

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-93-031

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/12/2020

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

Item 2 - Daily Activity Records

Item 5 - Chronological Files

Item 21 - Conference Administrative Files

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

All items except the ones listed above are inactive. They are superseded by N1-059-01-012

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-93-31	DATE RECEIVED 6/14/93
1. FROM (Agency or establishment) U.S. Department of State		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Deputy Asst. Secretary - Nuclear Energy & Energy Technology Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION OES/N		DATE 7-17-93	ARCHIVIST OF THE UNITED STATES <i>Andy Huskamp Peterson</i>
4. NAME OF PERSON WITH WHOM TO CONFER Victoria A. Coffineau	5. TELEPHONE 202-647-6022		

6. AGENCY CERTIFICATION
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 8 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,

is not required; is attached; or has been requested.

DATE 6/9/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kevin F. Rossman</i>	TITLE Department of State Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>RECORDS OF:</p> <p>Deputy Assistant Secretary for Nuclear Energy and Energy Technology Affairs (OES/N)</p> <p>Office of Export and Import Control (OES/NEC)</p> <p>Office of Non-Proliferation and Export Policy (OES/NEP)</p> <p>Office of Nuclear Technology and Safeguards (OES/NTS)</p> <p>(See Attachment)</p>		

Copies sent to Agency, NN-W, NNT, NCF

DEPTY ASST SEC. - NUCLEAR ENERGY & ENERGY TECHNOLOGY AFFAIRS (OES/N)

1. DEPUTY ASSISTANT SECRETARY'S FILES arranged by subject, by country, and chronologically

Correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers and other documentation, received or sent by the Deputy Assistant Secretary, pertaining to the formulation and development of policy positions relating to U.S. interests in nuclear energy and energy technology affairs. These records are handled directly by the Deputy Assistant Secretary without being sent to an action office.

Volume on Hand: 1 cf
 Annual Accumulation: .25 cf

PERMANENT: Retire to the RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

2. DAILY ACTIVITY RECORDS arranged chronologically

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of an official capacity created and maintained in hard copy or electronic form, excluding materials determined to be personal.

Volume on Hand: 1 cf
 Annual Accumulation: .25 cf

PERMANENT: Retire to the RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

3. SUBJECT and COUNTRY FILES arranged by subject and by country

Correspondence, telegrams, airgrams, speeches, press releases, background papers, Congressionals, and other documentation, received or sent by the Deputy Assistant Secretary, reflecting policy formulation on nuclear non-proliferation, application of international safeguards, nuclear export and control policies, nuclear cooperative agreements, and international initiatives in energy technology matters.

Volume on Hand: 6 cf
 Annual Accumulation: 2 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

4. ORGANIZATION and CONFERENCE FILES arranged by organization, thereunder by conference date

Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation in national and international organizations which address nuclear energy and energy technology concerns.

Volume on Hand: 1 cf
Annual Accumulation: .50 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

5. CHRONOLOGICAL FILES arranged by month and year

Duplicate copies of each outgoing and incoming communication, such as telegrams, airgrams, letters and reports, maintained in chronological order by month, and used for reference purposes only.

Volume on Hand: 1 cf
Annual Accumulation: .50 cf

PERMANENT: Retire to the RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

6. CONFERENCE ADMINISTRATIVE FILES arranged by organization, thereunder by conference date

Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Destroy 3 years after end of conference.

OFFICE OF EXPORT AND IMPORT CONTROL (OES/NEC)

7. SUBJECT and COUNTRY FILES arranged by subject and by country

Correspondence, telegrams, airgrams, and other documentation pertaining to nuclear exports, such as uranium trade policy, nuclear export financing, and the environmental impact of certain nuclear exports.

Volume on Hand: 30 cf
Annual Accumulation: 3 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

8. ORGANIZATION and CONFERENCE FILES arranged by organization, thereunder by conference date

Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation in national and international organizations which address nuclear export concerns.

