

Request for Records Disposition Authority (See Instructions on reverse)	
To National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment)	Department of State
2 Major Subdivision	Bureau of Political-Military Affairs
3 Minor Subdivision	Office of Weapons Removal and Abatement
4 Name of Person with whom to confer	5 Telephone (include area code)
Anna M Yallouris	202-261-8429

Leave Blank (NARA Use Only)	
Job Number	N1-059-11-16
Date Received	2/28/11
Notification to Agency In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
24 Oct 13	

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 has been requested

Signature of Agency Representative 	Title Agency Records Officer	Date (mm/dd/yyyy) 2/28/11
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
7	See attached		

**Bureau of Political-Military Affairs
Office of Weapons Removal and Abatement
RECORDS DISPOSITION SCHEDULE**

Item 1 Subject Files

Description: Arranged by subject. Files contain information on a variety of topics pertaining to conventional weapons destruction. Records include copies of correspondence, memoranda, emails, telegrams, background materials, and reports.

Disposition: Temporary. Cut off file at end of calendar year. Destroy when 7 years old or when no longer needed, whichever is later.

DispAuthNo: Pending (new)

Item 2 Policy Files

Description: Arranged by subject. Files maintained at the office level relating to the Department's participation in multi-lateral and bilateral negotiations and agreements related to small arms and light weapons (SA/LW), landmines, and other conventional weapons. Files also document the development and implementation of policies designed to curb the destabilizing effects of Man Portable Air Defense Systems (MANPADS), Abandoned Ordnance (OA), and other conventional munitions. Includes correspondence, memoranda, emails, telegrams, talking points, briefing papers, Briefing Checklists, notes, notebooks, drafts showing substantive comments, position papers, analytical working papers, speeches, delegation lists, reports, meeting agendas, meeting minutes, and other substantive records. Note the signed original text of Treaties and Agreements, along with all accompanying papers such as agreed minutes, exchanges of notes, plans, etc., must be transmitted to the Assistant Legal Advisor for Treaty Affairs per 11 FAM 725.7 (treaties) or 11 FAM 726 (agreements).

Disposition: PERMANENT. Cut off records at the end of the calendar year. Retire to the Records Service Center (RSC) when 5 years old or sooner if needed. Transfer to the National Archives 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and guidance in effect at the time of transfer.

DispAuthNo: *Supersedes NARA Job No. N1-59-01-18, item 5 & NARA Job No. N1-59-01-20, item 6*

Item 3 Program/Project Files

Description: Arranged by country, program or project. Files include material related to the planning, implementation, operation, and completion of bilateral and multilateral U S programs and projects for conventional weapons destruction, including humanitarian demining, munitions and stockpile destruction, stockpile management and security and policies related to these programs. Records include country plans, correspondence, memoranda, emails, telegrams, talking points, briefing papers, reports, and other materials related to specific programs and projects.

Disposition: PERMANENT. Cut off records at the end of the calendar year. Retire to the Records Service Center (RSC) when 5 years old or sooner if needed. Transfer to the National Archives 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and guidance in effect at the time of transfer.

DispAuthNo: *Supersedes NARA Job No N1-59-01-20, item 5*

Item 4 Outreach Materials

Description: Publications and audio-visual materials that are designed to expand the awareness of, and support for, U S efforts to reduce the impacts of unexploded conventional weapons on civilians. Covers the period 1999 to present.

Volume on hand 1 cubic foot
Annual Growth less than one cubic foot annually

Disposition: PERMANENT. Cut off at the end of the calendar year in which the publication was produced. Retire to the Records Service Center in 5-year blocks, 5 years after last cutoff (i.e., 2001-2005 transferred in 2010, 2006-2010 transferred in 2015, etc.). Transfer to the National Archives 25 years after cutoff.

DispAuthNo: *Supersedes NARA Job No N1-59-01-20, item 13*

Item 5 Reference Files

Description: Consists of copies of publications not developed with assistance from the Department and used for reference purposes only. Includes CDs, DVDs, videotapes (in both VHS and beta formats), and public service messages, produced through grants and cooperative or interagency agreements for land mine risk education and outreach. Examples include "Landmine Project" and "Landmines: Clearing the Way." These materials are used to inform the public about these issues and international efforts to address the issues. Files also include educational materials given to the office by the individual or organization that produced them.

Disposition: TEMPORARY. Destroy when no longer needed for educational or reference purposes.

DispAuthNo: Pending (new)

Item 6 Allocation Memoranda and Congressional Notifications

Description: File contains memoranda, copies of Congressional Notifications, and related correspondence regarding requests for approval to use funds for conventional weapons destruction programs.

Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy 3 years after cutoff, or when no longer needed for reference purposes, whichever is later.

DispAuthNo: *Supersedes NARA Job No N1-59-01-20, item 12*

Item 7 Grant Files

Description: Files document grants in support of humanitarian assistance efforts in the area of conventional weapons destruction, filed by year and grant number. Include grantee's proposal, Application for Federal Assistance (SF-424), other information submitted by grantee, Statement of Work, grantee requests for changes to grant, grant and amendments. Also includes correspondence regarding grant processing, Grants Officer Representation (GOR) Delegation, Starter Memo, signed agency payment approval, other financial status reports/correspondence, payment tracking spreadsheet, grantee financial report (SF-425), grantee reports, and close-out Cover Sheet.

Disposition: TEMPORARY. Cut off at end of fiscal year in which grant is terminated or final payment is made. Destroy 3 years after cutoff or when no longer needed for audit purposes, whichever is later.

DispAuthNo: Pending (new)

Item 8 Interagency Working Group Files

Description: The Department of State, through PM/WRA, is the lead agency in coordinating various interagency working groups (IWGs) dealing with conventional weapons destruction. IWGs files contain meeting announcements, agenda, minutes, proposals submitted for review, background information, and recommendations for action. Files are arranged chronologically by date of meetings. Covers the period 1999 to present.

Volume on hand 2 cubic feet

Annual Growth: less than one cubic foot annually

Disposition: PERMANENT. Cut off records at the end of the calendar year. Retire to the Records Service Center (RSC) when 5 years old or sooner if needed. Transfer to the National Archives 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and guidance in effect at the time of transfer.

DispAuthNo: *Supersedes NARA Job No N1-59-01-20, item 7*