoices
 - .§§212 Preparation of invoices, description of goods, market value, appraisement
 - .§§213 Certification of invoices
 - .§§218 Landing certificates
 - .§§22 Consular fees

- 6**.§§23 Ports of entry
 - .§§231 Entry of vessels and aircraft
 - .§§232 Clearance of vessels and aircraft
 - .§§24 Entry of merchandise
 - .§§241 Free entry granted by country ** to officers, etc., of country §§
 - .§§242 Entry of merchandise on free list
 - .§§243 Illegal entry of merchandise into country ** without fraudulent intent
 - .§§244 Smuggling of merchandise into country **
 - .§§245 Fines and penalties
 - .§§246 Refund of duties
 - .§§247 Regulations governing commercial travelers, conventions, arrangements, etc.
 - .§§25 Merchandise in bond
 - .§§251 Transportation
 - .§§252 Storage
 - .§§253 Storage charges
 - .§§28 General complaints against administration of customs laws and regulations
- 6**.§§3 Import tariff
 - .§§31 Commercial relations, commercial treaties, conventions, commercial and trade agreements
- 6**.§§4 Food and drug regulations
- 6**.§§5 Regulations of importation of meat and live animals into country ** from country §§; prevalence in latter country of diseases of animals
 - .§§51 Anthrax
 - .§§52 Glanders (farcy)
 - .§§53 Cattle plague (rinderpest)
 - .§§54 Tuberculosis

- 6**.§§55 Hog cholera
- .§§56 Foot and mouth disease
- .§§57 Texas fever
- .§§58 Animal parasites
- .§§59 Other diseases
- 6**.§§6 Other administrative measures affecting import trade
- 6**.§§7 Export tariff
- 6**.§§8 Export bounties
- 6**.§§9 Other administrative measures affecting export trade



SUBJECT INDEX FOR CLASS 6 RECORDS
1910-1949

Note: ** and †† indicate Country Numbers

Addressing, shipments for export	6**.††177	Competition with American foreign trade	6**.††17
Adulteration of goods for export	6**.††173	Complaints against—	
Advertising		administration of customs laws	6**.††28
merchandise for export	6**.††174	Convict-made goods	
Aircraft		importing	6**.††6
commercial		Customs administration	6**.††2
clearance of (customs)	6**.††232	Customs courtesies	6**.††241
entry of (customs)	6**.††231	Customs laws and regulations	6**.††2
landing stations (customs)	6**.††23		
Animal parasites	6**.††58	Demonstration, merchandise for export	6**.††174
Animals		Diseases	
diseases of, affecting import trade	6**.††5	of animals affecting import trade	6**.††5
live, regulation of importation of	6**.††5	Documentation of merchandise	
Anthrax	6**.††51	under customs laws	6**.††21
Appraisal, customs	6**.††212	Drug regulations affecting imported goods	6**.††4
Arbitration		Dumping, import trade	6**.††6
commercial	6**.††17	Duties	
Assistance		export	6**.††7
governmental, to export trade	6**.††15	import	6**.††3
Billing of goods for export		refund of	6**.††246
(f.o.b., c.i.f.)	6**.††176	Embargo	
Bills of lading	6**.††176	affecting export trade	6**.††9
Bonded merchandise	6**.††25	Entry of merchandise	
Bounties		customs (<i>see also</i> Free entry)	6**.††24
export	6**.††8	illegal	6**.††243
Boycott affecting import trade	6**.††12	Entry of vessels and aircraft	
Catalogues, merchandise for export	6**.††174	(customs)	6**.††231
Cattle		Export bounties	6**.††8
plague	6**.††53	Farcy	6**.††52
Chambers of commerce		Fees	
in home country	600.††171	foreign	
in foreign country	6**.††171	collected by American consular officers	6**.00228
Clearance of vessels and aircraft		customs	6**.††22
(customs)	6**.††232	refund of	6**.††22
Commercial arbitration	6**.††17	Fines and penalties, customs	6**.††245
Commercial conditions affecting import trade	6**.††12	Food and drug regulations affecting imported goods	6**.††4
Commercial conditions affecting export trade	6**.††16	Foot and mouth disease	6**.††56
Commercial information		Free entry	
collection and dissemination of <i>re</i> foreign markets	6**.††15	granted to officers of another country	6**.††241
Commercial methods, export trade	6**.††17	Free list, entry of merchandise on	6**.††242
Commercial travelers		Free ports	6**.††24
conventions	6**.††247	Free zone	6**.††3
regulations	6**.††247		

Glanders	6**.††52	introduction of goods	6**.††174
Hog cholera	6**.††55	market value in invoices	6**.††212
Invoices, consular		Seizures by customs authorities	6**.††245
foreign	6**.††21	Shipment	
Landing certificates, customs,		exported goods	6**.††177
foreign	6**.††218	Smuggling	
Landing fields, stations, aircraft		merchandise	6**.††244
customs, ports of entry	6**.††23	Statistics	
Language		trade,	
catalogues used in export trade	6**.††174	import	6**.00
Law		export	600.††
quarantine, animals	6**.††5	Storage, merchandise in bond	6**.††252
Market value in invoices		charges	6**.††253
foreign	6**.††212	Survey	
Markets, foreign		commercial	6**.††173
governmental collection and		Tare	
dissemination of information	6**.††15	allowance	6**.††175
study of, by export trade	6**.††172	Tariff treaties, arrangements, etc.	6**.††31
Marking of goods, invoices		Tax	
foreign	6**.††212	imposition of, on imports	6**.††6
Meat, regulation of importation	6**.††5	Terms, billing of goods for export	6**.††176
Merchandise		Texas fever	6**.††57
documentation of, under customs		Trade	
laws	6**.††21	export	600.††
entry of, customs	6**.††24	attitude of trade	6**.††16
in bond	6**.††25	bounties	6**.††8
Merchant vessels		duty	6**.††7
clearance	6**.††232	commercial methods	6**.††17
entry	6**.††231	competitive with United	
Origin, description of goods		States	6**.††17
in invoice		governmental attitude	6**.††15
foreign	6**.††212	other administrative measures	
Packing of goods for export	6**.††175	affecting	6**.††9
Parasites, diseases of animals	6**.††58	tariff	6**.††7
Ports of entry	6**.††23	import	6**.00
Prison-made goods, importation of	6**.††6	attitude of trade	6**.††12
Pure food and drug regulations		duty	6**.††3
affecting imported goods	6**.††4	governmental attitude	6**.††11
Quarantine		other administrative measures	
laws, regulations, etc.		affecting	6**.††6
animals	6**.††5	tariff	6**.††3
Refund of consular fees	6**.††22	Trade relations	6**.††31
Refund of duties	6**.††246	Transportation	
Rinderpest	6**.††53	merchandise in bond	6**.††251
Samples		Treaties	
entry of, commercial travelers'	6**.††247	commercial	6**.††31
		commercial travelers	6**.††247
		tariff	6**.††31
		trade	6**.††31
		Tuberculosis	
		of animals	6**.††54
		Undervaluation of merchandise	
		imported	6**.††212

