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## U.S. Department of State Records Schedule

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### *Chapter 24: Arms Control and International Security Records*

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#### Bureau of Arms Control

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**A-24-020-01a**                      **a. Weekly Activity Report (WAR) Files.**

**Description:**            Weekly reports containing activity updates from each office in the bureau. Arranged in chronological order within calendar year. WAR files of the Assistant Secretary and Deputy Assistant Secretaries. Official signed copies of reports from each bureau component.

**Disposition:**            PERMANENT: Close at end of the calendar year. Hold in current file area or retire to Records Service Center 1 year after closure. Transfer to WNRC when 5 years old. Transfer to National Archives 25 years after closure. (N1-383-97-01, item 1a)

**DispAuthNo:**            N1-059-01-11, item 1a                      **Date Edited:**        4/1/2005

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**A-24-020-01b**                      **b. Weekly Activity Report (WAR) Files.**

**Description:**            Files containing copies of WARs held in offices and divisions within the bureau.

**Disposition:**            TEMPORARY: Close at end of calendar year. Hold in current file area for 1 year, then destroy. (N1-383-97-01, item 1b)

**DispAuthNo:**            N1-059-01-11, item 1b                      **Date Edited:**        1/18/2002

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**A-24-020-01c**                      **c. Weekly Activity Report (WAR) Files.**

**Description:**            Electronic copies created on electronic mail and word processing systems.

**Disposition:**            TEMPORARY: Delete after recordkeeping copy has been produced.

**DispAuthNo:**            N1-059-01-11, item 1c                      **Date Edited:**        1/18/2002

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**A-24-020-02a**                      **Chronological Files.**

**Description:**            Chronological files of the Assistant Secretary and Deputy Assistant Secretaries. Arranged by calendar year in reverse chronological order, most recent date in front.

**Disposition:**            PERMANENT: Close at the end of the calendar year. Hold in current file area or retire to Records Service Center 1 year after closure. Transfer to WNRC when 5 years old. Transfer to National Archives 25 years after closure. (N1-383-97-01, item 2a)

**DispAuthNo:**            N1-059-01-11, item 2a                      **Date Edited:**        1/18/2002

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**A-24-020-02b**      **Chronological Files.**

**Description:** All other bureau offices and divisions.

**Disposition:** TEMPORARY: Close at end of calendar year. Hold in current file area for 1 year, then destroy. (N1-383-97-01, item 2b)

**DispAuthNo:** N1-059-01-11, item 2b

**Date Edited:** 1/18/2002

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**A-24-020-03a**      **Subject Files.**

**Description:** Substantive Files. Files relating to specific subjects or topics that establish, discuss, or define arms control and disarmament policy. May include correspondence, forms, reports, analysis, studies, cables and other related records. Files are maintained at the office level and are arranged alphabetically by subject.

**Disposition:** PERMANENT: Close at end of calendar year. Transfer to Records Service Center when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old in 5 year blocks. (N1-383-97-01, item 3a)

**DispAuthNo:** N1-059-01-11, item 3a

**Date Edited:** 1/18/2002

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**A-24-020-03b**      **Subject Files.**

**Description:** Files of a non-substantive nature. Files that pertain to administrative/housekeeping matters or consist of duplicate documents and/or reference copies. Files are maintained in offices within the bureau.

**Disposition:** TEMPORARY: Destroy when no longer needed for current business. (N1-383-97-01, item 3b)

**DispAuthNo:** N1-059-01-11, item 3b

**Date Edited:** 1/18/2002

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**A-24-020-03c**      **Subject Files.**

**Description:** Electronic copies created on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-11, item 3c

**Date Edited:** 1/18/2002

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### *Chapter 24: Arms Control and International Security Records*

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#### **A-24-020-04a      Treaty Negotiation Subject Files.**

**Description:** Files relating to the negotiations of treaties and agreements; working group proceedings; official copies of position papers and briefing books; analytical working papers; memoranda of conversation; Presidential decisions; talking points; planning papers; delegation lists; speeches; reports; meeting agenda; meeting minutes and other substantive records relating to arms control, nonproliferation and disarmament. Files are maintained at the office level and are filed alphabetically by subject, or chronologically by negotiation round.

**Disposition:** PERMANENT: Close at end of negotiation round or at end of calendar year. Hold in current file area for 1 year and transfer to Records Service Center. Transfer to WNRC 5 years after closure or when no longer needed, whichever is sooner. Transfer to National Archives 25 years after closure. (N1-383-97-01, item 4)

**DispAuthNo:** N1-059-01-11, item 4a      **Date Edited:** 1/18/2002

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#### **A-24-020-04b      Treaty Negotiation Subject Files.**

**Description:** Electronic copies created on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-11, item 4b      **Date Edited:** 1/18/2002

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#### **A-24-020-04c      Treaty Negotiations - Cables 1964 - 1994**

**Description:** Arranged by negotiation. Telegrams, airgrams, dispatches, and other documentation relating to various arms control negotiations. Volume: approximately 120 cubic feet

**Disposition:** PERMANENT. Transfer to the Records Service Center (RSC) immediately as an integral file block for transfer to a records storage facility. Transfer entire block to the National Archives when most recent records are 25 years old.

