

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Red NCD 13 Jan 81

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Arms Control and Disarmament Agency
2. MAJOR SUBDIVISION (See below for titles)
All Substantive Policy Bureaus of Agency
3. MINOR SUBDIVISION
Applicable to common type files & records
4. NAME OF PERSON WITH WHOM TO CONFER
John H. Murphy
5. TEL EXT
632-3442

LEAVE BLANK	
JOB NO NCI-383-81-3	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-8-81 Date	Edward Ullender Archivist of the United States

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 5 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 July 10/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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
	Pertains to selected materials in the Bureau of Weapons Evaluation & Control; Bureau of International Security Affairs; Bureau of Multinational Affairs; and Bureau of Non-Proliferation. The following cover common type of records and materials accumulated and maintained by these substantive policy and program elements of the Agency. These disposition instructions apply to all named bureaus. (Some of these categories may be covered in GSA GRS.)		
1.	Logs or registers of communications of all types received and sent. Destroy 6 months after date of entry. (GRS 12/3a)		
2.	Registered Mail receipts such as Pod Form 3811 Destroy when 1 year old. (GRS 12/5a)		
3.	Diplomatic Pouch Mail Registration State Form JF-14 (Formerly DS-1022) Destroy when 1 year old. (GRS 12/5a)		
	ACDA concurs in changes made. RCT/NARS-NCD		27 items

Closed Out: 9-17-81 [Signature]
Copy to Agency, NCW, NNB & NNF

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
4.	Classified Material Receipt, Dept. State Form 112 (Formerly DS-406) Destroy when 2 years old. (GRS 18/3) a. Part I Destroy when 2 years old. (GRS 18/3) b. Part II Addressee Destroy upon receipt. c. Part III Messenger Service Copy Destroy when 3 years old. d. Part IV signed copy returned to sender. Destroy when 3 years old.		
5.	Cover Sheet for Classified or Controlled File Destroy along with classified document.		
6.	Register of other record of destruction of classified documents. Destroy when 2 years old. (GRS 18/5)		
7.	Record of safe combination. Destroy when superseded by a new form or list, or upon turn-in of containers. (GRS 18/8)		
8.	Security Check Sheet. Destroy when superseded by a new form or list, or upon turn-in of containers. (GRS 18/8)		
9.	Notice of Security Violation. Destroy when 1 year old. (GRS 18/19a)		
10.	Security Survey and Inspection reprot, excluding those maintained by the Security Office. Destroy when 2 years old. (GRS 18/9)		
11.	Chron files of Senate confirmed appointees. Permanent. Retain two years in office or A/CS vault. Transfer to WNRC 1 yr. after departure of employee. Offer to NARS when 15 years old.		

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12.	Other Chronological, Reading, Circulating of Day Files. Destroy when 1 year old. (Non-Record material)		
13.	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. Cut off each year, retain 1 year then destroy. (Non-Record)		
14.	Organizational studies pertaining only to that specific office of bureau which incorporated into agency structure or not implemented. Permanent. Offer to NARS in 5 year Destroy when superseded or obsolete blocks when 20 years old (e.g. offer 1970-74 block in 1995). (GRS 16/13 a, b)		
15.	Bureau, office, division files on training, education. Destroy when obsolete. (GRS 1/30)		
16.	Official travel voucher preparation request for orders. Destroy when no longer needed for administrative use. (GRS 9/3,4)		
17.	The Congressional Director, Congressional Record Legislative Hearings, Appropriation Hearing, etc. Destroy when superseded or no longer needed in current operations. (Non-Record material)		
18.	Duplicating Materials. Includes stencils, photographic plates, paper mats, hectograph and ozlid masters, etc. Destroy when superseded or no longer needed in current operations. Retain no repetitive directory more than 3 years when subsequent editions on hand. (Non-Record material)		
19.	Shorthand & Steonographic Materials, Shorthand notes, stenographic notebooks and stenographic tapes. Destroy when notes have been transcribed. (Non-Record material)		

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20.	Mailing List Records and related correspondence concerning changes. Destroy after appropriate revision of mailing list or after 3 months, whichever is earlier. (GRS 13/5a)		
21.	<u>Information Files</u> Consists of <u>information copies</u> of telegrams, airgrams and other documents prepared or issued by the Agency, Department, or other Federal activities. Destroy when obsolete or when no longer needed in current operation. (Non-Record material)		
22.	<u>Speech Files</u> Copies of speeches of officers of the Agency. (Not applicable to records schedules for PA). Destroy when no longer needed for reference. (Non-Record Material)		
23.	<u>Working Files</u> Preliminary or rough drafts of letters, memoranda, reports or other documents, and preliminary worksheets or notes used in the preparation of documents but which do not record necessary approval or basic changes in the text. Destroy when obsolete or when no longer needed in current operations. (Non-Record material)		
24.	<u>Transmittal Slips</u> Transmittal Slips and other types of communications used to transmit documents, publications, or other items. Destroy incoming transmittal when information on transmitted documents has been transcribed; destroy. (Non-Record material)		
25.	<u>Administrative Correspondence Files</u> Correspondence files maintained by bureau and lower level units pertaining to their internal operations and administration. Cut off annually. Destroy when 2 years old.		
26.	<u>Unofficial Personnel Files</u> Copies of personnel history statements, applications forms and other documents duplicated in official personnel folders relating to personnel of the bureau or office. Destroy after transfer or separation of employee. (Non-Record material)		

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27.	<p><u>Budget Working Papers</u> Rough worksheets, machine listing, adding machine tapes and miscellaneous reference materials accumulated in connection with ZBB, and other budget estimates and justifications.</p> <p>Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5/4)</p>		