

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-59-01-10	DATE RECEIVED 3/22/02
1. FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Verification and Compliance (VC)			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE 5-28-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>8</u> 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,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 03/04/2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i> Margaret G. Peppe	TITLE Division Chief, A/RPS/IPS/PP	
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 GRS OR SUPERSEDED JOB CITATION	10.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.		

STV sent to Agency, NwME, NWMD, NWMR

March 4, 2002

BUREAU OF VERIFICATION AND COMPLIANCE (VC)

1. Weekly Activity Report (WAR) Files

Weekly reports containing activity updates from each office in the bureau. Arranged in chronological order within calendar year.

a. WAR files of the Assistant Secretary and Deputy Assistant Secretaries. Official signed copies of reports from each bureau component.

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. (Reference N1-383-97, item 1a)

b. Files containing copies of WARs held in offices and divisions within the bureau.

Temporary. Close at end of calendar year. Hold in current file area for one year, then destroy. (Reference N1-383-97-1, item 1b)

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

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

2. Chronological Files

a. Chronological files of the Assistant Secretary and Deputy Assistant Secretaries. Arranged by calendar year in reverse chronological order, most recent date in front.

Permanent. Close at the end of the 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. (Reference N1-383-97-1, item 2a)

b. All other bureau offices and divisions.

Temporary. Close at end of calendar year. Hold in current file area for one year, then destroy. (Reference N1-383-97, item 2b)

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

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

6. Official Outgoing Correspondence

- a. Official outgoing correspondence files of the Assistant Secretary and Deputy Assistant Secretaries.

Permanent. Close at end of calendar year. Hold in current file area for one year after closure and transfer to Records Service Center. Transfer to WNRC at end of five years. Transfer to National Archives 25 years after closure. (Reference N1-383-97-1, item 8a)

- b. Correspondence files of offices and divisions within the bureau.

Temporary. Close at end of calendar year. Hold in current file area for one year, then destroy. (Reference N1-383-97-1, item 8b)

- c. Electronic copies created on electronic mail or word processing systems.

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

7. External Research Project Files

- a. Files containing final versions of bureau-sponsored analyses and reports conducted by outside contractors and government agencies. Arranged chronologically.

Permanent. Close files at end of calendar year. Transfer to Records Service Center when five years old. Transfer to WNRC when ten years old. Transfer to National Archives 25 years after closure. (Reference N1-383-97-1, item 14)

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

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

8. World Military Expenditure and Arms Transfer (WMEAT) Files

- a. Files contain original copies of the WMEAT and the statistical information and research supporting the published document and related documents. Files maintained at the office level and arranged chronologically by year and alphabetically within the year.

Permanent. Close files at end of calendar year. Hold in current file area for one year after closure. Retire to Records Service Center two years after closure. Transfer to WNRC at the end of 12 years or when no longer needed for administrative purposes, whichever is sooner. Transfer to National Archives 25 years after closure. (Reference N1-383-97-1, item 16)

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

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

9. Country Files

a. Files are maintained at the Deputy Assistant Secretary and office level and contain individual country data on verification and compliance issues. Files include correspondence, briefing papers, cables, reports, memoranda, background material, and intelligence assessments. Arranged chronologically by country.

Permanent. Cut off at end of calendar year. Retire to Records Service Center when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives 25 years after closure. (New item)

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

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

10. Interagency Committee Files

Documents on establishing, operating, and dissolving committees that consider, advise, take action, and report on specifically assigned functions. They include joint, interagency, and international committees in which the bureau participates; as well as committees operated solely by the bureau. Included are proposals, approvals, and disapproval's to establish the committee; charters, terms of reference, and comments on them; directive establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agendas, minutes and reports of committee meetings; and related documents. Arranged chronologically and maintained at the office level.

a. The bureau is Chair/Secretariat:

Permanent. Close files at end of calendar year. Hold in current file area one year after closure and transfer to the Records Service Center. Transfer to WNRC when five years old or no longer needed for administrative purposes, whichever is sooner. Transfer to National Archives 25 years after closure. (Reference N1-383-97-1, item 18a)

b. The bureau is not Chair/Secretariat:

Temporary. Destroy when no longer needed for current business. (Reference N1-383-97-1, item 18b)

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

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

11. Key Verification Assets Fund Files

The Key Verification Assets Fund (V-File) was Congressionally authorized in December 1999. It provides important flexibility to the Department to leverage or initiate technology programs in other agencies that fill verification and monitoring needs, preserve unique assets, and enhanced cohesiveness of national technology efforts. The fund will also be the instrument to address R&D gaps identified by the Department in its mandated role to coordinate federal nonproliferation and arms control R&D.

a. V-Fund case files containing Department and Interagency memorandums calling for proposals to obtain funding for projects, copies of actual proposals submitted, agendas and minutes of meetings of V-Fund Board; and Interagency memorandums notifying requesters of award of actual funding. Files also contain allocation or budget appropriation documents and final reports on results of projects. Case files are arranged chronologically and maintained within the bureau. (April 2000 to present)

Disposition not authorized.

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

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

12. Information Report Files

a. Files of Congressional mandated reports, summaries or analyses, including, but not limited to, the President's Annual Report to Congress on Adherence to and Compliance with Arms Control Agreements, for Verifiability Assessments for all international arms control and nonproliferation agreements, and for specialized compliance reports required by U.S. Senate Resolutions of ratification (e.g., CWC, CFE Flank Agreement).