Volume on Hand: 18 cf
Annual Accumulation: 2 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

9. CONFERENCE ADMINISTRATIVE FILES arranged by organization, thereunder by conference date

Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Destroy 3 years after end of conference.

10. EXPORT CASE FILES arranged by case number

Copies of export license application of Nuclear Regulatory Commission origin, telegrams, airmgrams, memoranda, technical reports, and other related material supporting the office's position on the export of nuclear materials.

Volume on Hand: 34 cf
Annual Accumulation: 4 cf

PERMANENT: Retire to the RSC 3 years after case is closed. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

11. AGREEMENT REFERENCE FILES arranged by subject, thereunder chronologically

Full and partial text copies of bilateral and multilateral agreements on nuclear non-proliferation maintained separately from subject files as a collection in a filing cabinet or on a shelf, and used as reference material only.

Destroy when no longer needed for reference purposes.

12. BACKGROUND/BRIEFING BOOKS

Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on nuclear export matters.

a. Master Copy

Volume on Hand: 4 cf
Annual Accumulation: .50 cf

PERMANENT: Retire to the RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

b. Extra Copies

Destroy when 1 year old.

OFFICE OF NON-PROLIFERATION AND EXPORT POLICY (OES/NEP)

13. SUBJECT and COUNTRY FILES arranged by subject and by country

Correspondence, telegrams, airgrams, and other documentation pertaining to nuclear non-proliferation, and peaceful nuclear cooperative initiatives. Documents reflect decisions taken by this office on nuclear matters.

Volume on Hand: 34 cf
Annual Accumulation: 5 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

14. ORGANIZATION and CONFERENCE FILES arranged by organization, thereunder by conference date

Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation in national and international organizations which address nuclear non-proliferation concerns.

Volume on Hand: 6 cf
Annual Accumulation: .50 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

15. CONFERENCE ADMINISTRATIVE FILES arranged by organization, thereunder by conference date

Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Destroy 3 years after end of conference.

16. NEGOTIATION/AGREEMENT FILES arranged by country

Correspondence, telegrams, airgrams, memoranda, bilateral and multilateral agreements, reference material and other documentation regarding agreements on the peaceful use of nuclear energy.

Volume on Hand: 14 cf
Annual Accumulation: 1 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 30 years old. Transfer to the National Archives immediately thereafter in 5 year blocks.

17. AGREEMENT REFERENCE FILES arranged by subject, thereunder chronologically

Full and partial text copies of bilateral and multilateral agreements on nuclear non-proliferation maintained separately from subject files as a collection in a filing cabinet or on a shelf, and used as reference material only.

Destroy when no longer needed for reference purposes.

18. BACKGROUND/BRIEFING BOOKS

Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on environmental protection matters.

a. Master Copy

Volume on Hand: 10 cf
Annual Accumulation: 1.5 cf

PERMANENT: Retire to the RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

b. Extra Copies

Destroy when 1 year old.

OFFICE OF NUCLEAR TECHNOLOGY AND SAFEGUARDS (OES/NTS)

19. SUBJECT and COUNTRY FILES arranged by subject and by country

Correspondence, telegrams, airgrams, and other documentation pertaining to nuclear non-proliferation policy formulation, application of international safeguards, and bilateral cooperative programs to further non-proliferation objectives, and reflecting the decisions taken by OES/NTS on nuclear safeguard matters.

Volume on Hand: 61 cf
Annual Accumulation: 5 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

20. ORGANIZATION and CONFERENCE FILES arranged by organization, thereunder by conference date

Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation in national and international organizations which address nuclear safeguard concerns.

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

21. CONFERENCE ADMINISTRATIVE FILES arranged by organization, thereunder by conference date

Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken for conferences.

Destroy 3 years after end of conference.

22. TECHNICAL REFERENCE FILES

Publications, reports and other background information maintained separately from subject files as a collection in a filing cabinet or on a shelf, and used as reference material only.

Destroy when no longer needed for reference purposes.