

Guide to the SR Microfilm Edition of
**RECORDS OF THE
U.S. DEPARTMENT OF STATE
RELATING TO UNITED STATES
COMMERCIAL RELATIONS
WITH JAPAN
1910-1949
Decimal Files
611.94 and 694.11**

SR *Scholarly Resources Inc.*
Wilmington, Delaware

This Scholarly Resources microfilm publication of the Department of State Decimal Files 611.94 and 694.11 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 the Internal Affairs of Japan, 1930-1949*, *Records of the U.S. Department of State relating to the Internal Affairs of Japan, 1950-1954*, and *Records of the Department of State relating to Political Relations between the United States and Japan, 1910-1954*.

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

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Guide to the
SR Microfilm Edition of
RECORDS OF THE U.S. DEPARTMENT OF STATE
RELATING TO UNITED STATES COMMERCIAL RELATIONS
WITH JAPAN, 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 Japan* and *Records Relating to Japanese 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 Japan, is designated 611.94; the latter file, indicating the direction of trade to be in the other direction, is denoted by the number 694.11

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 611.94 and 694.11 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; Japan is designated by the number 94. (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 611.94, is shown below:

$$\begin{array}{ccccccc} 6 & 11 & . & 94 & 2 & / & 13 \\ (1) & (2) & & (2) & (3) & & (4) \end{array}$$

(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 94 signifies Japan.

(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 611.94 and 694.11, 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 611.94 or 694.11 is:

[Sender] to [recipient], [date], Department of State, Decimal File 611.94 (694.11), General Records, Record Group 59, National Archives, Washington, DC.

LIST OF PAPERS

Subject: Free entry granted by United States to officers, etc., of Japan.

611194241

File No.

File number (class, country, & subtopic numbers)

Originator
Document number
Division(s) in which document was filed
Date of origin

Ressee document

Purport of document

SUB No.	FROM--	DATE	TO--	SUB No.	PURPORT
241	Japanese Embassy	Sept. 13			Two cases containing Japanese Red Cross medals. States that the - are not the property of Japan, but of the Japanese Red Cross Society. States that the - were by clerical error stated to contain the TOKYO GAZETTE. Requests that the duty - on the medals be computed and charged to the Japanese Consulate Gen. at San Francisco.
242	Treasury Dept.	Sept. 18			Two cases of 250 copies of books "Where Japan Stands". States that in view of the fact that these books are for distribution, usage of international courtesy cannot be granted in granting free entry to - as requested by Japanese Ambassador.
		Oct. 15	Japan #2055	242a	Correspondence exchanged by Treasury State Department, and Japanese Embassy, concerning free entry of Japanese officials by U.S. Encloses copies of -.
		Sept. 8	Treasury Dept.	238	Two cases of 250 copies of books entitled "Where Japan Stands". Informs of receipt of note from Japanese Ambassador requesting free entry of -. Requests advice as to the reply which should be made to the Ambassador.
		Sep. 21	Japanese Embassy	242	Do: Informs that since these - are for distribution the usages of international courtesy in granting free entry cannot be invoked.
243	Treasury Dept.	Oct. 16			Consignments of two wooden cases addressed to Consulate General of Japan in June, and one case which arrived in July. Explanation of - by the Japanese Ambassador that the last case contained red cross medals has been noted and the customs agent at San Francisco furnished with a copy of the Ambassadors communications.
244	Japanese Embassy	Sep. 24			Twenty pieces of porcelain of decorative character. Desires to be informed whether - property of Gov't Railways of Japan, consigned to its branch office in New York, can be admitted free of duty. Gratuitous distribution is to be made of the -.
		Sep. 26	Treasury Dept.	244	Do: Do!
245	Treasury Dept.	Oct. 5			Do: In view of the use made of these - there is no way in which they can be admitted free entry into U.S. and will be subject to the usual entry requirements.

Purport Card

Origin of document	State Department Commercial Policy From Willoughby	Oct. 3, 1945 Memo	611.9411/10-345	File number
	Memorandum of conversation between Mr. James Fry of the Toy Manufacturers Association and Mr. Willoughby, concerning possible imports of electric light bulbs and toys from Japan.			Document number
				Date of origin
				Purport of document
		vdm/th	XR 611.9431	

Document

DEPARTMENT OF STATE

Memorandum of Conversation
(TELEPHONE) *file*

DATE: October 3, 1945

REPRODUCED AT THE NATIONAL ARCHIVES

Origin and date of document

SUBJECT:

PARTICIPANTS: Mr. James Fry of the Toy Manufacturers Association
Mr. Willoughby, CP

COPIES TO: ITP/Mr. Wilcox
Miss Coughlan
A-C/Mr. Thorp

611.9411/10-345

Class number

Country number

Subtopic number

Document number

Mr. Fry had been in contact with the United States Chamber of Commerce in regard to possible imports of electric light bulbs and toys from Japan and, at my suggestion to Mr. Fred Christoph of the Foreign Commerce Department, U.S. Chamber of Commerce, had been referred to the Department of Commerce. Mr. Fry telephoned me from Commerce and inquired about the article in the Wall Street Journal of September 27, 1945, reporting my projected trip to Japan.

I told Mr. Fry that the article in question was misleading; that I was not heading any economic mission to Japan but was merely a member of the staff of the Political Adviser; that my assignment was a temporary one to look over the ground and report back to the Department as to conditions in Japan and, within the sphere of my functions, make recommendations as to further policies. I pointed out that as regards the implication of the Wall Street Journal article that private trade with Japan might be reopened in the near future, our experience in Italy and Germany had indicated that it is very difficult to restore normal trade with enemy countries. I further told him that I thought the Wall Street Journal article had already magnified the episode and that I hoped he would not make any public statement such as a quotation of either me or the Department which might revive the matter in the press. He said that he expected to use information which he had obtained only for talking with his principals, that is, members of the Toy Manufacturers Association.

I inquired

CS/11

611.9411/10-345

611.9431

MICROFILM ROLL CONTENTS

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3	611.94/23-611.9417/106
4	611.9417/107-611.94173/11
5	611.94173/12-611.943 Gloves/30
6	611.943 Gloves/31-611.946/83
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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
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 - .§§172 Study of needs of market
 - .§§173 Standard of goods
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 - .§§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
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 - .§§28 General complaints against administration of customs laws and regulations
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 - .§§52 Glanders (farcy)
 - .§§53 Cattle plague (rinderpest)
 - .§§54 Tuberculosis

- 6**.§§55 Hog cholera
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- .§§58 Animal parasites
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