**DispAuthNo:** N1-383-06-01, item 1      **Date Edited:** 2/28/2006

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### *Chapter 24: Arms Control and International Security Records*

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#### **A-24-020-05a      Verification and Implementation Subject Files.**

**Description:** Files relating to the implementation of signed arms control, nonproliferation and disarmament treaties and agreements and the verification of compliance with such treaties and agreements; working group proceedings; official copies of position papers and briefing books; analytical working papers; memoranda of conversation; Presidential decisions; talking points; planning papers; delegation lists; speeches; reports, meeting agendas; meeting minutes and other substantive records. Filed alphabetically by subject, or chronologically by negotiation round.

**Disposition:** PERMANENT: Close at end of negotiation round or at end of calendar year. Hold in current file area for 1 year and transfer to Records Service Center. Transfer to WNRC 5 years after closure or when no longer needed, whichever is sooner. Transfer to National Archives 25 years after closure. (N1-383-97-01, item 5)

**DispAuthNo:** N1-059-01-11, item 5a      **Date Edited:** 1/18/2002

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#### **A-24-020-05b      Verification and Implementation Subject Files.**

**Description:** Electronic copies created on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-11, item 5b      **Date Edited:** 1/18/2002

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#### **A-24-020-06a      Official Outgoing Correspondence.**

**Description:** Official outgoing correspondence files of the Assistant Secretary and Deputy Assistant Secretaries.

**Disposition:** PERMANENT: Close at end of calendar year. Hold in current file area for 1 year after closure and transfer to Records Service Center. Transfer to WNRC at end of 5 years. Transfer to National Archives 25 years after closure. (N1-383-97-01, item 8a)

**DispAuthNo:** N1-059-01-11, item 6a      **Date Edited:** 1/18/2002

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#### **A-24-020-06b      Official Outgoing Correspondence.**

**Description:** Correspondence files of offices and divisions within the bureau.

**Disposition:** TEMPORARY: Close at end of calendar year. Hold in current file area for 1 year, then destroy. (N1-383-97-01, item 8b)

**DispAuthNo:** N1-059-01-11, item 6b      **Date Edited:** 1/18/2002

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**A-24-020-06c**      **Official Outgoing Correspondence.**

**Description:** Electronic copies created on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-11, item 6c      **Date Edited:** 1/18/2002

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**A-24-020-07a**      **Country Files.**

**Description:** Files contain individual country data on arms control, nonproliferation and disarmament; briefing papers; cables; intelligence assessments of chemical and biological weapons programs of a country. Files are maintained by Chemical and Biological Weapons Conventions (CB) and are arranged chronologically.

**Disposition:** PERMANENT: Close files at end of calendar year. Transfer to Records Service Center when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives 25 years after closure. (N1-383-97-01, item 13)

**DispAuthNo:** N1-059-01-11, item 7a      **Date Edited:** 1/18/2002

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**A-24-020-07b**      **Country Files.**

**Description:** Electronic copies created on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-11, item 7b      **Date Edited:** 1/18/2002

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**A-24-020-08**      **Interagency Committee Files.**

**Description:** The Bureau is Chair/Secretariat: Documents on establishing, operating, and dissolving committees that consider, advise, take action, and report on specifically assigned functions. They include joint, interagency, and international committees in which the bureau participates; as well as committees operated solely by the bureau. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directive establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agendas, minutes and reports of committee meetings; and related documents. Arranged chronologically.

**Disposition:** PERMANENT: Close files at end of calendar year. Hold in current file area after closure and transfer to the Records Service Center. Transfer to WNRC when five years old or longer needed for administrative purposes, whichever is sooner. Transfer to National Archives 25 years after closure. (N1-3783-97-1, item 18a)

**DispAuthNo:** N1-059-01-11, item 8a      **Date Edited:** 1/18/2002

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### *Chapter 24: Arms Control and International Security Records*

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<b>A-24-020-08b</b>	<b>Interagency Committee Files.</b>
<b>Description:</b>	The bureau is not Chair/Secretariat. Documents on establishing, operating, and dissolving committees that consider, advise, take action, and report on specifically assigned functions. They include joint, interagency, and international committees in which the bureau participates; as well as committees operated solely by the bureau. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directive establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agendas, minutes and reports of committee meetings; and related documents. Arranged chronologically.
<b>Disposition:</b>	TEMPORARY: Destroy when no longer needed for current business. (N1-383-97-1, item 18b)
<b>DispAuthNo:</b>	N1-059-01-11, item 8b
<b>Date Edited:</b>	1/22/2002
<b>A-24-020-08c</b>	<b>Interagency Committee Files.</b>
<b>Description:</b>	Electronic copies created on electronic mail and word processing applications.
<b>Disposition:</b>	TEMPORARY: Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-11, item 8c
<b>Date Edited:</b>	1/22/2002
<b>A-24-020-09a</b>	<b>Information Report Files.</b>
<b>Description:</b>	Office of Record: Original versions of each report and substantive drafts of each report. Files of Congressional mandated reports on Chemical Weapons Ratification. Includes reports summaries and analyses. Files maintained by Chemical and Biological Weapons Conventions (CB) and arranged chronologically.
<b>Disposition:</b>	PERMANENT: Close upon final submission of report. Hold in current file area for 1 year and transfer to Records Service Center. Transfer to WNRC when 5 years after closure. (N1-383-97-1, item 15a)
<b>DispAuthNo:</b>	N1-059-01-11, item 9a
<b>Date Edited:</b>	1/22/2002
<b>A-24-020-09b</b>	<b>Information Report Files.</b>
<b>Description:</b>	All other offices.
<b>Disposition:</b>	TEMPORARY: Destroy when no longer needed for current business. (N1-383-97-01, item 15b)
<b>DispAuthNo:</b>	N1-059-01-11, item 9b
<b>Date Edited:</b>	1/22/2002

