

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>N1-59-89-18</b>	DATE RECEIVED <b>11/20/89</b>
1 FROM <i>(Agency or establishment)</i> <b>DEPART OF STATE</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>PM/DAC/SNP</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION		<i>copy</i>	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Willie Gee</b>	5 TELEPHONE EXT <b>647-6023</b>	DATE <b>11/29/89</b>	ARCHIVIST OF THE UNITED STATES <i>Claudia J. ...</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <b>11/09/89</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen M. Lannon</i>	D TITLE <b>Records Management Branch, Chief</b>
---------------------------	---	--

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>SALT/START General Subject Files, 1970 - Present</u></p> <p>Arranged by subject. Prior to 1980 the Strategic Arms Limitation Treaty was negotiated, thereafter negotiations on the same subject became Strategic Arms Reduction Talks (START).</p> <p>Consists of telegrams, briefing papers, background material, interagency group meeting reports, analytical working papers, instructions to negotiators, memoranda of conversation, planning papers, Presidential Decisions, studies and other material relating to the SALT/SRART process and related arms control issues.</p> <p>Volume: 36 cu. ft. Annual accumulation: 3 cu. ft.</p> <p>PERMANENT: Cut off at the end of a round of negotiations or sooner if necessary and transfer to RSC. Transfer to the National Archives when 30 years old.</p> <p><i>Transfer to WNRC when 5 years old.</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO	PAGE 2 OF 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
2.	<p><u>CIA BOOKS, 1985 - Present</u></p> <p>Arranged by subject. "Reference Aids" prepared by the CIA's Office of Central Reference (OCR). They include the texts of cables, memorandums of conversation, summaries, and discussions of the U.S. and Soviet delegations.</p> <p>Volume: 8 cu. ft. Annual accumulation: 2 cu. ft.</p> <p>PERMANENT. Cut off at the end of a round of negotiations or sooner if necessary and transfer to RSC. Transfer to WNRC when 5 years old. Transfer to National Archives when 30 years old.</p>		
3.	<p><u>START Working Group, 1982 - Present</u></p> <p>Arranged by subject. Consists of briefing papers, background material, reports, agendas, minutes, memorandums, analytical working papers, memorandums of conversation, and other material relating to the NSC-IG Working Group on START.</p> <p>Volume: 4 cu. ft. Annual accumulation: 1 cu. ft.</p> <p>PERMANENT. Cut off at the end of a round of negotiations or sooner if necessary and transfer to RSC. Transfer to WNRC when 5 years old. Transfer to National Archives when 30 years old.</p>		
4.	<p><u>Ministerial Meetings and Summits, 1985 - Present</u></p> <p>Arranged by meetings and dates. The files include briefing papers, background material, telegrams, reports, agendas, minutes, memorandums, analytical working papers, memorandums of conversation, and other related material. The files relate to SALT, START, and other arms control efforts from and generated for ministerial meetings and head-of-government summits.</p> <p>Volume: 2 cu. ft. Annual accumulation: 1/2 cu. ft.</p> <p>PERMANENT. cut off at the end of a round of negotiations or sooner if necessary and transfer to RSC. Transfer to WNRC when 5 years old. Transfer to National Archives when 30 years old.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 3 OF 3
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
5.	<p><u>Chronological File, 1982 - Present</u></p> <p>Arranged chronologically. File Includes memorandums, memorandums of conversation, reports, correspondence, telegrams, and other material documenting PM/SNP's policies, plans, and activities.</p> <p>Volume: 5 cu. ft. Annual accumulation: 1/2 cu.ft.</p> <p>PERMANENT. Cut off at the end of a round of negotiations or sooner if necessary and transfer to RSC. Transfer to WNRC when 5 years old. Transfer to National Archives when 30 years old.</p>		