

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
**U.S. Department of State**

2. MAJOR SUBDIVISION  
**Bureau of Politico-Military Affairs**

3. MINOR SUBDIVISION  
**Arms Control Policy for Compliance & Implementation (PM/PCI)**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Victoria A. Coffineau**

5. TELEPHONE  
**202-647-6022**

LEAVE BLANK (NARA use only)

JOB NUMBER **N1-59-92-36**

DATE RECEIVED **1/5/93**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 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, 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 <b>12/31/92</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rosman</i>	TITLE <b>Records Officer, Department of State</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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		

BUREAU OF POLITICO-MILITARY AFFAIRS  
OFFICE OF ARMS CONTROL POLICY FOR COMPLIANCE AND IMPLEMENTATION  
(PM/PCI)

1. SUBJECT and COUNTRY FILES arranged by subject and country

Correspondence, telegrams, airgrams, and other documentation pertaining to compliance with and implementation of international arms control agreements and treaties, and reflecting the decisions taken by this office on Arms Control compliance and implementation matters. Files document the activities of working groups and task forces.

PERMANENT: Cut off when 1 year old. Retire to the RSC when 10 years old. Transfer to the WNRC when 20 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

2. MEETING, SUMMIT, ORGANIZATION and CONFERENCE FILES arranged by organization, subject, or conference date

Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation in these national and international organizations, and covering issues related to the implementation of and compliance with arms control agreements and treaties.

a. Subject Files

PERMANENT: Cut off when 1 year old. Retire to the RSC when 10 years old. Transfer to the WNRC when 20 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

b. Background/Briefing Books

PERMANENT: Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

3. CONFERENCE ADMINISTRATIVE FILES arranged by organization conference date

Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Destroy 3 years after end of conference.

4. STANDING CONSULTATIVE COMMISSION (SCC) SESSION FILES arranged by session and conference date

Correspondence, telegrams, airgrams, memcons, delegation lists, policy and position papers, talking points, speeches, resolutions, and other related material documenting U.S. participation in all SCC sessions dating from 1972.

PERMANENT: Cut off when 1 year old. Retire to the RSC when 30 years old. Transfer to the National Archives immediately thereafter, in 5 year blocks.

5. INTELLIGENCE REFERENCE FILES arranged by subject, country, or organization

Full text copies of intelligence reports of a technical or scientific nature, pertaining to conventional and non-conventional armaments, and compliance with and implementation of international arms control agreements and treaties. These copies are maintained as a collection in a filing cabinet or on a shelf for reference purposes only, and are not part of Subject, Country, Organization or Conference files.

Destroy when 1 year old.

6. BACKGROUND/BRIEFING BOOKS

Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on compliance and implementation of international arms control agreements and treaties.

a. Master Copy

PERMANENT: Retire to the RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

b. Extra Copies

Destroy when 1 year old.

7. CHRONOLOGICAL FILES arranged by month and year

Duplicate copies of each outgoing and incoming communication, such as telegrams, airgrams, letters and reports, maintained in chronological order by month, and used for reference purposes only.

Destroy annually: maintain only previous 12 months on hand.