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**A-24-020-09c**                      **Information Report Files.**

**Description:**            Electronic copies created on electronic mail and word processing systems.

**Disposition:**            TEMPORARY: Delete after recordkeeping copy has been produced.

**DispAuthNo:**            N1-059-01-11, item 9c                      **Date Edited:**        1/22/2002

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#### Bureau of Nonproliferation

**A-24-035-01a      Weekly/Daily Activity Report (WAR/DAR) Files**

**Description:** Files include reports containing activity updates from each office in the bureau. Arranged in chronological order within calendar year.

A. WAR files of the Assistant Secretary and Deputy Assistant Secretaries. Official signed copies of reports from each bureau component.

**Disposition:** Permanent: Cut off at end of calendar year. Hold in current file area or retire to Records Service Center 1 year after closure. Transfer to WNRC when 5 years old. Transfer to National Archives 25 years after closure. (Ref. N1-383-97-1, item 1a)

**DispAuthNo:** N1-059-01-12, item 1a      **Date Edited:** 3/11/2002

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**A-24-035-01b      Weekly/Daily Activity Report (WAR/DAR) Files**

**Description:** b. Files containing copies of WARs/DARs held in offices and divisions.

**Disposition:** Temporary: Cut off at end of calendar year. Hold in current file area for 1 year, then destroy. (Ref N1-383-97-1, item 1b and N1-059-93-3, item 5)

**DispAuthNo:** N1-059-01-12, item 1b      **Date Edited:** 3/11/2002

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**A-24-035-01c      Weekly/Daily Activity Report (WAR/DAR) Files**

**Description:** c. Electronic copies created on electronic mail and word processing systems.

**Disposition:** Temporary: Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-12, item 1c      **Date Edited:** 3/11/2002

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**A-24-035-02a      Daily Activity Records**

**Description:** Files contain calendars, appointment books, schedules, logs, dairies, 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 material determined to be personal.

a. Files of the Assistant Secretary and Deputy Assistant Secretaries.

**Disposition:** Temporary: Cut off at end of calendar year. Hold in current file area and destroy when 2 years old.

**DispAuthNo:** N1-059-01-12, item 2a      **Date Edited:** 3/11/2002

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### *Chapter 24: Arms Control and International Security Records*

