

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Defense

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Records Management Division, C&D, WHS

4. NAME OF PERSON WITH WHOM TO CONFER

Dan Cragg

5. TELEPHONE

703-695-0970  
FAX 703-693-1587

## 6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
May 5, 1993	H. D. Neeley 	Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>On-Site Inspection Agency</p> <p>See attached</p>		

*Copies sent to agency, NN-0, NNT, NCF, NIA 7/15/93*

LEAVE BLANK (NARA use only)	
JOB NUMBER	N 1330-93-4
DATE RECEIVED	5-13-93
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES
7-1-94	<i>C. T. Clegg, Archivist of the United States</i>

**2300 On-Site Inspection Agency.** Files in this series document OSIA's mission to manage, coordinate and conduct on-site inspections, portal monitoring, inspection escort and observation activities in accordance with the provisions of treaties including the Intermediate-Range Nuclear Forces Treaty (INF), Strategic Arms Reduction Treaty (START), Conventional Armed Forces in Europe (CFE) Treaty, Open Skies Treaty, Chemical Weapons Agreements, and the Threshold Test Ban (TTBT) and Peaceful Nuclear Explosions (PNET) treaties.

**2301-01 Treaty Inspection and Monitoring Files.** These files consist of inspection documents, reports, logs, treaty protocols, checklists, handbooks, site books, issue papers, and other documents pertaining to OSIA's inspection and monitoring responsibilities.

Item 1  
1. Signature copies of inspection documents consisting of specifications of inspection sites, baseline reports, short-notice inspection reports, and elimination and closeout reports. Also includes monthly inspection reports and test site activity logs recording on-site inspections; hydrodynamic and seismic measurements; coordinated schedule for testing; and inventories of hydrodynamic and seismic equipment in use at test sites.

*Original signature copies:*

Disposition: Permanent. Transfer to the National Archives on SF 258 when no longer needed for reference purposes, or when

10 years old, whichever is sooner.

Item 2 2. Inspection reports consisting of weekly reports on activities at monitoring sites.

Disposition: Destroy 1 year after publication in monthly report.

Item 3 3. Site books, escort/inspection handbooks, and operational procedures, and related materials pertaining to the actual conduct of inspection, monitoring, and escort activities.

Disposition: Permanent. COFF at upon expiration of treaty or termination of monitoring/inspection function and retire to the WNRC. Transfer to NARA 30 years after cut off.

Item 4 4. Daily (Site) Activity Logs. These are logs maintained on-site containing entries cover every activity observed during a 24-hour period, including verification of vehicles exiting the site which are not required to be inspected under the terms of a treaty.

Disposition: Cut off at the end of each calendar year; retain in the current files 2 additional years and destroy.

Item 5 5. Intelligence report files. Copies of DIA/CIA

intelligence reports on various weapons systems.

Disposition: Destroy when weapon concerned is removed from the inventory or when no longer needed for reference purposes, whichever is later.

**2301-02 HQ and Command Operations Centers Files**

*Item 6* 1. Duty Logs containing daily entries on all activities recorded by the operations centers personnel during every 24-hour period.

Disposition: Permanent. Cut off after 90 days, hold in inactive file until no longer needed for reference, and retire to WNRC. Transfer to NARA 30 years after cut off.

*Item 7* 2. State Department Notification Message Files. These are maintained by treaty and consist of American notification cables (ANC) and Soviet notification cables (SNC.)

Disposition: Cut off at the end of CY and destroy.

*Item 8* 3. Inspection files. These files contain coordination sheets, notifications from the Risk Reduction Center informing the State Department when to transmit files and copies of actual cable transmissions. Also includes transcripts of telephone

calls from inspectors in the field and other pertinent data about the deployed inspection teams.

Disposition: Permanent. Cut off at conclusion of inspection and retire to WNRC when no longer needed for current business. Transfer to NARA 30 years after cut off.