

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>DO NOT WRITE BLANK (NARA use only)</b>	
<b>TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</b> WASHINGTON, DC 20408		<b>JOB NUMBER</b> <i>N1-374-051</i>	<b>DATE RECEIVED</b> <i>12/15/04</i>
<b>1. FROM (Agency or establishment)</b> DEFENSE THREAT REDUCTION AGENCY (DTRA)		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
<b>2. MAJOR SUBDIVISION</b> MISSION SUPPORT DIVISION			
<b>3. MINOR SUBDIVISION</b> INFORMATION SUPPORT BRANCH			
<b>4. NAME OF PERSON WITH WHOM TO CONFER</b> Gary Lewis, DTRA Records Manager	<b>5. TELEPHONE</b> (703) 767-4722	<b>DATE</b> <i>9/10/08</i>	<b>ARCHIVIST OF THE UNITED STATES</b> <i>[Signature]</i>
<b>6. AGENCY CERTIFICATION</b> I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input checked="" type="checkbox"/> is not required;</span> <span><input type="checkbox"/> is attached; or</span> <span><input type="checkbox"/> has been requested.</span> </div>			
<b>DATE</b> 12/8/2004	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>[Signature: Polly Black]</i>	<b>TITLE</b> DTRA RECORDS OFFICER	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><i>Media Neutral</i></p> <p>DTRA Series 202.03 - Cooperative Threat Reduction</p> <p>Description: Cooperative Threat Reduction program planning and review records and project files.</p> <p>Disposition: Permanent. Cut off at end of calendar year. Retire to FRC when 5 years old. Transfer to NARA 30 years after cutoff.</p> <p><i>Preaccessioning of records for this series is authorized, and electronic records will be transferred to NARA in accordance with NARA electronic transfer standards in effect at the time of transfer.</i></p> <p>Background of Cooperative Threat Reduction: The DTRA Cooperative Threat Reduction directorate is responsible for the implementation of the Department of Defense's Cooperative Threat Reduction (CTR) Program. The mission of the CTR program is to prevent the proliferation of weapons of mass destruction (WMD) and related materials, technologies and expertise from former Soviet Union (FSU) states. This includes providing for the safe destruction of Soviet era WMD, associated delivery systems and related infrastructure. The program supports the agency's strategic plan goal of reducing the present threat of WMD and contributes to national security by reducing the WMD threat to the United States and allies, enhancing preparedness against biological threats, supporting the Global War on Terrorism and expanding U.S. influence in the FSU states.</p>		<p><i>per e-mail 7-15-08</i></p> <p><i>MB Weaver, DTRA</i></p>

Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

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Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.