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<b>A-24-035-02b</b>	<b>Daily Activity Records</b>
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<b>Description:</b>	b. Office/division files.
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<b>Disposition:</b>	Temporary: Cut off at end of calendar year. Hold in current file area and destroy when 2 years old.
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<b>DispAuthNo:</b>	N1-059-01-12, item 2b	<b>Date Edited:</b>	3/11/2002
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<b>A-24-035-02c</b>	<b>Daily Activity Records</b>
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<b>Description:</b>	c. Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	Temporary: Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-12, item 2c	<b>Date Edited:</b>	3/11/2002
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<b>A-24-035-03a</b>	<b>Organization and Conference File</b>
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<b>Description:</b>	Files contain correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas, minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference materials documenting U.S. participation in national and international organizations. These organizations address nonproliferation, nuclear energy and energy technology, nuclear export, nuclear safeguards, and issues relating to the creation, transport, use, and misuse of chemical, biological, and missile weaponry. Arranged by organization.
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	a. Files of the Assistant Secretary and Deputy Assistant Secretaries.
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<b>Disposition:</b>	Permanent. Cut off at end of calendar year. Hold in current file area and retire to Records Service Center when 5 years old. Transfer to the WNRC when 10 years old. Transfer to National Archives when 25 years old in 5-year blocks. (Ref. N1-059-93-31, items 14 and 20 and N1-059-92-31, item 8)
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<b>DispAuthNo:</b>	N1-059-01-12, item 3a	<b>Date Edited:</b>	3/12/2002
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<b>A-24-035-03b</b>	<b>Organization and Conference File</b>
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<b>Description:</b>	b. Office files.
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<b>Disposition:</b>	Permanent. Cut off at end of calendar year. Hold in current file area and retire to Records Service Center when 5 years old. Transfer to the WNRC when 10 years old. Transfer to National Archives when 25 years old in 5-year blocks. (Ref. N1-059-93-31, items 14 and 20 and N1-059-92-31, item 2)
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<b>DispAuthNo:</b>	N1-059-01-12, item 3b	<b>Date Edited:</b>	3/12/2002
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<b>A-24-035-03c</b>	<b>Organization and Conference File</b>
<b>Description:</b>	c. Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-12, item 3c
	<b>Date Edited:</b> 3/12/2002
<b>A-24-035-04a</b>	<b>Conference Administrative Files</b>
<b>Description:</b>	Files of Deputy Assistant Secretaries and others, which contain correspondence, telegrams, airmails, 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. Arranged by organization.
<b>Disposition:</b>	Temporary. Cut off at end of calendar year. Destroy 3 years after end of conference. (Ref. N1-059-93-31, item 6 and N1-059-93-31, items 9, 15, and 21 and N1-059-92-38, item 3)
<b>DispAuthNo:</b>	N1-059-01-12, item 4a
	<b>Date Edited:</b> 3/12/2002
<b>A-24-035-04b</b>	<b>Conference Administrative Files</b>
<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-12, item 4b
	<b>Date Edited:</b> 3/12/2002
<b>A-24-035-05a</b>	<b>Chronological Files</b>
<b>Description:</b>	Chronological files of the Assistant Secretary and Deputy Assistant Secretaries. Arranged by calendar year in reverse chronological order, most recent date in front.
<b>Disposition:</b>	Permanent. Cut off at end of calendar year. Hold in current file area or retire to Records Service Center 1 year after closure. Transfer to WNRC when 5 years old. Transfer to National Archives 25 years after closure. (Ref. N1-383-97-1, item 2a and N1-059-93-31, item 5)
<b>DispAuthNo:</b>	N1-059-01-12, item 5a
	<b>Date Edited:</b> 3/12/2002

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**A-24-035-05b**                      **Chronological Files**

**Description:** Chronological Files at Office Level

**Disposition:** Permanent. Cut off at end of calendar year. Retire when 2 years old to Records Service Center. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old in 5-year blocks. (N1-059-92-37, item 4)

**DispAuthNo:** N1-059-01-12, item 5b

**Date Edited:** 3/12/2002

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**A-24-035-05c**                      **Chronological Files**

**Description:** All other bureau components.

**Disposition:** Temporary. Cut off at end of calendar year. Hold in current file area for 1 year, then destroy. (Ref. N1-383-97, item 2b and N1-059-92-38, item 8)

**DispAuthNo:** N1-059-01-12, item 5c

**Date Edited:** 3/12/2002

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**A-24-035-05d**                      **Chronological Files**

**Description:** d. Electronic copies created on electronic mail and word processing systems.

**Disposition:** Temporary. Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-12, item 5d

**Date Edited:** 3/12/2002

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**A-24-035-06a**                      **Subject Files**

**Description:** Substantive Files of the Assistant Secretary and Deputy Assistant Secretaries relating to specific subjects or topics that establish, discuss, or define policies related to nonproliferation, nuclear energy and energy technology, international safeguards, nuclear export controls, nuclear cooperative agreements, and international initiatives in energy technology matters. May include correspondence, forms, reports, analysis, studies, position papers, cables, and other related records. Arranged alphabetically by subject.

**Disposition:** Permanent. Cut off at end of calendar year. Retire to Records Service Center when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old in 5-year blocks. (Ref. N1-383-97-1, item 3a and N1-059-93-31, items 1 and 3)

**DispAuthNo:** N1-059-01-12, item 6a

**Date Edited:** 3/12/2002

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**A-24-035-06b**      **Subject Files**

**Description:** Substantive Office Files relating to specific subjects or topics that establish, discuss, or define policies related to nonproliferation, nuclear energy and energy technology, international safeguards, nuclear export controls, nuclear cooperative agreements and initiatives, Science Centers, and supercomputers. Also includes documentation pertaining to the commercial and non-commercial development, testing, sale, export, use, and misuse of chemical and biological weapons and missile technology.

**Disposition:** Permanent. Cut off at end of calendar year. Hold in current file area and retire to Records Service Center when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old in 5-year blocks. (Ref. N1-059-93-31, items 7, 13, and 19 and N1-059-92-37, item 1 and N1-059-92-38, item 1)

**DispAuthNo:** N1-059-01-12, item 6b

**Date Edited:** 3/12/2002

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**A-24-035-06c**      **Subject Files**

**Description:** Non-substantive files that pertain to administrative/housekeeping matters or consist of documents that are duplicates or reference copies.

