INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-383-78-02

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1 was superseded by NC1-383-85-01 items 13, 14, and 15; and NC1-383-84-01 items 51 and 53
Item 2 was superseded by NC1-383-85-01 item 15
Item 3 authorized 2-year retention for general administrative files. As agency closed in 1999, all records can be assumed to have been destroyed.
Item 4 was superseded by NC1-383-84-01 items 43 and 45

Date Reported: 1/10/2022
REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

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 the Director

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 ___ 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
4/12/78

D. SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

E. TITLE
Deputy Administrative Director

F. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

1. General Advisory Committee Files
Committee Agenda, Minutes, Briefing papers, Documents, and Transcripts of meetings. (1962-present - 15 cu. ft.) Filed by subject and by date of meetings.

Permanent. Transfer to storage 1 yr. after new committee appointed. Offer to National Archives when 20 yrs. old.

2. Advisory Committee Reports
Reports to the President, Secretary of State, and Director of ACDA.

Permanent. Transfer to storage 1 yr. after new committee appointed. Offer to National Archives when 20 yrs. old. 4 items

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DATE RECEIVED
18 APR 1978

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
### Request for Authority to Dispose of Records—Continuation Sheet

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td><strong>General Administrative Files</strong></td>
</tr>
<tr>
<td></td>
<td>Records on committee administrative matters including budget, personnel, and travel services.</td>
</tr>
<tr>
<td></td>
<td>Destroy when 2 yrs. old.</td>
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<tr>
<td>4.</td>
<td><strong>CCD Minutes of Meetings</strong></td>
</tr>
<tr>
<td></td>
<td>Complete set of Verbatim Minutes of meetings of the U.S. Representative to the Conference of the Committee on Disarmament. The Representative may represent arms control interests on the U.S. delegation to the U.N. and its constituent bodies. Filed numerically. (1962-present - 9 cu. ft.)</td>
</tr>
<tr>
<td></td>
<td>Permanent. Transfer to storage when 3 yrs. old. Offer to National Archives when 20 yrs. old.</td>
</tr>
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