

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

Rec NCD 17 Jan 81

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

LEAVE BLANK	
JOB NO	
NCI-383-81-1	
DATE RECEIVED	
January 15, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-15-81 Date	<i>[Signature]</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
 Arms Control and Disarmament Agency

2. MAJOR SUBDIVISION
 Office of Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

John H. Murphy

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 6 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
	<i>[Signature]</i>	Deputy Administrative Director
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO 10. ACTION TAKEN
	The Office of Administration is responsible for administrative management of the Agency and for providing support to all of its components. This includes all personnel, budget, fiscal, supply, security, communications and general administrative activities. The Office advises the Director and other senior officials of the Agency on these and other matters relating to the management of the agency, and maintains regular liaison with the Department of State and other organizations providing services for the Agency.	
	<i>Changes made with ADPA concurrence.</i>	<i>21 / tc ms</i>

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MASS DATA CHANGE SHEET NOT REQUIRED.
Closed Out: 10-27-81: R.T.D. Copy to New Agency
11/11

Request for Records Disposition Authority - Continuation

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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
<u>Office of the Administrative Director</u>			
1.	<u>Directive Case Files</u> Internal directives issued at the agency level. (1961-present-2 cu ft) Estimated annual accumulation- 1 inch. Record copy with supporting data of important aspects of the development of the issuance.	Permanent. Transfer to WNRC when 10 yrs old. Offer to National Archives when 30 30 years old in 10 year blocks.	
2.	<u>Forms Files</u> One record copy of each form created by the agency with related documentation showing scope and purpose of form.	Temporary. Destroy 5 years after related form is discontinued, superseded, or canceled.	(GRS 16/4)
3.	<u>Publications</u> ACDA Instructions, i. e., intra-office papers for administrative control, such as travel, funding, formats, procurement, printing, etc. Also supplements of State publications, Joint regulations and associated inputs.	Temporary. Destroy when superseded, obsolete, or no longer needed.	
4.	<u>Management Improvement Reports</u> Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports. Temporary. Destroy when 5 years old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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5	<p><u>Chronological Files</u></p> <p>Copies of communications of all types, arranged chronologically without regard to subject. The communications in these files are copies of those filed elsewhere by subject or case. Destroy when 2 years old.</p>		
6.	<p><u>Reference and Information Files</u></p> <p>Consists of <u>information copies of telegrams</u>, airgrams, correspondence, reports, publications, publicity material, etc. Destroy when no longer needed in current operations.</p>		
7.	<p><u>Overseas Conference Files</u></p> <p>Correspondence, memoranda, reports and related papers relating to the administrative back-stopping of conferences. Destroy when 5 years old.</p>		
8.	<p><u>Information Systems Reports</u></p> <p>Submission to GAO concerning information systems data on fiscal, budgetary and program related data Destroy when 3 years old.</p>		
9.	<p><u>Working Papers</u></p> <p>Correspondence, forms, reports, memoranda and related papers concerning administrative functions of ACDA. Destroy when 3 years old.</p>		
10.	<p style="text-align: center;"><u>SECURITY RECORDS</u></p> <p><u>Security Policy Files</u> (Estimated Annual accumulation <u>1 inch</u>)</p> <p>Manuals, directives, plans, reports, and correspondence reflecting policies and procedures developed in the administration and direction of security programs for the Agency. (1961-present) Temporary. XXXXXX. Transfer to WNRC. Destroy when 10 years old. xxxxxxx XX XX</p>	2cu.ft.	Destroy

