

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-383-81-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 1/10/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

Many permanent records were permanently withdrawn in 1997-98.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 12 was superseded by NC1-383-84-01 item 36; and NC1-383-85-01 items 55-64, 71, 73, 76-98, and 106

Item 15a was superseded by NC1-383-84-01 items 30 and 33

Item 15b was superseded by NC1-383-84-01 items 30 and 33; and NC1-383-85-01 items 10 and 11

Item 17 was superseded by N1-383-97-001, item 17

Item 19 was superseded by NC1-383-84-01 item 52

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Rec'd NCD 17 Jan 71 141

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 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.

LEAVE BLANK	
JOB NO.	
NCI-383-81-1	
DATE RECEIVED	
January 15, 1987	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<i>[Signature]</i>	Deputy Administrative Director		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.		

Changes made with ADPA concurrence.

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MASS DATA CHANGE SHEET NOT REQUIRED.
Closed Out: 10-27-81: R.I.D. Copy to New Agency, 10/21/81
MASS-NCD 10/81.

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.	<p><u>Directive Case Files</u></p> <p>Internal directives issued at the agency level. (1961-present-2 cu ft) Estimated annual accumulation- 1 inch.</p> <p>Record copy with supporting data of important aspects of the development of the issuance.</p>	<p>Permanent. Transfer to WNRC when 10 yrs old. Offer to National Archives when 30 30 years old in 10 year blocks.</p>	
2.	<p><u>Forms Files</u></p> <p>One record copy of each form created by the agency with related documentation showing scope and purpose of form.</p>	<p>Temporary. Destroy 5 years after related form is discontinued, superseded, or canceled.</p>	(GRS 16/4)
3.	<p><u>Publications</u></p> <p>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.</p>	<p>Temporary. Destroy when superseded, obsolete, or no longer needed.</p>	
4.	<p><u>Management Improvement Reports</u></p> <p>Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports.</p> <p>Temporary. Destroy when 5 years old.</p>		

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
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><u>A. 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><u>B. 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>		

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
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 <u>1/2</u> 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>		