**Disposition:** Temporary. Destroy when no longer needed for current business. (Ref. N1-383-97-1, item 3b)

**DispAuthNo:** N1-059-01-12, item 6c

**Date Edited:** 3/12/2002

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**A-24-035-06d**      **Subject Files**

**Description:** d. Electronic copies created on electronic mail and word processing systems.

**Disposition:** Temporary. Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-12, item 6d

**Date Edited:** 3/12/2002

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#### **A-24-035-07a      Treaty Negotiation Subject Files**

**Description:** Files relating to the negotiations of treaties and agreements related to nonproliferation and use of nuclear energy; working group proceedings; official copies of position papers and briefing books; analytical working papers; memoranda of conversation; Presidential decisions; talking points; planning papers; delegation lists; speeches; reports; meeting agenda; meeting minutes and other substantive records relating to nonproliferation. Files are maintained at the office level and are organized alphabetically by subject, or chronologically by negotiation round.

**Disposition:** Permanent. Close at end of negotiation round or at end of calendar year. Hold in current file area for 1 year or until end of negotiation round and retire to Records Service Center. Transfer to WNRC 5 years after closure or when no longer needed, whichever is sooner. Transfer to National Archives 25 years after closure. (Ref. N1-383-97-1, item 4 and N1-059-93-31, item 16)

**DispAuthNo:** N1-059-01-12, item 7a      **Date Edited:** 3/12/2002

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#### **A-24-035-07b      Treaty Negotiation Subject Files**

**Description:** Electronic copies created on electronic mail and word processing systems.

**Disposition:** Temporary. Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-12, item 7b      **Date Edited:** 3/12/2002

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#### **A-24-035-08      Agreement Reference Files**

**Description:** Files contain full and partial text copies of bilateral and multilateral agreements on nuclear nonproliferation and chemical, biological and missile weaponry, and are maintained separately from subject files as a collection used for reference purposes only. Arranged chronologically by subject.

**Disposition:** Temporary. Destroy when no longer needed for reference. (Ref. N1-059-93-31, items 11 and 17 and N1-059-92-38, item 4)

**DispAuthNo:** N1-059-01-12, item 8      **Date Edited:** 3/12/2002

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#### **A-24-035-09a      Country Files**

**Description:** Files are maintained at the Deputy Assistant Secretary and office level and contain individual country data on nonproliferation, nuclear exports and specific export control issues, export control lists, and application of international safeguards, peaceful nuclear cooperative initiatives, nuclear energy and energy technology affairs, nuclear export control policies, and chemical and biological weapons and missile technology matters. Files include correspondence, briefing papers, cables, reports, memorandums, background material, and intelligence assessments of the nuclear programs of a country as well as decisions taken on nuclear cooperative and safeguard matters and chemical and biological weapons and missile technology. Arranged chronologically by country.

**Disposition:** Permanent. Cut off at end of calendar year. Retire to Records Service Center when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives 25 years after closure. (Ref. N1-383-97-1, item 13 and N1-059-95-13, item 5 and N1-059-93-31, items 1, 3, 7, 13, and 19 and N1-059-92-38, item 1)

**DispAuthNo:** N1-059-01-12, item 9a      **Date Edited:** 3/12/2002

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#### **A-24-035-09b      Country Files**

**Description:** Electronic copies created on electronic mail and word processing systems.

**Disposition:** Temporary. Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-12, item 9b      **Date Edited:** 3/12/2002

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#### **A-24-035-10a      Interagency Committee Files**

**Description:** The bureau is Chair/Secretariat:

Documents on establishing, operating, and dissolving committees that consider, advise, take action, and report on specifically assigned functions. They include joint, interagency, and international committees in which the bureau participates; as well as committees operated solely by the bureau. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directive establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agendas, minutes and reports of committee meetings; and related documents. Arranged chronologically.

**Disposition:** Permanent. Cut off at end of calendar year. Hold in current file area 1 year after closure and then retire to Records Service Center. Transfer to WNRC when 5 years old or no longer needed for administrative purposes, whichever is sooner. Transfer to National Archives 25 years after closure. (Ref. N1-383-97-1, item 18a)

**DispAuthNo:** N1-059-01-12, item 10a      **Date Edited:** 3/6/2002

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<b>A-24-035-10b</b>	<b>Interagency Committee Files</b>
<b>Description:</b>	The bureau is not Chair/Secretariat.
<b>Disposition:</b>	Temporary. Destroy when no longer needed for current business. (Ref. N1-383-97-1, item 18b)
<b>DispAuthNo:</b>	N1-059-01-12, item 10b
<b>Date Edited:</b>	3/12/2002

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<b>A-24-035-10c</b>	<b>Interagency Committee Files</b>
<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-12, item 10c
<b>Date Edited:</b>	3/12/2002

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<b>A-24-035-11a</b>	<b>Arms Transfer Case Files</b>
<b>Description:</b>	Files are maintained at the Deputy Assistant Secretary and office level. Files contain information required for review and approval of request for export for export of dual-use weapons and weapons of mass destruction. Files are maintained chronologically by month/year.
<b>Disposition:</b>	Permanent. Close files at end of each administration. Retire to Records Service Center when 5 years old. Transfer to WNRC when 10 years old or when no longer needed for administrative purposes, whichever is sooner. Transfer to National Archives when 25 years old. (Ref. N1-387-97-1, item 12a)
<b>DispAuthNo:</b>	N1-059-01-12, item 11a
<b>Date Edited:</b>	3/12/2002

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<b>A-24-035-11b</b>	<b>Arms Transfer Case Files</b>
<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-12, item 11b
<b>Date Edited:</b>	3/12/2002

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### *Chapter 24: Arms Control and International Security Records*

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#### **A-24-035-12a      Information Report Files**

**Description:** Files of Congressional mandated reports, summaries or analysis. Arranged chronologically.

Office of Record maintains original versions of each report and substantive drafts of each report.

