

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCD 300 78 1
DATE RECEIVED	18 APR 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	4-7-80 James E. O'Keefe Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
 Arms Control and Disarmament Agency
2. MAJOR SUBDIVISION
 Office of Public Affairs *AD*
3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 Sidney D. Anderson

5. TEL. EXT
 632-3442

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 3/23/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Sidney D. Anderson</i>	E. TITLE Deputy Administrative Director
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>The Office of Public Affairs, carries out the Agency's responsibility for the dissemination and coordination of public information concerning arms control matters. It also advises the Director, Deputy Director and other Agency officers on the public information aspects of such matters. In conjunction with other Agency components, the Office prepares for transmittal to the Congress an annual report of the Agency's activities, including a positive statement on the status and prospects of arms control and disarmament goals, negotiations, and activities. Within the Office, the ACDA Historian is responsible for the preparation of historical analyses on arms control topics and previous negotiations. Manages the Agency Library which processes unclassified requests under the Freedom of Information Act.</p> <p><u>Information Files</u></p> <p>Master set of press releases, press conference transcripts, publications, official speeches, and indexes thereto. (1961-present - 18 cu. ft.)</p> <p>Permanent Transfer to storage when 2 yrs. old. Offer to National Archives when 20 yrs. old.</p>		30 items

ACDA (Ms Penny Davis) concurs in all changes made herein.
 1/30/80, RCT/NARS-NCD

*CY TO NNF/NNV/NNB/NNP
 4/08/80. Copy to agency, NCD
 H-10-80*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p><u>Policy Subject Files</u></p> <p>a. Policy and procedural files documenting the development and implementation of the ACDA Public Affairs Program. (1961-present - 4 cu. ft.)</p> <p style="text-align: right;">Permanent Transfer to storage when 10 yrs. old. Offer to National Archives when 20 yrs. old.</p> <p>b. Information copies of substantive material, such as, SALT and MBFR negotiations, used temporarily in providing information services.</p> <p style="text-align: right;">Destroy when 10⁵ yrs. old, or when no longer needed for reference whichever is sooner.</p> <p>c. All other subject files concerning the day-to-day operations of the Public Affairs Office.</p> <p style="text-align: right;">Destroy when 2 yrs. old.</p>		
3.	<p><u>Administrative Files</u></p> <p>Correspondence, memoranda, reports, forms, and other papers concerning personnel, budget, supplies, equipment, transportation and other routine administrative matters.</p> <p style="text-align: right;">Destroy when 2 yrs. old.</p>		
4.	<p><u>Information Reports Files</u></p> <p>a. Annual Arms Control Report to Congress filed by year. (1961-present - 2 cu. ft.)</p> <p style="text-align: right;">Permanent Transfer to storage when 10 yrs. old. Offer to National Archives when 20 yrs. old.</p> <p>1. Feeder reports.</p> <p style="text-align: right;">Destroy when annual report printed.</p>		

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5.	<p><u>Newspaper Clippings</u></p> <p>Condensed file of daily newspaper clippings on Arms Control and Disarmament matters filed chronologically. (1961-present - 1 cu. ft.)</p> <p>Permanent. Offer to National Archives when 20 yrs. old.</p>		
6.	<p><u>Mailing Lists</u></p> <p>Correspondence, request forms and other records relating to changes in mailing lists.</p> <p>Destroy after revision of mailing list or after 3 months, whichever is earlier. (GRS-13, Item 5a)</p>		
7.	<p><u>Statements by Key Officials</u></p> <p>Binders maintained for President and Director of ACDA containing speeches, ticker tapes, confirmation testimony, etc. pertaining to Arms Control and Disarmament matters.</p> <p>Destroy when 5 yrs. old or upon departure of individual, whichever is earlier.</p>		
8.	<p><u>Chronological Files</u></p> <p>Copies of communications of all types, arranged chronologically without regard to subject. These communications are copies of those filed elsewhere by subject or project.</p> <p>Destroy when 2 yrs. old.</p>		
9.	<p><u>Information Requests Files</u></p> <p>Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, and other informational literature.</p> <p>Destroy 3 months after transmittal or reply. (GRS-14, Item 3)</p>		

