

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-383-97-1
1. FROM (Agency or establishment) U.S. Arms Control and Disarmament Agency		DATE RECEIVED	10-7-96
2. MAJOR SUBDIVISION Bureau of Intelligence, Verification and Information Management		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Information Management and Computer Operations Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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
Kate H. Rodriguez	(703) 302-7714	4-28-97	<i>John W. Paul</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 8 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/01/96	<i>Kate H. Rodriguez</i>	Agency Records Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached.		

1996 ACDA Records Control Schedule

1. WEEKLY ACTIVITY REPORT (WAR) FILES.

Arranged in chronological order per calendar year.

Weekly reports containing activity updates from each bureau and office in ACDA.

a. WAR files of the Office of the Executive Secretary: official signed copies of reports from each ACDA component.

Permanent. Close at the end of the calendar year. Retire to WNRC one year after closure. Transfer to NARA 30 years after closure.

b. Files containing copies of WARs contained in all other ACDA bureaus and offices.

Temporary. Close at the end of calendar year. Hold in current file area for one year, then destroy.

2. CHRONOLOGICAL FILES.

Arranged per calendar year in reverse chronological order, most recent date in front.

a. Chronological files of Offices of the Director and the Deputy Director, Office of the General Counsel, Office of Congressional Affairs, Office of Administration, and Assistant Directors.

Permanent. Hold in current file area for one year. Retire to WNRC one year after closure. Transfer to NARA 30 years after closure. (Reference N1-383-87-1, item 1b)

b. All other ACDA offices and divisions.

Temporary. Close at end of calendar year. Hold in current file area for one year, then destroy.

3. SUBJECT FILES.

a. **Substantive Files.** Files relating to a specific subject or topic that establishes, discusses or defines arms control and disarmament policy. May include correspondence, forms, reports, analyses, studies, cables and other related records. Arranged alphabetically by subject.

Permanent. Close files at the end of each Administration. Retire to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA 30 years after closure. (ref. N1-383-87-1, items 4a, 5a, 9a, 9e)

b. **Files of a non-substantive nature** Files that pertain to administrative/ housekeeping matters or consist of documents that are duplicate and/or reference copies.

Temporary. Destroy when no longer needed for current business.

4. TREATY NEGOTIATION SUBJECT FILES.

Filed alphabetically by subject, or chronologically by negotiation round.

Files relating to the negotiations of treaties and agreements; working group proceedings; official copies of position papers and briefing books; analytical working papers; memoranda of conversation; Presidential decisions; talking points; planning papers; delegation lists; speeches; reports; meeting agendas; meeting minutes and other substantive records relating to arms control, nonproliferation and disarmament.

Permanent. Close at the end of negotiation round or at end of calendar year. Retire to WNRC five years after closure or until no longer needed, whichever is sooner. Transfer to NARA 30 years after closure. (ref. N1-383-87-1, items 3a, 6a, 7a, 8a)

5. VERIFICATION AND IMPLEMENTATION SUBJECT FILES.

Filed alphabetically by subject, or chronologically by negotiation round.

Files relating to the implementation of signed arms control, nonproliferation and disarmament treaties and agreements and the verification of compliance with such treaties and agreements; working group proceedings; official copies of position papers and briefing books; analytical working papers; memoranda of conversation; Presidential decisions; talking points; planning papers; delegation lists; speeches; reports; meeting agendas; meeting minutes and other substantive records.

Permanent. Close at the end of negotiation round or at end of calendar year. Retire to WNRC five years after closure or until no longer needed, whichever is sooner. Transfer to NARA 30 years after closure.

6. WORKING FILES.

Filed alphabetically by subject.

Working files maintained by individual ACDA staff members pertaining to treaty negotiation, implementation, disarmament actions and other related work activities of the individual.

a. Offices in which substantive documents are maintained in a corporate file station.

Temporary. Destroy when superseded, obsolete or no longer needed for current business.

b. In offices with no corporate file station to receive the substantive documents pertaining to the work of that office.

1. Substantive drafts of papers, cables and reports, final documents and other related records.

Permanent. Hold in current file area for one year or until no longer needed, whichever is sooner. Retire to WNRC after one year after closure. Transfer to NARA 30 years after closure.

2. Rough drafts and notes used in preparation of final documents and reports.

Temporary. Destroy when no longer needed for current business.

7. CONGRESSIONAL LIAISON FILES.

Arranged alphabetically by last name of Representative or Senator.

Files containing biographies, voting records, copies of correspondence, memorandums of conversation and other substantive material relating to ACDA's contacts with individual members of Congress.

Permanent. Close at the end of each Congress. Retire to WNRC one year after closure. Transfer to NARA 30 years after closure.

8. OFFICIAL OUTGOING CORRESPONDENCE.

Arranged in chronological order.

a. Official outgoing correspondence files of Offices of the Director and the Deputy Director.

Permanent. Hold in current file area for one year. Retire to WNRC after one year after closure. Transfer to NARA 30 years after closure.

b. Correspondence files of all other ACDA bureaus and office staff.

