NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE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Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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Many permanent records were permanently withdrawn in 1997-98.

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 12 was superseded by NC1-383-84-01 item 36; and NC1-383-85-01 items 55-64, 71, 73, 76-98, and 106

Item 15a was superseded by NC1-383-84-01 items 30 and 33

Item 15b was superseded by NC1-383-84-01 items 30 and 33; and NC1-383-85-01 items 10 and 11

Item 17 was superseded by N1-383-97-001, item 17

Item 19 was superseded by NC1-383-84-01 item 52

Kerd NC D 17/04) 14/

RE	(See Instructions on reverse)	UTHORITY		EAVE BLANK	
•	(See Instructions on reverse)	•	JOB NO.		
	AL SERVICES ADMINISTRATION, L ARCHIVES AND RECORDS SERVICE, WASHINGTON,	DC 20408	DATE-RECEIVED	33-81	-1
1. FROM (AGE	NCY OR ESTABLISHMENT) ontrol and Disarmament Agen		Januar	STION TO AGEN	987
Office	of Administration		In accordance with the pro-	visions of 44 U.S.C. 33	803a the disposal re-
3. MINOR SUB	BDIVISION		be stamped "disposal not	approved" or "withdr	awn" in column 10.
4. NAME OF P	PERSON WITH WHOM TO CONFER	5. TEL. EXT.	10-15-81	udnes)	Var
John H	. Murphy	632-3442	Date	Archivist of the	Inited States
	E OF AGENCY REPRESENTATIVE:	· · · · · · · · · · · · · · · · · · ·			
□ A □ B	ency or will not be needed after the retention processed and the retention processed after the retention processed after a specific retention.	·	of time or requ	est for pe	rmanent
C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE Denuty A	dministrativ	eDirecto	r
7. ITEM NO.	(With Inclusive Dates or R	OF ITEM		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	The Office of Administrati administrative management providing support to all o includes all personnel, bu security, communications at tive activities. The Offi and other senior officials these and other matters re	of the Agen f its compodget, fiscand general ce advises of the Age	acy and for onents. This l, supply, administrathe Director on		

ment of the agency, and maintains regular liaison with the Department of State and other organizations providing services for the Agency.

211tcms

115-107

Changes Nade with ACA Concornence.

Ter

Closed Out: 10-27-81: K. T.D. C.,

MASS DATA CHANGE SHEET NAT ZERVILED

STANDARD FORM 115 Revised April, 1975 Prescribed by General Services

Copy to NCW As EMB (41 CFR) 1812124

Request for	or Records Disposition Authority – Continuation	on	JOB NO.		PAGE OF 2 / 6
7, ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention	9. SAMPLE OR JOB NO.	10. ACTION TAKEN		
	Office of the Administrative D	irector			
1.	Directive Case Files				
	Internal directives issued (1961-present-2 cu ft) Estaccumulation- 1 inch.			vel.	
	Record copy with supporting data of	Permanent. to WNRC wh			
	important aspects	old. Offer	to Na	tional	
	of the development of the issuance.	Archives wold in 10 years		l '	5
2.	Forms Files	, ,	-		,
	One record copy of each form created by the agency with related documentation showing scope and purpose of form.	Temporary. 5 years aft form is dis superseded	er re conti	lated nued,	(GRS 16,4) d.
3.	Publications				
	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.	Temporary, when supersobsolete, or needed.	seded	,	
4.	Management Improvement	Reports			
	Copies of reports submitt of Management and Budget analyses and feeder reportemporary. Destroy when	and related ts.	i		

Standard	Form	No.	115a.
Promulgated			
General Serv			tration

Job No.	Page	3
		D0 000

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	
5	Chronological Files			
	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. Destroy when 2 years old.			
6.	Reference and Information Files			
	Consists of information copies of telegrams, airgrams, correspondence, reports, publications, publicity material, etc. Destroy when no longer needed in current operations.			
7.	Overseas Conference Files			
	Correspondence, memoranda, reports and related papers relating to the administrative backstopping of conferences. Destroy when 5 years old.			
8.	Information Systems Reports			
	Submission to GAO concerning information systems data on fiscal, budgetary and program related data Destroy when 3 years old.			
9.	Working Papers			
	Correspondence, forms, reports, memoranda and related papers concerning administrative function of ACDA. Destroy when 3 years old.	S		
	SECURITY RECORDS			
10.	Security Policy Files (Estimated Annual accumula	tion <u>1</u>	inch)
	Manuals, directives, plans, reports, and correspondence reflecting policies and procedures developed in the administration and direction of security programs for the Agency. (1961-present Temporary. When 10 years old.	2cu.ft. estroy		
	Four copies, including original, to be submitted to the National Archives			