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10.	<p><u>Acknowledgement Files</u></p> <p>Acknowledgement and transmittals of inquires and requests that have been referred elsewhere for reply.</p> <p>Destroy 3 months after acknowledgement and referral. (GRS-14, Item 4)</p>		
11.	<p><u>Press Service Files</u></p> <p>Press service teletype news and similar materials.</p> <p>Destroy immediately except material filed in subject files. (GRS-14, Item 5)</p>		
12.	<p><u>Information Project Files</u></p> <p>Information services project case files.</p> <p>Destroy 1 yr. after close of file or 1 yr. after completion of project. (GRS-14, Item 6)</p>		
13.	<p><u>Commendation/Complaint Correspondence Files</u></p> <p>Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.</p> <p>Destroy when 6 months old. (GRS-14, Item 7)</p>		
14.	<p><u>Still Pictures Files</u></p> <p>a. Still photographs that provide documentation of the functions and essential transactions, such as, treaty signings involving the President and other key officials. (Volume insignificant) (1962-present)</p>		

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14. con't	<p>(1) Still photographs</p> <p>(a) Black and white photography - the original negative and a captioned print.</p> <p>(b) Color photography - the original captioned color transparency or color negative and a captioned print. 5 yr accumulations Permanent. Offer to National Archives when 10 yrs. old. (GRS-21, Item 1a)</p> <p>(c) Pictures of ACDA officials that are not permanent records as described above. These pictures are used in publications, reports, and informational releases. Destroy when no longer needed for administrative use. (GRS-21, Item 1c)</p>		
15.	<p><u>Video Recordings Files</u></p> <p>Three recordings maintained on the following subjects: Director's (Warnke) Senate Confirmation Hearings; Warnke's appearance on "Agronsky at Large Program"; and SALT II Verification film. PERMANENT. Offer to NARS when no longer needed Destroy when 10 yrs. old for administrative use or when 10 years old.</p>		
16.	<p><u>Historical Projects File</u></p> <p>Master set of historical research studies prepared in ACDA and in its predecessor, the US Disarmament Administration filed by subject title of project. (1959-present - 20 cu. ft.)</p> <p>Permanent. Transfer to storage when 10 yrs. old. Offer to National Archives when 20 yrs. old.</p>		

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17.	<p><u>Historian's Working File</u></p> <p>Copies of correspondence, reports, telegrams, memoranda, and other background material for writing historical papers.</p> <p style="text-align: center;">5</p> <p style="text-align: center;">Destroy when 10 yrs. old, or when no longer needed for reference whichever is sooner.</p>		
18.	<p><u>Subject Files</u></p> <p>Subject files of the Historian's Office not covered elsewhere in this schedule.</p> <p style="text-align: center;">15 yrs. no longer needed for reference.</p> <p style="text-align: center;">5</p>		
19.	<p><u>Library Accessions List</u></p> <p>Weekly accessions list of new periodicals and books.</p> <p style="text-align: center;">1</p> <p style="text-align: center;">Destroy when 5 yrs. old.</p>		
20.	<p><u>Library Correspondence Files</u></p> <p>General correspondence, reports, forms, and other material accumulated in administering the Library program.</p> <p style="text-align: center;">1</p> <p style="text-align: center;">Destroy when 2 yrs. old.</p>		
21.	<p><u>Freedom of Information Request Files</u></p> <p>Files created in response to requests for information under the Freedom of Information Act consisting of the original request, copy of reply, and related supporting files.</p> <p>a. Granting access to all the requested records.</p> <p style="text-align: center;">Destroy 2 yrs. after date of reply. (GRS-14, Item 16a1)</p> <p>b. Denying access to all or part of the records requested, but <u>not</u> appealed.</p> <p style="text-align: center;">Destroy 5 yrs. after date of reply. (GRS-14, Item 16a(3)(a))</p>		

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22.	<p><u>F.O.I.A. Control Files</u></p> <p>Files maintained for control purposes in responding to requests.</p> <p>Destroy 5 yrs. after date of last entry. (GRS-14, Item 18)</p>		
23.	<p><u>F.O.I.A. Report Files</u></p> <p>Feeder reports submitted to higher level for annual report to Congress and other required reports.</p> <p>Destroy when 2 yrs. old. (GRS-14, Item 19b)</p>		
24.	<p><u>F.O.I.A. Administrative Files</u></p> <p>Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.</p> <p>Destroy when ²3 yrs. old. (GRS-14, Item 20)</p>		
25.	<p><u>Motion Picture Files</u></p> <p>Motion picture films acquired from private or other public sources that document the organization, functions, policies, procedures, and essential transactions of ACDA, or which promote the substantive mission of ACDA.</p> <p>Two prints if they exist, otherwise one print. Permanent. Offer to NARS when 5 years old.</p>		