Temporary. Close at end of calendar year. Hold in current file area for one year, then destroy.

9. PUBLIC AFFAIRS INFORMATION FILES.

a. Office of Public Affairs master set of press releases, press conference transcripts, publications, official speeches and indexes thereto.

Permanent. Close at the end of each calendar year. Retire to WNRC when 2 years old. Transfer to NARA 10 years after closure. (ref. N1-383-78-1, item 1)

b. Copies of press releases, press conference transcripts, publications, official speeches and indexes thereto stored in all other ACDA bureaus and offices.

Temporary. Destroy when no longer needed for current business.

10. PUBLIC AFFAIRS POLICY FILES.

Policy and procedural files documenting the development and implementation of the ACDA Public Affairs Program.

a. Public Affairs Policy Files of the Office of Public Affairs.

Permanent. Transfer to WNRC when 10 years old. Transfer to NARA when 20 years old.
(ref. N1-383-78-1, item 2a)

b. Public Affairs Policy Files of all other ACDA bureaus and offices.

Temporary. Destroy when no longer needed.

11. OFFICE OF PUBLIC AFFAIRS NEWSPAPER CLIPPINGS.

Arranged chronologically per calendar year.

Condensed file of daily newspaper clippings on arms control and disarmament matters.

Temporary. Destroy when no longer needed. (ref. N1-383-78-1, item 5; originally scheduled as permanent)

12. ARMS TRANSFER CASE FILES.

Arranged chronologically by month/year.

a. Arms Transfer Case files of Office of Record.

Permanent. Close files at the end of each Administration. Retire to WNRC when no longer needed to administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA 30 years after closure. (ref. N1-383-87-1, item 7b)

b. Arms Transfer Case files of all other ACDA bureaus and offices.

Temporary. Destroy when no longer needed.

13. COUNTRY FILES.

Arranged chronologically.

Files contain individual country data on arms control, nonproliferation and disarmament; briefing papers; cables; intelligence assessments of a country's nuclear policy and nuclear programs.

Permanent. Close files at the end of each Administration. Retire to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA 30 years after closure. (ref. N1-383-87-1, items 7c, 9f)

14. EXTERNAL RESEARCH PROJECT FILES.

Arranged alphabetically by subject of project.

Files containing final versions of ACDA-sponsored analyses and reports conducted by outside contractors and government agencies.

Permanent. Close files at the end of each Administration. Retire to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA 30 years after closure. (ref. N1-383-87-1, item 7d)

15. INFORMATION REPORT FILES.

Arranged chronologically.

Files of Congressional mandated ACDA reports, summaries or analyses, including but not limited to, the ACDA Annual Report to Congress, the Annual Report to Congress on Adherence to and Compliance with Arms Control Agreements, and the Arms Control External Research Report (ACORN).

a. Office of Record: original versions of each report and substantive drafts of each report.

Permanent. Close upon final submission of report. Hold in filing area for one year and retire to WNRC. Transfer to NARA 30 years after closure. (ref. N1-383-78-1, item 4)

b. All other ACDA bureaus and offices: copies of drafts or final versions of each report.

Temporary. Destroy when no longer needed.

16. WORLD MILITARY EXPENDITURE AND ARMS TRANSFER (WMEAT) FILES.

Arranged chronologically by year and alphabetically within the year.

Files contain original copies of the WMEAT and the statistical information and research supporting the published document and related documents.

Permanent. Close files at the end of calendar year. Retire to WNRC at the end of 12 years or when no longer needed for administrative purposes, whichever is sooner. Transfer to NARA 30 years after closure. (ref. N1-383-87-1, item 7h)

17. ORGANIZATION AND HISTORY FILES.

Original and copies of memoranda, letters, reports, studies, orders, circulars, bills, acts and other documents concerning the establishment and history of ACDA.

Permanent. Cut off and retire to WNRC when no longer needed or when 10 years old, whichever is sooner. Transfer to NARA when 30 years old. (ref. N1-383-81-1, item 19)

18. INTERAGENCY COMMITTEE FILES.

Arranged chronologically.

Documents on establishing, operating and dissolving committees that consider, advise, take action, and report on specifically assigned functions. They include joint, interagency, and international committees in which ACDA participates; as well as committees operated solely by ACDA. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directive establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agendas, minutes and reports of committee meetings; and related documents.

a. ACDA is Chair/Secretariat:

Permanent. Close files at the end of each Administration. Retire to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA 30 years after closure.

b. ACDA is not Chair/Secretariat:

Temporary. Destroy when no longer needed.

19. FELLOWSHIP PROGRAM GRANT CASE FILES.

Arranged alphabetically by name of grantee.

Official program case files for awarded grants consisting of copies of the application or letter of application, grant award contract, general correspondence with the grantee concerning program matters, final narrative and expenditure reports, progress reports, and evaluation materials from reviewers and panelists.

Temporary.
~~Permanent~~. Close files upon conclusion of grant or fellowship. Retire to Washington National Records Center one year after closure. Destroy 7 years after closure.

These files covered under the Privacy Act, ACDA System Number 2, "Pending Personnel Files."