

**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  
Office of Policy Analysis

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

LEAVE BLANK (NARA use only)

JOB NUMBER N1-59-92-35

DATE RECEIVED 1/11/93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br><u>2/26/93</u> | ARCHIVIST OF THE UNITED STATES<br><u>Acting Raymond W. Masley</u> |
|------------------------|---|

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 33 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<br><u>1/6/93</u> | SIGNATURE OF AGENCY REPRESENTATIVE<br><u>Kenneth F. Rossner</u> | TITLE<br>Department of State<br>Records Officer |
|-----------------------|---|---|

| 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 GRS OR SUPERSEDED JOB CITATION | 10.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 Policy Analysis

### 1. Program Files

Information on PM/P involvement in general political-military issues. Includes development and implementation of policies on arms control issues, multilateral peace process in the Middle East, international security concerns, etc. Contains cables, memorandums, position papers, intelligence reports, and other agencies' information. Information is arranged by subjects or countries.

Permanent. Block annually. Retire when 3 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

### 2. Military Cooperation Agreements

Information on the negotiations with the Gulf Cooperation Council to allow the U.S. to use the military facilities in each member country, transport supplies and equipment into the country and conduct joint military exercises. Contains background material, memos, cables, reports, etc. on the U.S. negotiations with the six Middle East countries.

Permanent. Retire one year after the approval of all the agreements. Transfer to the National Archives 30 years later in 5 year blocks.

### 3. President's Middle East Arms Control Initiative

Information on the U.S. participation in the discussions and negotiations with the five major countries involved in identifying restrictions and controls for arms transfer with other countries. Contains cables, memorandums, reports, working papers, statistics, lists of delegates, etc. documenting the U.S. involvement in this joint effort.

Permanent. Retire when 2 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

4. Briefing Books

Office generated briefing books prepared for conferences, Congressional Hearings, interagency meetings, etc. documenting the Department of State's policies and positions on arms control issues. Contains briefing memorandums and background material.

Permanent. Retire when 2 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

5. Persian Gulf War

Files accumulated from PM/P's involvement in the political-military issues of the Gulf War and interaction with other military operations to resolve the conflict. Contains memorandums, reports, cables, other agencies information, etc.

Permanent. Retire when 1 year old. Transfer to the National Archives when 30 years old in 5 year blocks.

Volume on Hand: 2 cubic feet  
Annual accumulation: 0

6. Questions and Answers

Questions and Answers on political-military issues prepared for the principals for briefings, meetings, press conferences, etc.

Destroy when 3 years old.

7. Chronological Files

Extra copies of outgoing documents that are duplicates of what's located in the Program File or other office files.

Destroy when no longer needed.