

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-374-01-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/28/01</i>	
1. FROM (Agency or establishment) DEFENSE THREAT REDUCTION AGENCY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION HEADQUARTERS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER LINDA M. POWELL	4. TELEPHONE NUMBER (703) 767-4718	DATE <i>10-3-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
5. 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 _____ page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9-21-01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda M. Powell</i>		TITLE RECORDS OFFICER DEFENSE THREAT REDUCTION AGENCY
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>COMPREHENSIVE SCHEDULE FOR RECORDS OF THE DEFENSE THREAT REDUCTION AGENCY (ADDITION OF: TREATY INSPECTION AND MONITORING FILES).</p> <p>WHEN APPROVED, THE PROVISIONS OF THIS SCHEDULE WILL BE INCORPORATED INTO DTRA INSTRUCTION 5015.2.</p>		

SL Sent to Agen, NWMD, NWMA, NR

Treaty Inspection and Monitoring Files

The United States is signatory to a number of international arms control treaties and other agreements whose members have consented to verification regimes, including on-site inspection activities, to demonstrate and build confidence in compliance. The Onsite Inspection Directorate (OS) is responsible for implementing U.S. arms control inspection, escort, and monitoring activities and for developing treaty verification monitoring technologies. OS staff conduct on-site inspections and aerial monitoring in participating countries, act as escorts during inspections and overflights in the U.S., and verify the accuracy of treaty-related declarations and weapons system reductions. OS also administers the Defense Treaty Inspection Readiness Program (DTIRP), an arms control security countermeasures program designed to prepare DoD and DoD contractor facilities for foreign inspections.

2301-01.1, Signature Copies of Inspection Documents

Supersedes N1-330-93-4/1

Records pertaining to the inspection of weapons, structures, and support equipment at sites in the United States and former Soviet Union countries under the terms of disarmament treaties. Records include Inspection Reports and supporting documentation.

DISPOSITION: Permanent. Cut off at end of treaty year and retire to FRC. Transfer to NARA 30 years after cutoff.

ANNUAL ACCUMULATION:

2301-01.2, Weekly Inspection Reports

Supersedes N1-330-93-4/2

Weekly reports on activities at continuous monitoring sites submitted to Headquarters.

Disposition: TEMPORARY. Cut off at end of treaty year. Destroy one year later.

2301-01.3, Site books

Supersedes N1-330-93-4/3

Records of inspections sites, including inspection reports (see item 2301-01-2), and background data such as site diagrams, intergraphs, and maps; intelligence reports (received from CIA or DIA); addenda to the reports such as team chief memoranda, site photographs and diagrams; and site facility descriptions.

Disposition: PERMANENT. Cut off upon expiration of treaty or termination of monitoring/inspection function and retire to FRC. Transfer to NARA 30 years after cutoff.

ANNUAL ACCUMULATION:

2301-01.04, Operations Centers Daily Activities Logs

Supersedes N1-330-93-4/4

Logs of routine activities including facility security checks and transport of inspection teams; copies of inspection-related messages received and forwarded, and copies of State Department, NATO, DOD, DTRA HQ and other notifications regarding pending inspections.

Disposition: TEMPORARY. Cut off at end of treaty year. Destroy one year later.

2301-01.5, Intelligence Report Files

Supersedes N1-330-93-4/5

Videotape copies of DIA/CIA intelligence reports and briefings on various weapons systems.

Disposition: TEMPORARY. Destroy when no longer needed for reference.

2301-02.1, Headquarters and Command Operations Centers Duty Logs

a. Operations Centers Logs

Administrative and logistical Operations Center records. Records include initial notifications of visit, lists of inspection team participants, and arrival time and place. Also included is related internal correspondence, correspondence with local airports, Customs Service, and Air Force facilities.

Disposition: TEMPORARY. Destroy when 6 months old.

b. Inspection Site Duty/Event Logs

Supersedes N1-330-93-4/6

Records of Inspection Site Operations Centers reflecting the day to day operations at continuous monitoring sites. Includes information such as the times and dates inspection and escort teams reported for duty; number of weapons or materials loaded for transport to dismantling or disposal facility, and their serial numbers; observation of offloading of weapons or materials; and notes and remarks of the inspection team leaders.

Disposition: PERMANENT. Cut off at end of treaty year and retire to FRC. Transfer to NARA 30 years after cutoff.

ANNUAL ACCUMULATION:

2301-02.2, Headquarters and Command Operations Centers Notification Message Files.

Supersedes N1-330-93-4/7

Messages received from the Department of State, NATO, DOD, DTRA Headquarters, and treaty signatory countries regarding impending inspections.

Disposition: TEMPORARY. Cut off at end of treaty year and destroy.

2301-02.3, Headquarters and Command Operations Centers Mission Tracking Files

Supersedes N1-330-93-4/8

Records of the daily activities of personnel involved in each mission tracked by and Operations Center.

Disposition: PERMANENT. Cut off when 10 years old and retire to FRC. Transfer to NARA 30 years after cutoff.

ANNUAL ACCUMULATION:

2301-02.4, Treaty Monitoring Equipment Certification Files

Records include Certification Plans, which document what aircraft and monitoring equipment is compliant with the provisions of the treaty, Certification Reports, Technical Equipment Inspection Reports (TEIs), and related correspondence.

Disposition: TEMPORARY. Cut off at the end of each treaty year. Destroy after 2 years.

2301-02.5, Observation Mission Files

Records related to the planning, execution and resultant data of overflight missions carried out under the Open Skies Treaty. Records of each flight, or mission, include the mission's deployment memorandum, which assign task responsibilities and financial obligations; mission planning documentation; and signed agreements. Records documenting the actual mission include flight logs; media usage logs (i.e., use of cameras and sensors); sensor event logs; flight follower logs; optical data cards; after action reports; mission overview charts; and maps.

Disposition: PERMANENT. Cut off at end of treaty year. Retire to FRC after 10 years. Transfer to NARA 30 years after cutoff.

ANNUAL ACCUMULATION:

2301-02.6, Gateway and Airfield Compliance Plans

Records of support facilities' requirements and procedures relating to inspections and overflights under the Open Skies, START, and INF treaties. Plans specify facilities' participation in such activities as the certification of Open Skies observation aircraft, airfield operations, and hosting of inspection teams.

Disposition: TEMPORARY. Destroy 2 years after facility has ceased support activities.

2301-02.7, Treaty Implementation and Planning Files

Records document DTRA participation in planning for activities related to the provisions of projected and/or possible treaties and agreements as they may impact on DTRA on-site inspection, escort, monitoring, or observation responsibilities.

Disposition: PERMANENT. Cut off upon expiration of treaty or termination of monitoring/inspection function and retire to FRC. Transfer to NARA 30 years after cutoff.

ANNUAL ACCUMULATION:

2401-01 Electronic Mail and Word Files

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.