

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-96-18
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	11/8/96
2. MAJOR SUBDIVISION Bureau of Politico-Military Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Nuclear Risk Reduction Center		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Pat Magin.	647-6021	11-25-96	<i>John W. Carl</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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
11/1/96	<i>Kenneth F. Rossman</i>	Kenneth F. Rossman Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attachment		

DEC -3 1996 *MMW*

*copy to Agency  
NCF*

1. **Subject Files**

Information arranged by those agreements monitored by PM/NRRC and by TAGS/Terms on arms talks issues, visits, consultations and other subjects on nuclear arms control with various Soviet Republics. Contains copies of memorandums, cables, notifications, correspondence, etc.

DISPOSITION: Permanent. Retire to the RSC when 2 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

2. **Notifications Files**

Records of the government-to-government communications and the day-to-day responsibility of NRRC. Notifications are divided by regime (e.g. START, CFE), originator, year, and then ordered by sequence number. Each individual record should include the original message, a copy of the dissemination cable and any supporting documentation, e.g. referenced messages. U.S. notifications should also include a copy of the transmittal letter.

DISPOSITION: Permanent. Retire to RSC when 6 months old for transfer to WNRC. Transfer to the National Archives when 25 years old.

3. **Watch Log**

Daily logs maintained by the watch officers that include all information received and transmitted by the watch officers and any other activities that took place that day. Identifies the date, time, the action, the response, the officer in charge of the watch, etc.

DISPOSITION: Permanent. Retire to RSC when 3 months old for transfer to WNRC. Transfer to the National Archives when 25 years old.

4. **Agreements Files**

Copies of the English and Russian text of various agreements monitored by NRRC, i.e., BML Agreement, DMA Agreement, etc.

DISPOSITION: Destroy when agreement is superseded or when no longer needed.

5. **NRRC Operational Message Archive Database (NOMAD)**

Electronic database of all incoming and outgoing messages on treaties and notifications monitored by PM/NRRC. Database includes message reference number, date, addressee(s) and full text of the message in English and Russian. When fully operational, database will include 1988 to present.

DISPOSITION: Destroy when 10 years old or no longer needed.

6. **Chronological Files**

Extra copies of all outgoing correspondence generated by the office.

DISPOSITION: Destroy when one year old.

7. **Working Files**

Files maintained by each staff officer containing information on specific issues/subjects, agreements, notifications, working groups, interagency commissions, etc. Contains background material, cables, memorandums, working papers, meeting agendas, interagency communications, e-mail messages, etc. documenting the office's participation and involvement. These files consist of extra and information copies of documents maintained by individuals. They are not the official NRRC files of record.

DISPOSITION: Destroy when no longer needed.