**Disposition:** Permanent. Close files upon submission of report. Hold in current file area for 1 year and retire to Records Service Center. Transfer to WNRC 5 years after submission of report. Transfer to National Archives when 25 years old. (Ref. N1-383-78-1, item 4 and N1-383-97-1, item 15)

**DispAuthNo:** N1-059-01-12, item 12a      **Date Edited:** 3/12/2002

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#### **A-24-035-12b      Information Report Files**

**Description:** All other office copies of drafts or final versions of each report.

**Disposition:** Temporary. Destroy when no longer needed for reference.

**DispAuthNo:** N1-059-01-12, item 12b      **Date Edited:** 3/12/2002

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#### **A-24-035-12c      Information Report Files**

**Description:** Electronic copies created on electronic mail and word processing systems.

**Disposition:** Temporary. Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-12, item 12c      **Date Edited:** 3/12/2002

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#### **A-24-035-13a      Program Files for Wassenaar Arrangements**

**Description:** Files contain information documenting U.S. negotiations with Wassenaar Arrangements and with any successor organization with respect to efforts to restrain the sale of arms, critical dual-use industrial products, and related technologies to countries or regions that might pose a threat to international peace and security. Negotiations concern changes to export control lists and other general policy issues. Contain cables, memoranda, other reports, activity reports, etc. Information is arranged by technology categories, specific negotiations, export control lists, subjects, etc.

**Disposition:** Permanent. Cut off at end of calendar year. Hold in current file area and retire to Records Service Center when 3 years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old. (Ref. N1-059-95-13, item 1)

**DispAuthNo:** N1-059-01-12, item 13a      **Date Edited:** 3/13/2002

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<b>A-24-035-13b</b>	<b>Program Files for Wassenaar Arrangements</b>
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<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-12, item 13b	<b>Date Edited:</b>	3/13/2002
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<b>A-24-035-14a</b>	<b>Supercomputer Files</b>
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<b>Description:</b>	Subject Files. Contain historical and other background material on bilateral or multilateral negotiations on the supercomputer export control regime and its procedures governing the sale of super computers to different countries. Contain information on interagency groups, committees, private industry and other organizations. Consists of cables, memoranda, and other reports.
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<b>Disposition:</b>	Permanent. Cut off annually. Retire when 3 years old to the Records Service Center. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old. (Ref. N1-059-95-13, item 3a)
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<b>DispAuthNo:</b>	N1-059-01-12, item 14a	<b>Date Edited:</b>	3/13/2002
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<b>A-24-035-14b</b>	<b>Supercomputer Files</b>
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<b>Description:</b>	Interagency Working Group Meetings. File contains information on the Working Group meetings, including the Supercomputer Working Group. Includes meeting agendas, other agency views, and proposals for negotiations with other countries on general export policies for supercomputers and views on specific cases.
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<b>Disposition:</b>	Permanent. Cut off at end of calendar year. Retire when 3 years old to Records Service Center. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old. (Ref. N1-059-95-13, item 3c)
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<b>DispAuthNo:</b>	N1-059-01-12, item 14b	<b>Date Edited:</b>	3/13/2002
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<b>A-24-035-14c</b>	<b>Supercomputer Files</b>
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<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-12, item 14c	<b>Date Edited:</b>	3/13/2002
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<b>A-24-035-15a</b>	<b>Electronics, Telecommunications, and Encryption Files</b>
<b>Description:</b>	Subject files. Contain historical and other background material on bilateral or multilateral negotiations on the transfer of advanced electronic devices and systems and manufacturing equipment, telecommunications systems, and encryption technology. Contain information on interagency groups, committees, private industry and other organizations. Consists of cables, memoranda, other reports, etc.
<b>Disposition:</b>	Permanent. Cut off at end of calendar year. Retire when 3 years old to the Records Service Center. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 25 years old. (Ref. N1-059-95-13, item 4a)
<b>DispAuthNo:</b>	N1-059-01-12, item 15a
<b>Date Edited:</b> 3/13/2002	
<b>A-24-035-15b</b>	<b>Electronics, Telecommunications, and Encryption Files</b>
<b>Description:</b>	Interagency or Working Group Meetings. Information on working group meetings, including meeting agendas, other agency views and proposals for policy initiatives and negotiations with other countries on export of electronics, telecommunications, and encryption products.
<b>Disposition:</b>	Permanent. Cut off at end of calendar year. Hold in current file area and retire when 3 years old to the Records Service Center. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old. (Ref. N1-059-95-13, item 4c)
<b>DispAuthNo:</b>	N1-059-01-12, item 15b
<b>Date Edited:</b> 3/13/2002	
<b>A-24-035-15c</b>	<b>Electronics, Telecommunications, and Encryption Files</b>
<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-12, item 15c
<b>Date Edited:</b> 3/13/2002	
<b>A-24-035-16a</b>	<b>Remote Sensing Files</b>
<b>Description:</b>	Subject Files. Contain historical and other background material on bilateral or multilateral negotiations on the transfer of advanced remote sensing devices and systems and manufacturing equipment. Includes information on interagency groups, committees, private industry and other organizations. Consists of cables, memoranda, and reports.
<b>Disposition:</b>	Permanent. Cut off at end of calendar year. Retire when 3 years old to the Records Service Center. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-059-01-12, item 16a
<b>Date Edited:</b> 3/13/2002	

