

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1-330-77-1	
DATE RECEIVED OCT 7 1976	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-24-77 Date	<i>James B. Rhoads</i> Archivist of the United States

40 items

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Office of the Secretary of Defense

2. MAJOR SUBDIVISION
OASD(C)

3. MINOR SUBDIVISION
OASD(C)(A) Records Management

4. NAME OF PERSON WITH WHOM TO CONFER
J. S. Nash

5. TEL EXT
695-0970

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 10 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
10/6/76	<i>James B. Rhoads</i>	Records Administrator		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. ACTION TAKEN
800	Records of the Assistant Secretary of Defense for International Security Affairs			

offer all permanent records to NARS when 40 years old.

Sent to agency and NCW- 3/28/77 JB

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
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800

General.

The Assistant Secretary of Defense for International Security Affairs performs the following functions:

- a. Monitors DoD participation in the National Security Council (NSC) and initiates appropriate action in DoD implementing NSC's approved policies.
- b. Develops and coordinates Defense positions, policies, plans and procedures in the fields of international political-military and foreign economic affairs.
- c. Identify the national security objectives of the U.S.; study the world situation and emerging problems of major significance to the security of the U.S., analyzing the range of possible political - military actions for dealing with the solution.
- d. Plan, organize and monitor the activities of the Military Assistance Advisory Group.

Associated ADP files will be identified in a separate chapter. Unless otherwise designated all 800 files designated for permanent retention will become available to NARS when 40 years old.

801

Office Administrative Files.

These files may accumulate in any office to document the performance of their assigned duties. However, all the administrative files listed below seldom accumulate in a single office.

Category Number	Description of Records	Authorized Disposition Instruction
<u>801-01</u>	Policy Files. Record copies of policy documents originated by the Assistant Secretary of Defense (International Security Affairs) necessary to performing the functions in paragraph 800 above.	Permanent. Transfer to WNRC when no longer current.
<u>801-02</u>	Directives Files. Documents related to preparing, coordinating, issuing, and interpreting directive, regulatory instructions, and comparable instructional material. These files accumulate in offices responsible for preparation of directives or instructions and include coordinating action, studies, interpretations and published record copies of such as regulations, bulletins, circulars etc.; technical newsletters or similar used to forward semi-official and authoratative instructions or training materials.	Permanent. Cut off annually or on supersession or obsolescence as reference needs require. Transfer to WNRC 5 years after.
<u>801-03</u>	Administrative files. Documents relating to the overall or general routine administration of finance and fiscal activities, but exclusive of specific files described in this regulation. These files include, but are not limited to---	Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cut off file that require additional action or relate to reopened cases should be brought forward for filing in the current file.
	a. Routine comments on instructions, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office, documents should be filed with the appropriate mission functional files.	

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	<p>b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.</p> <p>c. Internal office program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions.</p> <p>d. Extracts of reports of inspections, surveys, or audits that pertain to the operation of the mission or function.</p> <p>e. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission or functions.</p>	
<u>801-04</u>	<p>Agreements File.</p> <p>a. Documents relating to agreements between this organization and another component within the Defense Department for the exchange of administrative services.</p> <p>b. It may also contain agreements with foreign or international organizations concerning the operations or support of overseas forces or equipment. Comments on agreements between nations negotiated by the State Department which may impact on national defense.</p>	<p>a. Destroy 2 years after the agreement has been terminated.</p> <p>b. Permanent. Transfer to WNRC when 5 years old.</p>
<u>801-05</u>	<p>Orientation and Briefing Files. Documents used in orientations and briefings given to visitors and newly</p>	<p>Destroy on supersession or obsolescence.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>801-06</u>	<p>assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specifically prepared handouts, and related or similar documents.</p> <p>Committee Files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which OSD participates; as well as committees within all echelons and elements of DoD. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members meetings; and minutes, agenda and related documents.</p>	<p>Permanent. Cut off when no longer needed for current operations. Transfer to WNRC 5 years later.</p>
<u>801-07</u>	<p>Staff Visit Files. Documents relating to schedule or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This definition is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visits, recommendations, and other directly related documents.</p>	<p>Destroy 1 year after completion of next comparable visit or on completion of related study.</p>

Category Number	Description of Records	Authorized Disposition Instruction
<u>801-08</u>	<p>Reference Paper Files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action - as distinguished from those official records necessary for documenting performance of a function, process, or action they are used with. Reference paper files consist of the following types of documents:</p>	
	<p>a. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This definition does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.</p>	<p>a. Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.</p>
	<p>b. Cards, listing, indexes, and similar documents used for facilitating and controlling work.</p>	<p>b. Destroy when no longer needed to facilitate or control work.</p>
	<p>c. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publication files.</p>	<p>c. Destroy when superseded, obsolete, or no longer needed for reference.</p>
	<p>d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.</p>	<p>d. Destroy after 1 year, however earlier destruction is authorized.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	e. Extra copies of documents maintained by action officers which reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.	e. Destroy after 1 year, however earlier destruction is authorized.
	f. Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element which is responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.	f. Destroy after 1 year. However, documents in the inactive file that require additional action or related to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.
<u>802</u>	<u>Staff Offices.</u>	
<u>802-01</u>	Military Commitments and Treaty Obligations. Copies of documents containing military commitments and Treaty obligations, interpretations, comments or proposals.	Permanent. Transfer to WNRC 5 years after commitment or Treaty is obsolete or cancelled.
<u>802-02</u>	<u>Overseas Travel Clearance.</u>	
	a. Policy on obtaining clearance to visit overseas areas officially.	a. Policy permanent. Transfer to WNRC when cancelled or superseded.
	b. Specific requests, clearances and briefing data.	b. Action on requests and request for clearance. Destroy when 3 years old.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>802-03</u>	Foreign Military Rights Affairs. Documents which develop and coordinate DoD proposals and positions regarding military facilities; operating rights and status of U.S. Forces in other countries; preparation of negotiation instruction for U.S. diplomats missions regarding necessary agreements and monitors implementation of agreements.	Permanent. Transfer to WNRC 5 years after agreement voided.
<u>803</u>	<u>Security Assistance.</u>	
<u>803-01</u>	Policy, Plans and Program Formulation. Documents which:	
	a. Formulate DoD security Assistance Programs, including policies, plans and priorities.	a. Permanent. Transfer to WNRC 5 years after policy or directive is cancelled or superseded.
	b. Provide input to DoD planning, programming and budget systems for Security Assistance. This would include expenditures and receipts for sale of defenses articles, planned operating expenses, etc.	b. Destroy 3 years after end of fiscal year.
	c. Establish DoD position on eligibility of Foreign Governments and International Organizations for Security Assistance.	c. Permanent. Transfer to WNRC 5 years after policy or directive is cancelled or superseded.
	d. Direct and monitor the Military Assistance Advisory Groups and representatives. Includes the Military Assistance and Sales Manual.	d. Permanent. Transfer to WNRC 5 years after policy or directive is cancelled or superseded.
	e. Direct the Congressional Presentation Document.	e. Permanent. Transfer to WNRC 5 years after policy or directive is cancelled or superseded.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	f. Policy guidance relation to the sale of defense articles and services.	f. Permanent. Transfer to WNRC 5 years after policy or directive is cancelled or superseded.
<u>804</u>	<u>European and NATO Affairs.</u>	
<u>804-01</u>	European Region Files. Policy matters of Defense interest pertaining to NATO and the countries of the Alliance (but excluding Greece and Turkey) the Warsaw Pact and Pact countries. Berlin, and all other European countries.	Permanent. Transfer to WNRC 5 years after cancelled or superseded.
<u>805</u>	<u>Policy and Plans.</u>	
<u>805-01</u>	Policy, Plans and National Security Council Affairs. Analysis and planning documents affecting U.S. national security and defense posture; studies of current and emerging international politics - military issues; evaluations of politics - military implications of advanced weapons systems, force deployments and regional defense concepts; coordination for DoD on foreign disaster relief; policies and coordination for military activities in or near politically sensitive areas.	Permanent. Policy, plans, procedures and directives. Transfer to WNRC 5 years after cancelled or superseded. Permanent. Analysis, evaluations, and studies. Transfer to WNRC 5 years after superseded.
<u>805-02</u>	MBFR Task Force. Analyses, plans and DoD position on any Mutual Balance of Forces Reduction (MBFR) talks or negotiations.	Permanent. Transfer to WNRC 5 years after supersession.
<u>805-03</u>	Law of the Sea. DoD policy matters on Law of the Sea and aspects of Territorial Waters, Navigation, Fishing, Seabed, Research, Marine pollution and relations with the U.N. Law of the Sea Conferences.	Permanent. Transfer to WNRC 5 years after supersession.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>806</u>	<u>East Asian and Pacific Affairs.</u>	
<u>806-01</u>	East Asian and Pacific Region. Policy matters of Defense interest pertaining to countries of the East Asian and Pacific Region (except U.S.S.R.)	Permanent. Transfer to WNRC 5 years after supersession.
<u>807</u>	<u>Near Eastern, African and South Asian Affairs.</u>	
<u>807-01</u>	Near East and South Asian. Policy matters of Defense interest pertaining to countries of the Near East and South Asian Region, including Greece and Turkey and the Indian Ocean islands, (except the Malagasy Republic).	Permanent. Transfer to WNRC 5 years after supersession.
<u>807-02</u>	Africa Region. Policy matter of Defense interest pertaining to countries of Africa and the Malagasy Republic (except the United Arab Republic).	Permanent. Transfer to WNRC 5 years after supersession.
<u>808</u>	<u>International Economic Affairs.</u>	
<u>808-01</u>	International Economic Affairs. Documents pertaining to foreign economic implications of currently approved, new or alternative programs of force structures, weapon systems and other military capabilities.	Permanent. Transfer to WNRC 5 years after supersession.
<u>808-02</u>	Strategic Trade and Disclosure. DoD position, policies, plans, and procedures in the fields of strategic trade control, monitors export control, and foreign disclosure. Documents, committee charter, memberships, minutes of the National Military Disclosure Policy Committee.	Permanent. Transfer to WNRC 5 years after supersession.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>808-03</u>	Prisoner of War/Missing in Action Affairs. Policy on the overall program and coordinating documents of all DoD POW/MIA activities. Directives on procedures on POW and detainee programs.	Permanent. Transfer to WNRC 5 years after supersession.
<u>809</u>	<u>SALT Task Force Files.</u> Advise; formulation and coordination of Strategic Arms Limitation Talks (SALT) policy for DoD.	Permanent. Transfer to WNRC 5 years after supersession.