

<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 NI-59-01-09	
1 FROM (Agency or establishment)  Department of State		DATE RECEIVED 07/09/2001	
2 MAJOR SUBDIVISION Legal Adviser for Arms Control and Verification		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Alice Ritchie, Acting Branch Chief	5 TELEPHONE (202) 261-8511	DATE 9-18-01	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 1 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 06/28/2001	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 GRS OR SUPERSEDED JOB CITATION	10.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 page		

*SH* Sent to Agency, (NARA), NARA CT

June 28, 2001

## **LEGAL ADVISER FOR ARMS CONTROL AND VERIFICATION**

### **1. Subject Files**

a Substantive files relating to specific subject or topic that establishes, discusses or defines arms control and verification policy May include memorandums, memorandums of conversation, policy papers and directives, proceedings of meetings, reports, copies of legislation, rules, circulars, notices and regulations, correspondence, copies of agreements, draft texts of agreements and treaties, and legal documents documenting legal advice and assistance provided on matters relating to arms control and verification Arranged alphabetically by subject

Permanent Cut off at end of calendar year Hold in current file area for five years after cut off and retire to Records Service Center Transfer to Washington National Records Center when ten years old Transfer to National Archives 25 years after closure (New item) (Ref N1-383-97-1, item 3a and N1-59-95-11, Item 49)

b Electronic copies produced on electronic mail and word processing systems

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

### **2. Treaty Negotiation Subject Files**

a Files contain duplicate copies of materials relating to the negotiations of treaties and agreements; working group proceedings, official copies of position papers and briefing books; analytical working papers; memoranda of conversation; Presidential decisions, talking points; planning papers, delegation lists, speeches, reports, meeting agendas, meeting minutes and other substantive records relating to arms control and verification. Arranged alphabetically by subject, or chronologically by negotiation round

Permanent Cut off at end of calendar year Hold in current file area for five years after cut off and retire to Records Service Center Transfer to Washington National Records Center when ten years old. Transfer to National Archives 25 years after closure (New item)

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

Temporary. Delete once recordkeeping copy has been produced (New item)