

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Rec'd NCO 1/19/81

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

LEAVE BLANK	
JOB NO.	
NCI-383-81-2	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-19-81 <i>Date</i>	<i>Robert A. Was</i> <i>Archivist of the United States</i>

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

2. MAJOR SUBDIVISION
Office of Operations Analysis

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

John H. Murphy

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 2 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>John H. Murphy</i>	Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Subject Files</u></p> <p>Correspondences, forms, reports, analyses, studies, telegrams and related papers concerning the program functions of the office, maintained alphabetically by subject. (1961-present 60 cu. ft.)</p>		6 items

*CHANGE MADE WITH NARA CHANGE SHEET
ECT/ND 9/81.*

MASS DATA CHANGE SHEET NOT REQUIRED

Closed Out: 10-27-81: K.T.D. Copy to NCA, Agency, NAB & NAF

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Subject Files</u> (Cont'd)</p> <p>Permanent. Screen annually for transfer to storage when 10 years old. Offer to National Archives in 10 year blocks when 30 years old. (1961-present 60 cu. ft.) (Estimated annual accumulation 2¹/₂ cu. ft.)</p>		
2.	<p><u>Index to Subject Files</u></p> <p>The index of key terms is maintained on a mini-computer. Computer printouts used as finding aid. (1961-present 4")</p> <p>Maintain only current index. Permanent. Transfer to storage and offer to National Archives along with item 1 records.</p>		
3.	<p><u>Administrative Files</u></p> <p>Correspondences, reports, forms, and other documents accumulated incident to budget, personnel, general services and other administrative activities.</p> <p>Destroy when no longer needed for current operations.</p>		
4.	<p><u>Reference and Information Files</u></p> <p>Information copies of telegrams, airgrams, correspondence, reports, publications, publicity material, etc.</p> <p>Destroy when no longer needed in current operations.</p>		
5.	<p><u>Working Papers</u></p> <p>Correspondence, forms, reports, memoranda and related papers concerning various projects not covered elsewhere in this schedule.</p> <p>Destroy when 3 years old.</p>		
6.	<p><u>Chronological Files</u></p> <p>Copies of communications of all types, arranged chronologically without regard to subject. The files are copies of those filed elsewhere by subject. Destroy when 4 years old.</p>		

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4