

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 Trade Policy

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Pat Magin 647-6021

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-59-92-33

DATE RECEIVED
[REDACTED] 1/27/93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 3-23-93 ARCHIVIST OF THE UNITED STATES
Cindy Huskamp Pelissier

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 5 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 1/6/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Department of State 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 GRS OR SUPERSEDED JOB CITATION	10.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		

Copies sent to Agency, NCF, NW, NNT, NIA 3/29/93

Office of Defense Trade Policy (PM/DTP)

1. Policy Files

Files documenting the policies pertaining to defense trade relations, defense trade promotion, export controls, COCOM issues, defense controls, space, technology transfers and other issues monitored by the Office of Defense Trade Policy. Files are arranged by country, subject, or programs and contain cables, memorandums, diplomatic notes, briefing papers, etc.

Permanent. Retire to the Records Service Center when 10 years old in 5 year blocks. Transfer to the National Archives when 30 years old in 5 year blocks.

2. Program Files

Background material for specific programs monitored by the office, i.e. COCOM activities, rationalization exercises, space program, oversight of committees' activities, etc. Contains reports, cables, memorandums, general correspondence, etc.

Permanent. Retire to Records Service Center when 10 years old in 5 year blocks. Transfer to the National Archives when 30 years old in 5 year blocks.

3. Briefing Books

Briefing reports generated by other agencies on defense trade issues. Filed by country.

a. Briefing books prepared by PM/DTP.

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

b. Briefing books generated by other agencies on defense trade issues.

Destroy when no longer needed.

4. Munitions Case Files

a. DTP's clearance on requests by private companies to export defense related items. Only DTP's response is filed.

Destroy when 10 years old.

- b. Specific case files related to either certain countries or specific issues, i.e. missiles, radiation, etc.

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

5. Public Inquiries

U.S. companies requesting information on munition's licensing policies or procedures. Arranged by company.

Retire when 1 year old to the Records Service Center. Destroy when 5 years old.

6. Daily Activity Reports

Summary of daily activities of DTP.

Destroy when 1 year old.

7. Memorandum of Understanding (MOU)

Memorandums between two or more governments and NATO on the cooperation, development, research or production of weapon systems. Files are arranged by year and then alphabetically by subject of MOU.

Permanent. Block annually. Retire to the Records Service Center 3 years after agreement has been signed. Transfer to the National Archives when 30 years old in 5 year blocks.

8. Office Organization

Information on the creation and organization of the office.

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

9. Office Reference Material

Files created on specific issues to be used as a reference tool for future occurrences, e.g. testimonies, speeches, travel, studies, etc.

Destroy when no longer needed.

10. Statistics

Analysis of information on growth trends, commercial licensing, defense trade issues, etc. that is compiled for reports.

Block annually. Destroy when 10 years old.

11. Chronological Files

Extra copies of outgoing correspondence located in the Program files of the office.

Destroy when 1 year old.

Defense Trade Advisory Group

12. Reference Documents

General information supporting the existence of the Defense Trade Advisory Group (DTAG). Includes copies of the charter, legal authorization, the bi-laws, meeting proceedings, policy issues, budget and other background material.

Permanent. Retire a master set when 5 years old to the Records Service Center. Transfer to the National Archives when 30 years old.

13. Membership Files

Background information the members of the DTAG. Includes resumes, nomination letters, acceptance notification, security clearances, membership lists, etc. Arranged alphabetically and arranged by working groups.

Destroy 1 year after tenure as member.

14. Correspondence Files

Consists of chron files, form letters, invitation to conferences, Federal Register Notices, and incoming inquiries.

Retire when 2 years old. Destroy when 5 years old.

15. Administrative Files

Information on general administrative issues, i.e. newspaper articles, phone logs, reservations for conference rooms, representation funds, guidelines, etc.

Destroy when 2 years old.

16. Policy Issues and Papers

Correspondence and papers submitted by members of DTAG or nonmembers commenting on defense related issues or policies that are of interest to the companies.

Retire when 10 years old. Destroy when 20 years old.

17. Briefing Books

Master set of briefing books relating to DTAG prepared for Front Office principals, consisting of agenda, remarks by the principal, background papers/issues, list of officers, membership, etc.

Permanent. Retire when 5 years old. Transfer to the National Archives when 30 years old.