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<b>A-24-035-16b</b>	<b>Remote Sensing Files</b>
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<b>Description:</b>	Interagency Working Group Meetings. Information on working group meetings, including meeting agendas, other agency views and proposals for policy initiatives and negotiations with other countries on export of remote sensing products.
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<b>Disposition:</b>	Permanent. Cut off at end of calendar year. Hold in current file area and retire when 3 years old to the Records Service Center. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.
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<b>DispAuthNo:</b>	N1-059-01-12, item 16b	<b>Date Edited:</b>	3/13/2002
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<b>A-24-035-16c</b>	<b>Remote Sensing Files</b>
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<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-12, item 16c	<b>Date Edited:</b>	3/13/2002
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<b>A-24-035-17a</b>	<b>Technology Transfer Working Group</b>
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<b>Description:</b>	Subject Files. Minutes of meetings and other documentation of the Technology Transfer Working Group.
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Files consist of material related to the work of an interagency working group responsible for assigning action on intelligence issues and reporting requirements. Contains only minutes of the meetings, which are stored only in secure space in INR.

<b>Disposition:</b>	Permanent. Cut off at end of calendar year. Hold in current file area 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.
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<b>DispAuthNo:</b>	N1-059-01-12, item 17a	<b>Date Edited:</b>	3/14/2002
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<b>A-24-035-17b</b>	<b>Technology Transfer Working Group</b>
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<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-12, item 17b	<b>Date Edited:</b>	3/14/2002
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#### **A-24-035-18a      Export Case Files**

**Description:** Files contain copies of export license application of Nuclear Regulatory Commission, Department of Commerce and commercial origin, telegrams, airgrams, memoranda, technical reports, and other related material supporting the NP position on the export of nuclear materials, the export of chemical and biological weapons and missiles and missile technology. Arranged by case number and/or country.

**Disposition:** Permanent. Cut off when case is closed. Hold in current file area and retire to the Records Service Center 3 years after case is closed. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old in 5-year blocks. (Ref. N1-059-93-31, item 10 and N1-059-92-38, item 6)

**DispAuthNo:** N1-059-01-12, item 18a      **Date Edited:** 3/14/2002

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#### **A-24-035-18b      Export Case Files**

**Description:** Electronic copies created on electronic mail and word processing systems.

**Disposition:** Temporary. Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-12, item 18b      **Date Edited:** 3/14/2002

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#### **A-24-035-19a      Background/Briefing Books**

**Description:** Master Copy.

Files consist of books prepared for bilateral, multilateral, and interagency meetings and conferences and congressional hearings. Contains meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy on nuclear export, environmental protection, and chemical, biological, and missile weaponry.

**Disposition:** Permanent. Cut off at end of calendar year. Hold in current file area and retire to Records Service Center when 3 years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old in 5-year blocks. (Ref. N1-059-93-31, items 12a and 18a and N1-059-92-38, item 7a)

**DispAuthNo:** N1-059-01-12, item 19a      **Date Edited:** 3/14/2002

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#### **A-24-035-19a(2)      Background/Briefing Books**

**Description:** Extra copies.

**Disposition:** Temporary. Destroy when one year old. (Ref. N1-059-93-31, items 12b and 18b and N1-059-92-38, item 7b)

**DispAuthNo:** N1-059-01-12, item 19a(2)      **Date Edited:** 3/14/2002

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<b>A-24-035-19b</b>	<b>Background/Briefing Books</b>
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<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-12, item 19b	<b>Date Edited:</b>	3/14/2002
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<b>A-24-035-20</b>	<b>Technical Reference Files</b>
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<b>Description:</b>	Files contain publications, reports and other background information maintained separately from subject files as a collection of reference material only.
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<b>Disposition:</b>	Temporary. Destroy when no longer needed for reference. (Ref. N1-059-93-31, item 22)
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<b>DispAuthNo:</b>	N1-059-01-12, item 20	<b>Date Edited:</b>	3/14/2002
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<b>A-24-035-21a</b>	<b>International Science Technology Centers (ISTC) Proposal File</b>
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<b>Description:</b>	Proposals that are accepted.
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Files contain proposals submitted by companies, universities, individuals, etc. identifying projects consisting of scientific experiments; research and studies to be undertaken by the International Science Technology Centers (ISTC) located in Russia and Ukraine.

