

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-383-97-2
1. FROM (Agency or establishment) U.S. Arms Control and Disarmament Agency		DATE RECEIVED	10-21-96
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	11-13-96	<i>John W. Cal</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 \_\_\_\_\_ 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
10/15/96	<i>Kate H. Rodriguez</i>	Records Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Chronological Files of the Office of Congressional Affairs, dated January 1, 1988 through January 30, 1993.</p> <p>The records are maintained in chronological order with the most recent date in front.</p> <p>PERMANENT: Retire to WNRC immediately. Transfer to NARA when 30 years old.</p>		

*Copies sent to agency, NCF, NIT 11/26/96*