

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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
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1
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Notification Files
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Disposition Authority Number: DAA-0059-2016-0005-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="379 414 611 446"><b>Notification Files</b></p> <p data-bbox="379 457 1164 500">Disposition Authority Number      <b>DAA-0059-2016-0005-0001</b></p> <p data-bbox="379 521 1495 734">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 data-bbox="379 755 941 787">Final Disposition                      <b>Permanent</b></p> <p data-bbox="379 808 875 840">Item Status                              <b>Active</b></p> <p data-bbox="379 861 842 893">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="379 915 826 1032">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="379 1053 1065 1127">GRS or Superseded Authority Citation      <b>N1-059-01-10/ 14/A N1-059-01-10/ 14/B</b></p> <p data-bbox="379 1159 685 1191"><b>Disposition Instruction</b></p> <p data-bbox="379 1212 1148 1244">Cutoff Instruction                      <b>Cutoff when 6 months old.</b></p> <p data-bbox="379 1266 1255 1298">Transfer to Inactive Storage          <b>Retire to Records Service Center.</b></p> <p data-bbox="379 1319 1462 1383">Transfer to the National Archives for Accessioning      <b>Transfer to National Archives when 25 years old.</b></p> <p data-bbox="379 1415 685 1447"><b>Additional Information</b></p> <p data-bbox="379 1468 1296 1553">What will be the date span of the initial transfer of records to the National Archives?      <b>Unknown Date span undetermined at this time.</b></p> <p data-bbox="379 1574 999 1670">How frequently will your agency transfer these records to the National Archives?      <b>Every 25 Years</b></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