

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2016-0005
Schedule Status Approved

Agency or Establishment Department of State
Record Group / Scheduling Group General Records of the Department of State
Records Schedule applies to Major Subdivision
Major Subdivision Bureau of Arms Control Verification and Compliance
Minor Subdivision Nuclear Risk Reduction Center (AVC/NRRC)
Schedule Subject Records concerning the Nuclear Risk Reduction Center.
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2016-0005

Sequence Number	
1	Notification Files
	Disposition Authority Number: DAA-0059-2016-0005-0001

Records Schedule Items

Sequence Number	
1	<p>Notification Files</p> <p>Disposition Authority Number DAA-0059-2016-0005-0001</p> <p>These files contain incoming and outgoing records of government-to-government communications, processed by the Nuclear Risk Reduction Center (NRRC). Notifications are divided by regime (e.g. New START, CFE, CSBM, OS, etc.), originator, year, and then ordered by sequence number. Each individual record should include the original message, and any attachments. U.S. notifications should also include a copy of the transmittal letter.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-059-01-10/ 14/A N1-059-01-10/ 14/B</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when 6 months old.</p> <p>Transfer to Inactive Storage Retire to Records Service Center.</p> <p>Transfer to the National Archives for Accessioning Transfer to National Archives when 25 years old.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Date span undetermined at this time.</p> <p>How frequently will your agency transfer these records to the National Archives? Every 25 Years</p>

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/10/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
10/25/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
10/25/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/25/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/27/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist