

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-273-90-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Items 1, 2, 3, 4, 9 (part) and 10 were transferred to the National Archives in 1990. The remaining records were transferred at the end of the Clinton Administration.

The National Security Council (NSC) Institutional Files were part of an ongoing body of records that the NSC maintained, dating from the Eisenhower administration. They were retained by the NSC for continuity of government purposes, and transferred to the physical and legal custody of the National Archives and Records Administration (NARA) at the end of the Clinton administration. President Clinton directed that the Institutional Files of each administration eventually be deposited at their respective presidential libraries.

Truman Library: Papers of Harry S. Truman Staff Member and Office Files: National Security Council File

Eisenhower Presidential Library: Papers as President: NSC SERIES

JFK Library: Presidential Papers: National Security Files

LBJ Library: Presidential Papers: National Security Files, 1963-1969

Richard Nixon Presidential Library and Museum: Presidential (National Security): National Security Council Institutional Files (H-Files).


Gerald R. Ford Library: U.S. National Security Council Institutional Files, 1974-77

Jimmy Carter Library: National Security Council Institutional Files, 1977-81

Ronald Reagan Library: Executive Secretariat, NSC

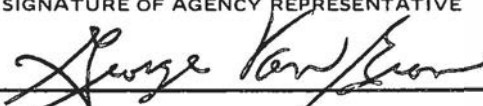
Date Reported: 3/9/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-273-90-1	DATE RECEIVED 03-06-1990
1. FROM (Agency or establishment) NATIONAL SECURITY COUNCIL		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION SECRETARIAT		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER George Van Eron	5. TELEPHONE EXT. 395-7356	DATE 5/10/90	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 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE 3-5-90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE DIRECTOR, NSC SECRETARIAT		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)	
1.	<p>Administrative Files, 1947-1961. Correspondence, reports, memorandums, internal NSC issuances, printed documents, and other material relating to the NSC's internal organization and procedures and the NSC's relationship, interest, and interaction with various government and non-government entities. Arranged by a numerical filing system.</p> <p>Volume: ca. 10 feet.</p> <p><u>Disposition.</u> Permanent. Transfer to the National Archives immediately. During archival processing, NARA may segregate and destroy material covered by the General Records Schedules.</p>			

Copy sent to agency by JDF
 NNT 5/10/90 5-8-90

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2. General, Miscellaneous, and Nut Files, 1947-1961. Correspondence, receipts, memorandums, and other material generally of a non-substantive nature. The files include public comment mail, referral letters, crank letters, and routine general correspondence. Generally arranged by year.

Volume: ca. 2 feet.

Disposition: Destroy during archival processing of Administrative Files (Item 1).

3. Records of the NSC Representative on Internal Security (J. Patrick Coyne), 1950-1962. Correspondence, reports, extracts of minutes of meetings, publications, notes, memorandums, instructions, telegrams, issuances, presentations, and NSC Records of Action. These files generally relate to internal security matters. Arranged by type of records or subject.

Volume: 10-1/2 feet.

Disposition: Permanent. Transfer to the National Archives immediately.

4. Security Files, 1947-1961. Correspondence, reports, memorandums, forms, and other material relating to security clearances and major security cases.

Volume: 2 feet

Disposition: Transfer^{immediately} to the National Archives. Retain files on Projector/Kantrowitz and Oppenheimer cases. Destroy remaining cases (those covered by GRS) during archival processing.

5. Committee Files, 1969-1989. Files pertaining to the organization, administration and functions of internal NSC committees, panels, study groups, and similar bodies. Included in this series are the files of the National Security Planning Group (NSPG), the Ad Hoc Technical Panels, the Under Secretaries Committee, the Vietnam Special Studies Group, the Privacy Task Group, and like organizations. Files generally are arranged by committee and thereunder chronologically.

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Volume: 12 feet.

Disposition: Permanent. Transfer to National Archives 20 years after the end of the administration which created the files.

6. Minutes of Meetings, 1969-1989. Minutes of meetings of the National Security Council, the Verification Panel, the Washington Special Action Group, the Defense Program Review Group, the Senior Review Group, the Intelligence Committee, and the Committee on foreign Intelligence. Some minutes have background material such as briefing papers, agendas, and memorandums attached to them. Records are arranged by committee or group and thereunder chronologically.

Volume: 8 feet.

Disposition: Permanent. Transfer to the National Archives 20 years after the end of the administration which created the files.

7. Meeting Files, 1969-1989. Files documenting meetings of National Security Council committees and organizations. Files contain schedules of meetings, lists of attendees, agendas, talking points, background materials, and summaries of conclusions and/or recommendations. Included in this series are meetings of the Crisis Pre Planning Group, the Policy Review Group, the Washington Special Actions Group, the Special Coordinating Committee Group, the Mini SCC, the National Security Council Intelligence Committee, the Defense Program Review Committee, and the National Security Council itself. Arranged by committee and thereunder chronologically.

Volume: ca. 90 feet.

Disposition: Permanent. Transfer to National Archives 20 years after the end of the administration which created the files.

8. Study Memorandums, 1969-1989. Formal directives by the President directing that studies be

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undertaken for discussion by the NSC. This includes documents known as National Security Study Memorandums (NSSMs), Presidential Review Memorandums (PRMs), and National Security Study Directives (NSSDs). A typical file includes background papers, input from various agencies, drafts, comments, memorandums, and the directive itself. Arranged numerically.

Volume: 60 feet.

Disposition. Permanent. Transfer to the National Archives 20 years after the end of the administration which created them.

9. Policy Papers, 1961-1989. Formal issuances used to establish policy and inform Departments and Agencies of Presidential decisions and their responsibilities in carrying them out. This includes the documents known as National Security Action Memorandums (NSAMs), National Security Decision Memorandums (NSDMs), Presidential Directives (PDs), and National Security Decision Directives (NSDDs). A typical file includes background memorandums, submissions from the various departments involved, drafts, memorandums to the President, Presidential approvals, and the signed policy paper. Some files include narrative background and history for the papers. Arranged numerically.

Volume: 35 feet.

Disposition. Permanent. Transfer to the National Archives 20 years after the end of the administration which created the files or when rescinded, whichever is later.

10. Agendas, 1961-1964. Agendas of meetings of the NSC. Arranged chronologically. Also included is a file entitled "Working File on Setting Up NSC Meetings."

Volume: 1/3 foot.

Disposition. Permanent. Transfer to the National Archives in 1990.

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11.

Under Secretaries Committee Memorandum Files, 1969-1977. Files documenting Under Secretaries Committee activities regarding specific studies and recommendations. This series has two distinct subseries:

a. Study (Pre-Decisional) Memorandums 1 - 165. Files relating to specific studies assigned to and carried out by the Committee. Files consist of statement of issue, tasking memoranda to various offices, inputs from these offices, and draft Under Secretary Committee positions. Arranged numerically.

Volume: 8 feet

Disposition: Permanent. Transfer to National Archives in 1997 or sooner if negotiated between the National Archives and the National Security Council.

b. Decision Memorandums 1 - 142. Final position papers prepared by the Under Secretaries Committee for the National Security Council and responding to specific issues. Arranged numerically.

Volume: 5 feet

Disposition: Permanent. Transfer to National Archives in 1997 or sooner if negotiated between the National Archives and the National Security Council.

12.

Washington Special Actions Group Contingency Books, 1969-1977. Compilations prepared for use by the Washington Special Actions Group in anticipation of and during various crises. The books include material such as memorandums, talking points, agendas, memorandums of conversation, summaries, assessments, telegrams, reports, situation reports, and plans for various courses of action. Arranged by contingency.

Volume: 4 feet.

Disposition: Permanent. Transfer to the National Archives in 1998 or sooner if negotiated between the National Archives and the National Security Council.

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13.	<p><u>Investigation Files, ca. 1970s-1987.</u> Documentation pertaining to investigations conducted by, of, or of interest to the National Security Council. Arranged by administration and thereunder by investigation.</p> <p>Volume: ca. 13 feet.</p> <p><u>Disposition:</u> Permanent. Transfer to the National Archives 20 years after the end of the administration which created the files or sooner if negotiated between the National Archives and the National Security Council. At that time, NARA will segregate and destroy reference and duplicate material.</p>		
14.	<p><u>Intelligence Files, 1969-1989.</u> Documentation relating to overt intelligence matters or activities. (NOTE: This file does not include the record copy of Reagan Administration System IV intelligence material.) Arranged by administration and thereunder chronologically.</p> <p>Volume: ca. 26 feet.</p> <p><u>Disposition:</u> Permanent. Transfer to National Archives in 2009.</p>		
15.	<p><u>General Institutional Files of the Nixon, Ford, and Carter Administrations, 1969-1981.</u> Files documenting the functions and activities of the National Security Council, including its intelligence and housekeeping functions.</p> <p>a. General Institutional Files of the Nixon-Ford administrations, 1969-1977. Arranged chronologically.</p> <p>Volume: ca. 6 feet</p> <p><u>Disposition:</u> Permanent. Transfer to National Archives in 1997.</p> <p>b. General Institutional Files of the Carter administration, 1977-1981. Some portions arranged chronologically, others by subject, and others lack discernible arrangement.</p> <p>Volume: 26 feet</p>		

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16.	<p><u>Disposition:</u> Permanent. Transfer to the National Archives in 2001. Routine and mundane material will be destroyed by the National Archives during archival processing.</p> <p><u>Reagan Administration Systems Files, 1981-1989.</u> A three-part logged recordkeeping system devised during the Reagan Administration to maintain National Security Council documents separately from White House files, to distinguish between the different types of NSC documents, and to help track the documents both for security and operational reasons.</p> <p>The three systems are as follows:</p> <p>a. System I Administrative Files. Files dealing primarily with administrative or internal action matters. These files document the whole range of NSC activities. (NOTE: System III files were absorbed into System I.) Arranged numerically.</p> <p>Volume: ca. 5 feet</p> <p><u>Disposition:</u> Permanent. Transfer to National Archives in 2009. Routine and mundane material (e.g., travel vouchers, time and attendance records, etc.) will be destroyed by NARA during archival processing.</p> <p>b. System II Institutional Files. Files dealing with policy documentation and determinations, and with NSC meeting data. Institutional Files usually require some action by either the President or the National Security Advisor. Arranged numerically.</p> <p>Volume: ca. 35 feet</p> <p><u>Disposition:</u> Permanent. Transfer to National Archives in 2009.</p> <p>c. System IV Intelligence Files. Files dealing with intelligence, particularly covert actions and other highly sensitive intelligence matters. Arranged numerically.</p> <p>Volume: ca. 35 feet</p>		

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17.	<p><u>Disposition:</u> Permanent. Transfer to National Archives in 2009.</p> <p><u>Transition Files, 1974-1981.</u> Materials prepared by the departing administration to prepare the incoming staff about NSC organization and functions, issues, and priorities. Arranged by transition.</p> <p>Volume: ca. 7 feet.</p> <p><u>Disposition:</u> Permanent. Transfer to National Archives 20 years after the transition. Routine and mundane items will be destroyed by NARA during archival processing.</p>		
18.	<p><u>Records of the Staff Secretary, 1969-1981:</u> Correspondence, reports, memorandums, minutes of meetings, a decisions index, and other material. Files maintained by the Staff Secretary relating to the organization, functions, and activities of the NSC. Included are subject files, chronological files, and meeting files. Arranged by type of records.</p> <p>Volume: 13 feet.</p> <p><u>Disposition:</u> Permanent. Transfer to the National Archives 20 years after administration that created the files.</p>		