Permanent. Close files at end of calendar year. Hold in current file area three years after closure and transfer to Records Service Center. Transfer to WNRC when five years old or no longer needed for reference, whichever is sooner. Transfer to National Archives 25 years after closure. . (Reference N1-383-78-1, item 4)

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

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

Nuclear Risk Reduction Center

13. Subject Files

a. Files contain information arranged by those agreements monitored by VC/NRRC and by TAGS/Terms on arms talks issues, visits, consultations and other subjects on nuclear arms control with various Soviet Republics. Contains copies of memorandums, cables, notifications, correspondence, etc.

Permanent. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when two years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old. (Ref. N1-59-96-18, item 1)

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

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

14. Notifications Files

a. File contains records of the government-to-government communications and the day-to-day responsibility of NRRC. Notifications are divided by regime (e.g. START, CFE), originator, year, and then ordered by sequence number. Each individual record should include the original message, a copy of the dissemination cable and any supporting documentation, e.g. referenced messages. U.S. notifications should also include a copy of the transmittal letter.

Permanent. Retire to Records Service Center when six months old. Transfer to WNRC when five years old. Transfer to National Archives when 25 years old. (N1-59-96-18, item 2)

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

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

Superseded by:

DAA-0059-2016-0005-0001

DATE (MM/DD/YYYY):

10/27/16

15. Watch Log

a. File contains daily logs maintained by the watch officers that include all information received and transmitted by the watch officers and any other activities that took place that day. Identifies the date, time, the action, the response, the officer in charge of the watch, etc.

Permanent. Retire to Records Service Center when three months old. Transfer to WNRC when five years old. Transfer to National Archives when 25 years old. (N1-59-96-18, item 3)

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

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

16. Agreements Files

a. File contains copies of the English and Russian text of various agreements monitored by the NRRC, i.e., BML Agreement, DMA Agreement, etc.

Temporary. Destroy when agreement is superseded or when no longer needed. (N1-59-96-18, item 4)

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

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

17. NRRC Operational Message Archive Database (NOMAD)

a. Electronic database of all incoming and outgoing messages on treaties and notifications monitored by VC/NRRC. Database includes message reference number, date, addressee(s) and full text of the message in English and Russian. When fully operational, database will include 1988 to present.

Temporary. Delete when 10 years old or no longer needed. (N1-59-96-18, item 5)

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

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

18. Chronological Files

- a. File contains extra copies of all outgoing correspondence generated by the office.

Temporary. Destroy when one year old. (N1-59-96-18, item 6)

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

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

Databases

19. ACORN Database

This item consists of a database containing a list of current and recent arms control related external research projects from all government agencies sponsoring such projects. Projects can be retrieved by keywords, dates, sponsor, project officer, and project ID. In addition, citations to the products from these projects can be retrieved.

Data for projects from 1998.

Permanent. Transfer a copy of this data to National Archives at the end of each calendar year.
(Reference N1-383-94-1, item 1b)

All transfers should be made in accordance with 36 CFR 1228.

20. ACORN Related Documentation

This item consists of code books, file layouts, or table descriptions, and other related documentation necessary to understand the database. This documentation may be in either electronic or paper form.

Permanent. Transfer to National Archives at the same time as the related data in Item 13.
(Reference N1-383-94-1, item 2)

21. Automated Recourse to Electronic Negotiation Archives (ARENA) Database

This item consists of a database containing negotiation records from 21 arms control negotiations. Data consists of the full text of more than 25,000 documents from the following negotiations: AAC, ASAT, CD, CFE, COP, CSCE/CDE, CW, DST, LW/ICRC, INF, MBFR, NP, NST, SALT I, SALT II, SCC, SST, START, SVC/OSI, TESTBAN, and UN Arms Control.

Records for negotiations completed from 1998.

Permanent. At end of calendar year, transfer a copy of the data for those negotiations that were completed during that calendar year. (Reference N1-383-94-1, item 3b)

All transfers should be made in accordance with 36 CFR 1228.

22. ARENA Related Documentation

This item consists of code books, file layouts, or table descriptions, and other related documentation necessary to understand the database. This documentation may be in either electronic or paper form.

Permanent. Transfer to National Archives at the same time as the related data in item 15.
(Reference N1-383-94-1, item 4)

23. World Military Expenditures and Arms Transfer Database (WMEAT)

This item consists of data files containing annual statistical data on military expenditures, arms transfers, armed forces, GNP, central government expenditures, population, imports and exports for 150 countries. This data is used to create the annual report, "World Military Expenditures and Arms Transfers 20__".

Data collected from 1998.

Permanent. Transfer a copy of data annually to the National Archives upon completion of each year's report.
(Reference N1-383-94-1, item 9b)

All transfers should be made in accordance with 36 CFR 1228.

24. WMEAT Related Documentation

This item consists of code books, file layouts, or table descriptions, and other related documentation necessary to understand the database. This documentation may be in either electronic or paper form.

Permanent. Transfer to National Archives at same time as the related data in item ~~N~~ 23.
(Reference N1-383-94-1, item 10)

ⓐ 5/31/13