

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-383-03-2	
1. FROM (Agency or establishment) Arms Control and Disarmament Agency		DATE RECEIVED 11/15/02	
2. MAJOR SUBDIVISION Director/ACDA		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Director/Executive Secretary (D/EX)			
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE 2-25-03	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>1</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 11/07/02	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Pepe <i>Margaret G. Pepe</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 attached.		

21 copy sent to Agency

1. The Executive Secretary's Paperwork Retrieval, Imaging, and Tracking (ESPRIT) System

ESPRIT is an imaging system used to store, retrieve, and track selected documents classified up to the level that were received or generated by the Office of the Director of the Arms Control and Disarmament Agency (ACDA). The documents scanned into the system cover the period from 1992 to 1999.

DISPOSITION: Temporary. Destroy immediately.