

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 Strategic and Theater Policy

4. NAME OF PERSON WITH WHOM TO CONFER
Pat Magin

5. TELEPHONE
647-6021

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-59-92-39

DATE RECEIVED
9-8-92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
1/12/93

ARCHIVIST OF THE UNITED STATES
[Signature]

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 1 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 9/2/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Chief, Records Management Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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-W, NNT, NIA 1/21/93

Office of Strategic and Theater Policy (PM/STP)

1. Program Files

Information arranged by subject, country or organization. Telegrams, airgrams, memorandums, reports, agreements, questions and answers, talking points, briefing materials documenting the U.S. position, initiatives, and issues supporting the negotiations and ratification of international arms control agreements and treaties. **These records are maintained by each officer and are not working files.**

Permanent. Cut off upon completion of negotiations. Retire upon ratification of the agreements or treaties to the Records Service Center. Transfer to the National Archives when 30 years old in 5 year blocks.

2. Congressional Questions and Answers

Questions and Answers generated for briefing books, testimonies, and Congressionals supporting Department of State's position on negotiations and/or ratification of the arms control treaties and related issues.

Destroy when 3 years old.

3. Briefing Books

Books generated by the office for principals, delegations, or congressional testimonies supporting U.S. positions on arms control issues.

a. Master Copy.

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

b. Copies

Destroy when 1 year old.

4. Chronological Files

Duplicate copies of all in-house generated correspondence, memorandums, and reports used as reference file.

Retain previous 12 months, destroy when 1 year old