

**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 Politico-Military Affairs

3. MINOR SUBDIVISION  
Defense Relations and Security Assistance

4. NAME OF PERSON WITH WHOM TO CONFER  
Pat Magin

5. TELEPHONE  
647-6021

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-SG-92-31

DATE RECEIVED  
1/29/93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
2/26/93

Acting  
ARCHIVIST OF THE UNITED STATES  
Raymond A. Moore

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 1/26/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Kenneth F. Rossman Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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 attachment		

## **Office of Defense Relations and Security Assistance**

### **1. Program Files**

Arranged by country, subject or program. Contains information on defense relations and security assistance programs under the Arms Export Control Act and other legislation relating to bilateral defense, foreign military sales, legislation, budget support, base negotiations, and treaties. Files contain cables, general correspondence, congressionals, memorandums, etc.

Permanent. Retire when 3 years old to the Records Service Center. Transfer to the National Archives when 30 years old in 5 year blocks.

### **2. Third Party Transfer Files**

Case files on the purchase of military equipment by a foreign government to retransfer, lease, or sale to another government or private entity. Files are arranged by country and consists of general correspondence, Congressionals, cables, memorandums and final approval.

Permanent. Retire when 20 years old to the Records Service Center. Transfer to the National Archives when 30 years old in 5 year blocks.

### **3. 36B Transfer Files**

Case files on PM's clearances for requests of arms sales of \$14 million or higher to foreign countries. Arranged by case number (assigned by DOD) and contains incoming and outgoing correspondence on the request.

Destroy when 20 years old.

### **4. 36B Case Log**

Log on all incoming requests for arms sales. Contains incoming case number, country, value description, approving officer, date received, date of OMB/NSC clearance and another case number assigned by DSRA.

Destroy when no longer needed.

## **5. Offshore Procurement Case Files**

Requests by foreign governments for U.S. military funds to procure U.S. military equipment or supplies. Contains incoming requests and DRSA's response.

Destroy when 20 years old.

## **6. Clearance for Bureau of Alcohol, Tobacco, and Firearms**

Requests by countries on the prescribed list for permits to import U.S. arms into their country.

Destroy when 20 years old.

## **7. Munitions Control Cases**

Requests for DRSA's approval for commercial export of military supplies and equipment. Request is submitted by PM/DTC and is filed by case number.

Destroy when 1 year old.

## **8. Foreign Military Sales (FMS) List**

Lists received daily from DOD requiring DRSA approval of arms sales, services or training.

Retire when 2 years old to the Records Service Center. Destroy when 20 years old.

## **9. International Military Education and Training (IMET) Files**

U.S. grant program which brings foreign students to the U.S. for training in the military schools. Consists of cables, memorandums, position papers, questions & answers, etc. arranged by country.

Retire when 5 years old. Destroy when 10 years old.

## **10. IMET Budget Submissions**

Semi-annual budget submissions for the IMET program.

Retire when 3 years old to the Records Service Center. Destroy when 5 years old.

## **11. Military Excess Defense Articles**

Interagency committee responsible for offering excess military equipment to other countries. Information is arranged by sections of the Security Assistance Program.

Destroy when 5 years old.

## **12. Security Assistance Officer Nomination**

Nominations for military attache positions located in the U.S. embassies. Consists of cables, memorandums and correspondence.

Destroy when 3 years old.

## **13. Annual Integrated Assessment for Security Assistance**

Annual reports submitted by U.S. embassies supporting the security assistance program within the foreign country, specifically on IMET and Foreign Military Sales.

Retire to the Records Service Center when 3 years old. Destroy when 10 years old.

## **14. Daily Activity Reports**

Summary of daily activities submitted to the Front Office.

Destroy when 1 year old.