

**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  
Deputy Assistant Secretary for Science and Technology Affairs (OES/S)

3. MINOR SUBDIVISION  
OES/S

4. NAME OF PERSON WITH WHOM TO CONFER  
Willie Gee, Jr.

5. TELEPHONE  
647-6023

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-59-93-33

DATE RECEIVED  
8/27/93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
10-25-93

ARCHIVIST OF THE UNITED STATES  
*Andy Hankamp Peterson*

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 10 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 08/27/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Willie Gee, Jr. Acting</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 GRS OR SUPERSEDED JOB CITATION	10.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 Attachments  Science and Technology Affairs (OES/S) Office of Advanced Technology (OES/SAT) Office of Cooperative Science and Technology (OES/SCT)		

*Copies sent to agency, NN-W, NAT, NCF, NIA 11/1/93*

Deputy Assistant Secretary for Science and Technology Affairs (OES/S)

1. Administrative Files. Correspondence, telegrams, memoranda, and other documentation relating to administrative operations of the office. Included is the documentation on travel, building and grounds and budget, information management, personnel and security.

Disposition: Destroy when 2 years old, or when no longer needed, whichever is sooner. (GRS 23, Item 1)

2. Subject Files. Arranged according to specific subject TAGS/Terms filing system. General correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers, briefing materials, notes, and other documentation, received or sent by the Deputy Assistant Secretary, pertaining to the formulation and development of policy relating to U.S. interest in science and technology issues.

PERMANENT.

Disposition: Cutoff when 1 year old. Retire to RSC when 3 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 2 cu. ft.

Est. annual accumulation: 1 cu. ft.

3. Organization and Agencies. Arranged by name of organization or agency. Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agenda, and minutes, policy and position papers, bilateral and multilateral agreements, talking points, intelligence reports, and other material relating to U.S. participation in international organizations and agencies touching upon science and technology matters.

PERMANENT.

Disposition: Cutoff when 1 year old. Retire to RSC when 3 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 2 cu. ft.

Est. annual accumulation: 1 cu. ft.

4. Country Files. Arranged by country. General Correspondence, reports, action memoranda, formal/informal memoranda, other agency documents, negotiations, briefing papers, airgrams, telegrams, memoranda of understanding and other related documents. Documents the general and activities and programs of U.S. bilateral and Multilateral Science and Technology agreements in a specific country.

**PERMANENT.**

Disposition: A Cutoff when 1 year old. Retire to RSC when 3 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 2 cu. ft.

Est. annual accumulation: 1 cu. ft.

5. Chronological Files. Arranged chronologically. General correspondence, memoranda, telegrams, airgrams, meeting reports, reference materials and other related documents. Documents activities and issues related to science and technology.

**PERMANENT.**

Disposition: A Cutoff when 1 year old. Retire to RSC when 3 years old. Transfer to the National Archives when 30 years old.

Est. volume on hand: 2 cu. ft.

Est. annual accumulation: 1 cu. ft.

Office of Advanced Technology (OES/SAT)

6. Program Files. Arranged by subject and country. Memoranda of understanding, reports, general correspondence, situation reports, telegrams, airgrams, meeting reports, minutes, reference material, and other documents. Pertains to information which coordinate and oversee U.S. Government activities related to national and international space programs and issues (bilateral and multilateral) including civil space-related technology transfers and advanced technologies.

Disposition: Permanent: Cutoff when 1 year old. Retire to RSC when 3 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 6 cu. ft.

Est. annual accumulation: 1 cu. ft

7. Organization and Conference Files. Arranged by organization, thereunder by conference date). General correspondence, memoranda of conversation, position papers, speeches, background material, reference material, meeting reports, telegrams, airgrams and other documents.

Disposition: Permanent. Cutoff when 1 year old. Retire to RSC when 3 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old.

Est. volume on hand: 2 cu. ft.

Est. annual accumulation: 1 cu. ft.

8. Conference Administrative Files. Arranged by organization, thereunder by country. Correspondence, worksheets, meeting agenda, meeting delegations, and other documents pertaining to administrative aspects of national and international conferences, arrangements for acquisition of conference supplies and equipment, delegation's security clearances, requests for issuance of travel and lodging arrangements, and other administrative activities undertaken by U.S. for each conference.

Disposition: Destroy when 3 years old.

9. Space Shuttle Mission Files. Arranged chronologically. Memoranda, telegrams, maps, mission charts, letters, general correspondence, reference and background material, mission reports and other documents. Documents the space shuttle missions.

Disposition: Permanent: Cutoff when 1 year old. Retire to RSC when 3 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 3 cu. ft.

Est. annual accumulation: 1 cu. ft.

10. Negotiation and Agreement Files. Arranged chronologically. Consists of documentation relating to the accession and ratification of agreements in which the U.S. is a participant. Contains correspondence, copies of agreements and supporting documentation, copies of legislation, observation, and other material associated with bilateral and multilateral agreements and conventions on transfer of space related-technology.

PERMANENT.

DISPOSITION: Cutoff when 1 year old. Retire to the RSC when 3 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 4 cu. ft.  
Est. annual Accumulation: 1 cu. ft.

Office of Cooperative Science and Technology Programs  
(OES/SCT)

11. Subject Files. Arranged by subject. General correspondence, telegrams, airgrams, reports, meeting reports, reference material, memoranda of understanding and other documents. Documents all U.S. bilateral science and technology agreements, programs and activities.

Disposition: Permanent. Cutoff when 1 year old. Retire to RSC when 3 years old. Transfer to WNRC immediately. Transfer to National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 6 cu. ft  
Est. annual accumulation: 1 cu. ft.

12. Country Files. Arranged by country. Memoranda, reports, action memorandums, formal/informal memorandums, general correspondence, other agency documents, S & T Negotiating papers, briefing books, meeting reports, airgrams, memorandum of understanding and other documents. Documents the general activities and programs of all U.S. bilateral Science and Technology agreements in a specific country.

Disposition: Permanent. Cutoff when 1 year old. Retire to RSC when 3 years old. Transfer to WNRC immediately. Transfer to National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 4 cu. ft.  
Est. annual accumulation: 2 cu. ft.

13. Scientific and Technology Agreement Files. Arranged by country. Memoranda, Circular 175 and related information, treaties, agreements and documents. Documents U.S. and International Scientific and Technology agreements.

Disposition: Permanent. Cutoff when 1 year old. Retire to RSC when 3 years old. Transfer to WNRC immediately. Transfer to National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 4 cu. ft.  
Est. annual accumulation: 1 cu. ft.

14. Background and Technical Agency Files. Arranged by agency. Booklets, annual seminars, reports, technical publications, other agency documents and other documents. Documents programs and activities available by other agencies.

DISPOSITION: Screen every 2 years. Destroy when no longer needed for informational or operational purposes.

15. Advisory Committee Files. Arranged by subject. Memoranda, telegrams, advisory committee reports, annual tabula reports reference material, position papers, plans, programs, policies and other documents. Documents the activities and plans of the OES Advisory Committee.

Disposition: Permanent. Cutoff when 1 year old. Transfer to RSC when 3 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 3 cu. ft.  
Est. annual accumulation: 1 cu. ft.