

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
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 Special Coordinator	
4. NAME OF PERSON WITH WHOM TO CONFER Pat Magin	5. TELEPHONE 647-6021

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>N11-59-93-3</i>	
DATE RECEIVED <i>1/4/93</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>2/26/93</i>	<i>Acting</i> ARCHIVIST OF THE UNITED STATES <i>Raymond A. Morley</i>

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 32 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 <i>1/6/93</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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		

**Bureau of Politico-Military Affairs
Office of Special Coordinator (PM/SC)**

1. Proposals

Proposals submitted by companies, universities, individuals, etc. identifying projects consisting of scientific experiments, research and studies to be undertaken by the International Science Technology Centers (ISTC) located in Russia and the Ukraine.

a. Proposals that are accepted.

Retire 3 years after completion of the project to the Records Service Center. Destroy when 10 years old.

b. Proposals that are rejected.

Separate those proposals that are rejected and destroy when 1 year old.

2. Resumes for the ISTC

Resumes from scientists and engineers to work in the ISTCs with the Russian counterparts.

Destroy when 3 years old.

3. Program Files

a. International Science Technology Centers (ISTC)

Information on the negotiations and final agreement amongst the countries involved in the development of these technology centers which will be located in Russia and the Ukraine. In addition to the negotiations for the final agreement, the files contain operational issues, such as budget, personnel, equipment and facilities. Information consists of telegrams, memorandums, faxes, reports, proposals, etc.

Permanent. Retire 3 years after the signing of the agreement to the Records Service Center. Transfer to the National Archives when 30 years old in 5 year blocks.

b. Nuclear Reactor Safety Program

Coordination of U.S. initiatives to improve the safety of nuclear reactors located in the former Soviet Union and eastern bloc countries. Contains telegrams, memorandums, faxes, reports, proposals, etc.

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

4. Clearance Files

Incoming requests from other offices for clearances on cables, memorandums and reports. The Office's outgoing response is filed with the request.

Destroy when 2 months old.

5. Daily Activity Reports

Summary of daily activities submitted to the Front Office.

Destroy when 1 year old.

6. Press Information

Consists of press clips, press guidance and questions and answers that pertain the programs of the office.

Destroy when 2 years old.

7. Text Conforming Files

Negotiations on the language of the ISTC agreements and STCU amongst the participating countries.

Permanent. Retire 3 years after the signing of the agreement to the Records Service Center. Transfer to the National Archives when 30 years old in 5 year blocks.