Standard Form No.	11584
Promulgated 9-1-49 by	
General Services Adminis	tration
The National Archives	

	-				
		No.	•	Dogo	4
_	1	110.		Page	
				of U	Dages

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
11.	Budget Records		
	Budget Policy Files Correspondence and records which documents the ACDA budget policies and procedures and the development, establishement and execution of budget, plans programs and procedures. (1961 - present - 3 cu. ft.) (Estimated annual accumulation cu. ft.) ***********************************	XXX	10 yrs o'd.
	Central Policy Records		
12.	Central Policy File		
	Subject file containing documents of a substantive nature, regardless of physical format, that establish, discuss, or define arms control and disarmament policy unless such records have been authorized to be maintained on a decentralized basis. (period covered 1961-present. ************************************		
	Offer to National Archive when 30 years old in 10 year blocks.	S	
13.	Document Classifier Data Index		
	This file is maintained on data index cards in accordance with E.O. 12065. Contains names listing of documents classified by a particular individual. Destroy 1 year after individual leave the Agency or no longer has authority to classify documents whichever is sooner.		

-				
Request	for Records Disposition Authority – Continuation	JOB NO.		PAGE OF 5 / 6
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN	
14.	Non-SALT Files			
	Numerical file consisting of airgrams, telegrams, cons and related papers pertaining to the Mutual as Balanced Force Reduction Talks(MBFR).			
	PERMANENT. Cut off every two years, retain in two years, transfer to WNRC. Offer to NARS when		old in 10	yr blocks.
15.	A. SALT Numerical File			
	Created principally from Helsinki and Geneva deal with Strategic ARms Limitations Talks. Arranged ically by post and thereunder by calendar year. Voto date 198 cu ft. Estimated annual volume 4 cu ft.	numer lume		
	PERMANENT. Cut off at end of specific negotiation SALT I(69-72), SALT II(72-80), SALT III(). Traction WNRC when no longer needed for current business Offer specific negotiations to NARS when most records are 30 years old (e.g. SALT I in 2003).	ansfer ess.	. ,	
	B. SALT Subject Files		•	
	Records created principally in the United States reto Strategic Arms Limitations Talks. Arranged by (e.g. MIRV, GRAY AREA, DISMANTLING). Volume 165 cu ft. Estimated annual volume 10 cu ft. 1969-	subject to dat	e	
	PERMANENT. Cut off at end of specific negotiatic SALT I(69-72), SALT II(72-80), SALT III(). True to WNRC when no longer needed for current businesses of the specific negotiations to NARS when most records are 20 years old(e.g. SALT I in 2003).	ansfer ess.	• •	
16.	In-House Transitory Procedures Files			
	Records having short-term administrative value s near term notices on personnel assignments, new numbers, access to building, holiday hours, train	phone	rses.	
	TEMPORARY. Cut off yearly. Keep 6 months the	n destr	oy.	

	,		, ,		6
ų	b	No.		 Page	6
				of	Dages

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.	Sensitive Chronological File		
	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.		
18.	Washington Prepared (Agenda) - Memcon File		
	Memorandum of conversations maintained chronologically Cut off every 2 years and transfer to WNRC. Destroyens and when 10 years old.	l y	
19.	Organization and History File		
	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 2 cu. ft.) Permanent. Offer to National Archives when 30 years old in 10 year blocks.	<u>.</u> .)	
	General Services Records		
20.	Motor Vehicle Policy and Precedent Files		
	Correspondence, studies, reports, etc., documenting policies, procedures and precedents concerning the use of official motor vehicles. Destroy when 5 years old.		