

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 Public Affairs

3. MINOR SUBDIVISION
Office of the Historian (PA/HO)

4. NAME OF PERSON WITH WHOM TO CONFER
Alice S. Ritchie

5. TELEPHONE
(202) 261-8511

LEAVE BLANK (NARA use only)

JOB NUMBER **NI-383-03-1**

DATE RECEIVED **10/21/02**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **11-5-02** 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 **10/9/02** SIGNATURE OF AGENCY REPRESENTATIVE *Margaret G. Peppe* TITLE **Division Chief, A/RPS/IPS/PP**

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| | See continuation page. | | |

SA Copies sent to Agency, WASHDC, NWML

**Bureau of Public Affairs
Office of the Historian (PA/HIO)**

I. ACDA Studies Files, 1955-1990's

Documents, memorandums, clippings, reports, fact sheets, telegrams, testimonies, publications, and other materials relating to the background and organization of ACDA and to key issues in arms control matters. Arranged alphabetically by subject and country.

PERMANENT. Transfer to Records Service Center for immediate transfer to WNRC. Transfer to the National Archives when 25 years old.