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11.	<p style="text-align: center;"><u>Budget Records</u></p> <p><u>Budget Policy Files</u></p> <p>Correspondence and records which documents the ACDA budget policies and procedures and the development, establishment and execution of budget, plans programs and procedures. (1961 - present - <u>3 cu. ft.</u>) (Estimated annual accumulation <u>1/2</u> cu. ft.)</p> <p style="text-align: center;">XXXXXXXXXX. Transfer to WNRC when 5 years old. Destroy when 10 yrs o'd. Offer to National Archives when 30 years old in 10 year blocks XXXXXXXXXX</p> <p style="text-align: center;"><u>Central Policy Records</u></p>		
12.	<p><u>Central Policy File</u></p> <p>Subject file containing documents of a substantive nature, regardless of physical format, that establish, discuss, or define arms control and disarmament policy unless such records have been authorized to be maintained on a decentralized basis. (period covered 1961-present. XXXXXXXXXX XXXXXX accumulation 19 cu. ft.).</p> <p style="text-align: center;">A _____ Permanent. Transfer to WNRC when 5 years old. Offer to National Archives when 30 years old in 10 year blocks.</p>		
13.	<p><u>Document Classifier Data Index</u></p> <p>This file is maintained on data index cards in accordance with E.O. 12065. Contains names listing of documents classified by a particular individual.</p> <p style="text-align: center;">Destroy 1 year after individual leave the Agency or no longer has authority to classify documents whichever is sooner.</p>		

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14.	<p><u>Non-SALT Files</u></p> <p>Numerical file consisting of airgrams, telegrams, mem-cons and related papers pertaining to the Mutual and Balanced Force Reduction Talks(MBFR).</p> <p>PERMANENT. Cut off every two years, retain in vault two years, transfer to WNRC. Offer to NARS when 30 yrs old in 10 yr blocks.</p>		
15.	<p>A. <u>SALT Numerical File</u></p> <p>Created principally from Helsinki and Geneva dealing with Strategic Arms Limitations Talks. Arranged numerically by post and thereunder by calendar year. Volume to date 198 cu ft. Estimated annual volume 4 cu ft. 1969-present.</p> <p>PERMANENT. Cut off at end of specific negotiations, i. e., SALT I(69-72), SALT II(72-80), SALT III(). Transfer to WNRC when no longer needed for current business. Offer specific negotiations to NARS when most recent records are 30 years old(e. g. SALT I in 2003).</p> <p>B. <u>SALT Subject Files</u></p> <p>Records created principally in the United States relating to Strategic Arms Limitations Talks. Arranged by subject (e. g. MIRV, GRAY AREA, DISMANTLING). Volume to date 165 cu ft. Estimated annual volume 10 cu ft. 1969-present.</p> <p>PERMANENT. Cut off at end of specific negotiations, i. e., SALT I(69-72), SALT II(72-80), SALT III(). Transfer to WNRC when no longer needed for current business. Offer specific negotiations to NARS when most recent records are 30 years old(e. g. SALT I in 2003).</p>		
16.	<p><u>In-House Transitory Procedures Files</u></p> <p>Records having short-term administrative value such as near term notices on personnel assignments, new phone numbers, access to building, holiday hours, training courses.</p> <p>TEMPORARY. Cut off yearly. Keep 6 months then destroy.</p>		

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17.	<p><u>Sensitive Chronological File</u></p> <p>Internal administrative, special distribution captioned airgrams, telegrams, and memorandum of conversations. These captions are used to control distribution and access because of the non-security sensitivity of the message. Destroy when 5 years old.</p>		
18.	<p><u>Washington Prepared (Agenda)- Memcon File</u></p> <p>Memorandum of conversations maintained chronologically Cut off every 2 years and transfer to WNRC. Destroy when 10 years old.</p>		
19.	<p><u>Organization and History File</u></p> <p>Originals and copies of memoranda, letters, reports, studies, orders, circulars, bills, acts and other documents concerning the establishment and history of ACDA. (1961-present 4 cu. ft.) (Estimated Annual accumulation $\frac{1}{2}$ cu. ft.) Permanent. Offer to National Archives when 30 years old in 10 year blocks.</p> <p><u>General Services Records</u></p>		
20.	<p><u>Motor Vehicle Policy and Precedent Files</u></p> <p>Correspondence, studies, reports, etc., documenting policies, procedures and precedents concerning the use of official motor vehicles. Destroy when 5 years old.</p>		