

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-01-7
1 FROM (Agency or establishment)  Department of State		DATE RECEIVED	9/14/01
2 MAJOR SUBDIVISION Under Secretary for Arms Control and International Sec		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5 TELEPHONE (202) 261-8511	DATE 10-19-01	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 08/28/2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i> Margaret G. Peppe	TITLE Division Chief, A/RPS/IPS/PP
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7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See continuation pages.		

Revised 8/24/01

**OFFICE OF THE UNDER SECRETARY FOR ARMS CONTROL AND  
INTERNATIONAL SECURITY AND SENIOR ADVISOR TO THE PRESIDENT AND  
THE SECRETARY OF STATE FOR ARMS CONTROL, NONPROLIFERATION AND  
DISARMAMENT (T)**

**1. Subject File – Arrange by TAGS and Terms**

a Action memorandums, briefing memorandums, correspondence, drafts, information memorandums, logs, meeting agendas and minutes, memorandums of conversation, minutes, prepared statements, reports, telegrams, and other documentation on arms control and disarmament policy, communications, nuclear non-proliferation, security assistance, technology, and trips

Permanent Close at end of the Under Secretary's tenure or sooner if necessary Block files of Under Secretary all together in one group Transfer to WNRC when five years old Transfer to the National Archives when 25 years old (Reference N1-59-90-22, item 1 and N1-383-97-1, item 3a)

b Electronic copies created on electronic mail and word processing systems

Temporary Delete after recordkeeping copy has been produced

**2. Country File – Arrange by country names**

a Action memorandums, briefing memorandums, correspondence, drafts, information memorandums, memorandums, reports, telegrams, and other documentation on arms control and disarmament policy, communications, nuclear non-proliferation, security assistance, science, space affairs, and technology

Permanent Close at end of the Under Secretary's tenure or sooner if necessary Block files of each Under Secretary all together in one group Transfer to WNRC when five years old Transfer to the National Archives when 25 years old (Reference N1-59-90-22, item 2)

b Electronic copies created on electronic mail and word processing systems

Temporary Delete after recordkeeping copy has been produced

**3. Chronological File**

a Action memorandums, briefing memorandums, correspondence, information memorandums, memorandums of conversation, reports, and other documentation on arms control and disarmament policy, communications, nuclear non-proliferation, science, security assistance, space affairs and technology

Permanent Close at end of the Under Secretary's tenure or sooner if necessary Block files of each Under Secretary all together in one group and retire to Records Service Center Transfer to WNRC when five years old Transfer to the National Archives when 25 years old (Reference N1-59-90-22, item 3 and N1-383-97-1, item 2a)

b Electronic copies created on electronic mail and word processing systems

Temporary Delete after recordkeeping copy has been produced

#### **4. Speech and Testimony File - Arrange Chronologically**

a File contains speeches and testimony (classified and unclassified text), background material, correspondence, drafts, memorandums, and supporting documentation

Permanent Hold in current file area and retire to the Records Service Center at the end of the Under Secretary's tenure or sooner if necessary Block files of each Under Secretary all together in one group Transfer to WNRC when five years old Transfer to the National Archives when 25 years old (New item)

b Electronic copies created on electronic mail and word processing systems

Temporary Delete after recordkeeping copy has been produced (New item)

#### **5. Weekly Activity Report (WAR) Files**

a Official copies of signed weekly reports containing activity updates from each bureau Arranged in chronological order per calendar year

Permanent Close at end of calendar year Hold in current file area or retire to Records Service Center one year after closure Transfer to WNRC when five years old Transfer to National Archives 25 years after closure

b Electronic copies created on electronic mail and word processing systems

Temporary Delete after recordkeeping copy has been produced (New item)

#### **6. Appointment Books and Calendars**

a Appointment books, calendars and daily notes and daily schedules of the Under Secretary

Temporary Close at end of calendar year Hold in current file area until the end of the Under Secretary's tenure and then destroy

b Electronic copies created on electronic mail and word processing systems

Temporary Delete after recordkeeping copy has been produced (New item)

#### **7. Tasker Log**

This system is used to track actions that are tasked by the Under Secretary's office to other offices It includes fields for, among other things, bureau, type of tasker, classification level, subject, due date, tasked by, tasked to, comments, status, creator, and clearance (approvals)

Temporary Delete all closed items at the end of the Under Secretary's tenure

## 8. T Tracking Log

This system is used to track documents that flow through the Under Secretary's office. It includes information such as classification level, from, to, drafter, drafting organization, subject, reviewers, date, and document type.

Temporary Delete entries no longer needed after review at the end of the Under Secretary's tenure.

## 9. Arms Control and Nonproliferation Advisory Board (ACNAB) Meeting Files

ACNAB membership is composed of eminent scientists and arms control experts, none of whom are current government employees, appointed by the Under Secretary of State for Arms Control, Nonproliferation, and International Security. The Board provides the Under Secretary with analyses and recommendation of the full range of arms control and nonproliferation issues.

a Meeting files contain meeting announcements, agendas, minutes, briefing materials, memorandums, notes, reports, telegrams and other documents related to the activities of the ACNAB. Records cover the period from April 1, 1999 to present and consist of a total of approximately six cubic feet. Files are arranged chronologically and accumulate at a rate of about four cubic feet per year.

Permanent Close at end of calendar year. Hold in current file area one year after date of closure and retire to Records Service Center. Transfer to WNRC when five years old. Transfer to National Archives when 25 years old.

b Electronic copies created on electronic mail and word processing systems.

Temporary Delete when recordkeeping copy has been produced or when no longer needed, whichever is soonest.

See attached  
pages for update  
to items 9A  
and 9B.  
AMC  
8/11/10

AMC 8/11/10

**U.S. Department of State Records Schedule****Chapter 02: Principal Officers****Under Secretary for Arms Control and International Security Affairs****A-02-080-09a International Security Advisory Board Meeting Files.**

**Description:** a. International Security Advisory Board (formerly called the Arms Control and Nonproliferation Advisory Board (ACNAB)) membership is composed of eminent scientists and arms control experts, none of whom are current government employees, appointed by the Under Secretary of State for Arms Control, Nonproliferation, and International Security. The Board provides the Under Secretary with analysis and recommendations of the full range of arms control and nonproliferation issues.

Meeting files contain meeting announcements, agendas, minutes, briefing materials, memorandums, notes, reports, telegrams and other documents related to the activities of the ACNAB. Records cover the period from April 1, 1999 to present and consist of a total of approximately six cubic feet. Files are arranged chronologically and accumulate at a rate of about four cubic feet per year

**Disposition:** PERMANENT Close at the end of calendar year. Hold in current file area 1 year after date of closure and retire to Records Service Center. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-59-01-07, item 9a

AMC 8/11/10

**U.S. Department of State Records Schedule**

**Chapter 02: Principal Officers**

**Under Secretary for Arms Control and International Security Affairs**

**A-02-080-09b International Security Advisory Board Meeting Files**

**Description:** b Electronic copies created on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete when recordkeeping copy has been produced or when no longer needed, whichever is soonest.

**DispAuthNo:** N1-59-01-07, item 9b