

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	N11-59-01-11
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	10/23/01
2. MAJOR SUBDIVISION Bureau of Arms Control (AC)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Alice Ritchie	5. TELEPHONE (202) 261-8511	DATE 11-15-01	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 4 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 10/18/2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Alice Ritchie</i> Alice Ritchie	TITLE Acting 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 GRS OR SUPERSEDED JOB CITATION	10.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.		

BUREAU OF ARMS CONTROL (AC)

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 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 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 N1-383-97-1, item 2b)

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

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

3. Subject Files

a. **Substantive Files.** Files relating to specific subjects or topics that establish, discuss, or define arms control and disarmament policy. May include correspondence, forms, reports, analyses, studies, cables and other related records. Files are maintained at the office level and are arranged alphabetically by subject.

Permanent. Close 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 when 25 years old in five-year blocks. (Reference N1-383-97-1, item 3a)

b. **Files of a non-substantive nature.** Files that pertain to administrative/housekeeping matters or consist of duplicate documents and/or reference copies. Files are maintained in offices within the bureau.

Temporary. Destroy when no longer needed for current business. (Reference N1-383-97-1, item 3b)

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

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

4. Treaty Negotiation Subject Files

a. **Files 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 agenda; meeting minutes and other substantive records relating to arms control, nonproliferation and disarmament.** Files are maintained at the office level and are filed alphabetically by subject, or chronologically by negotiation round.

Permanent. Close at end of negotiation round or at end of calendar year. Hold in current file area for one year and transfer to Records Service Center. Transfer to WNRC five years after closure or when no longer needed, whichever is sooner. Transfer to National Archives 25 years after closure. (Reference N1-383-97-1, item 4)

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

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

5. Verification and Implementation Subject Files

a. Files relating to the implementation of signed arms control, nonproliferation and disarmament treaties and agreements and the verification of compliance with such 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. Filed alphabetically by subject, or chronologically by negotiation round.

Permanent. Close at end of negotiation round or at end of calendar year. Hold in current file area for one year and transfer to Records Service Center. Transfer to WNRC five years after closure or when no longer needed, whichever is sooner. Transfer to National Archives 25 years after closure. (Reference N1-383-97-1, item 5)

b. 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 and word processing systems.

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

7. Country Files

a. Files contain individual country data on arms control, nonproliferation and disarmament; briefing papers; cables; intelligence assessments of a country's chemical and biological weapons programs. Files are maintained by Chemical and Biological Weapons Conventions (CB) and are 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 13)

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

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

8. 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 disapprovals 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.

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 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)

9. Information Report Files

Files of Congressional mandated reports on Chemical Weapons Ratification. Includes reports summaries and analyses. Files maintained by Chemical and Biological Weapons Conventions (CB) and arranged chronologically.

a. Office of Record: Original versions of each report and substantive drafts of each report.

Permanent. Close upon final submission of report. Hold in current file area for one year and transfer to Records Service Center. Transfer to WNRC when five years old. Transfer to National Archives 25 years after closure. (Ref. N1-383-97-1, item 15a)

b. All other offices.

Temporary. Destroy when no longer needed for current business. (Ref. N1-383-97-1, item 15b)

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

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