

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
Office of Weapons Proliferation Policy (PM/PRO)

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE
Victoria A. Coffineau | 202-647-6022

LEAVE BLANK (NARA use only)

JOB NUMBER **N1-59-92-38**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **1/15/93** | ARCHIVIST OF THE UNITED STATES 

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 12/31/92	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Records Officer, Department of State
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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 GRS OR SUPERSEDED JOB CITATION	10.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 WEAPONS PROLIFERATION POLICY (PM/PRO)

1. SUBJECT and COUNTRY FILES arranged by subject and country

Correspondence, telegrams, airgrams, and other documentation pertaining to the commercial & non-commercial development, testing, sale, export, use, and misuse of chemical and biological weapons, missiles and missile technology, and reflecting the decisions taken by PM/PRO on chemical & biological weapons and missile technology matters.

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. ORGANIZATION and CONFERENCE FILES arranged by organization and conference date

Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, intelligence reports and reference material documenting the U.S. participation in national and international organizations, and covering issues related to the creation, transport, use, and misuse of chemical, biological, and missile weaponry.

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.

3. CONFERENCE ADMINISTRATIVE FILES arranged by organization and conference date

Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes 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. AGREEMENT FILES arranged by subject and organization

Full and partial text copies of bilateral and multilateral agreements on chemical, biological and missile weaponry, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.

Destroy when no longer needed for reference purposes.

5. INTELLIGENCE FILES arranged by country

Correspondence, telegrams, airgrams, and other documentation pertaining to the commercial and non-commercial development, testing, sale, export, use, and misuse of Chemical and Biological Weapons and Missile Technology. Documents include diplomatic notes, policy and position papers, newsclippings, technical reports, reference material, and other intelligence related material concerning Chemical and Biological Weapons and Missile Technology matters.

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

6. EXPORT CASE FILES arranged by country

Copies of export license applications of Department of Commerce and commercial origin, telegrams, airgrams, memoranda, background material, technical reports, and other related material supporting the office's position on the export of chemical and biological weapons and missiles and missile technology.

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

7. BACKGROUND/BRIEFING BOOKS

Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on chemical, biological, and missile weaponry.

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.

8. 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.