<b>Disposition:</b>	Temporary. Cut off upon completion of project. Hold in current file area and retire to Records Service Center 3 years after completion of the project. Destroy when 10 years old. (Ref. N1-059-923-3, item 1a)
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<b>DispAuthNo:</b>	N1-059-01-12, item 21a	<b>Date Edited:</b>	3/14/2002
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<b>A-24-035-21b</b>	<b>International Science Technology Centers (ISTC) Proposal File</b>
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<b>Description:</b>	Proposals that are rejected.
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<b>Disposition:</b>	Temporary. Destroy when 1 year old. (Ref. N1-059-93-3, item 1b)
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<b>DispAuthNo:</b>	N1-059-01-12, item 21b	<b>Date Edited:</b>	3/14/2002
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<b>A-24-035-21c</b>	<b>International Science Technology Centers (ISTC) Proposal File</b>
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<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-12, item 21c	<b>Date Edited:</b>	3/14/2002
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<b>A-24-035-22</b>	<b>Resumes for the International Science Technology Centers (ISTC)</b>
<b>Description:</b>	Files contain resumes from scientists and engineers to work in the ISTCs with the Russian counterparts.
<b>Disposition:</b>	Temporary. Cut off at end of calendar year. Hold in current file area and destroy when 3 years old. (Ref. N1-059-93-3, item 2)
<b>DispAuthNo:</b>	<b>Date Edited:</b> 3/14/2002
<b>A-24-035-23a</b>	<b>Program Files</b>
<b>Description:</b>	International Science Technology Centers. Files contain information on the negotiations and final agreement amongst the countries involved in the development of these technology centers, which will be located in Russia and the Ukraine. In addition to the negotiations for the final agreement, the files contain operation issues such as budget, personnel, equipment and facilities. Information consists of telegrams, memorandums, faxes, reports, proposals, etc.
<b>Disposition:</b>	Permanent. Retire 3 years after signing of the agreement to the Records Service Center. Transfer to the National Archives when 25 years old in 5-year blocks. (Ref. N1-059-93-3, item 3a)
<b>DispAuthNo:</b>	N1-059-01-12, item 23a <b>Date Edited:</b> 3/14/2002
<b>A-24-035-23b</b>	<b>Program Files</b>
<b>Description:</b>	Nuclear Reactor Safety Program.  Files consist of materials related to the coordination of U.S. initiatives to improve the safety of nuclear reactors located in the former Soviet Union and eastern bloc countries. Contains telegrams, memorandums, faxes, reports, proposals, etc.
<b>Disposition:</b>	Permanent. Retire when 3 years old to the Records Service Center. Transfer to the National Archives when 25 years old in 5-year blocks. (Ref. N1-059-93-3, item 3b)
<b>DispAuthNo:</b>	N1-059-01-12, item 23b <b>Date Edited:</b> 3/14/2002
<b>A-24-035-23c</b>	<b>Program Files</b>
<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-12, item 23c <b>Date Edited:</b> 3/14/2002

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<b>A-24-035-24a</b>	<b>Clearance Files</b>
<b>Description:</b>	Files contain incoming requests from other offices for clearances on cables, memorandums and reports. The office outgoing response is filed with the request.
<b>Disposition:</b>	Temporary. Destroy when 2 months old. (Ref. N1-059-93-3, item 4)
<b>DispAuthNo:</b>	N1-059-01-12, item 24a
	<b>Date Edited:</b> 3/14/2002
<b>A-24-035-24b</b>	<b>Clearance Files</b>
<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-12, item 24b
	<b>Date Edited:</b> 3/14/2002
<b>A-24-035-25a</b>	<b>Press Information</b>
<b>Description:</b>	Files consist of press clips, press guidance and questions and answers that pertain to the programs of offices involved.
<b>Disposition:</b>	Temporary. Destroy when 2 years old. (Ref. N1-059-93-3, item 6)
<b>DispAuthNo:</b>	N1-059-01-12, item 25a
	<b>Date Edited:</b> 3/14/2002
<b>A-24-035-25b</b>	<b>Press Information</b>
<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-12, item 25b
	<b>Date Edited:</b> 3/14/2002
<b>A-24-035-26a</b>	<b>Text Conforming Files</b>
<b>Description:</b>	Files contain materials related to negotiations on the language of the ISTC agreements and STCU amongst the participating countries.
<b>Disposition:</b>	Permanent. Cut off at signing of agreement. Hold in current file area and retire 3 years after the signing of the agreement to the Records Service Center. Transfer to the WNRC 10 years after the signing of the agreement. Transfer to the National Archives when 25 years old in 5-year blocks. (Ref. N1-059-93-3, item 7)
<b>DispAuthNo:</b>	N1-059-01-12, item 26a
	<b>Date Edited:</b> 3/14/2002

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#### **A-24-035-26b      Text Conforming Files**

**Description:** Electronic copies created on electronic mail and word processing systems.

**Disposition:** Temporary. Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-12, item 26b      **Date Edited:** 3/14/2002

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#### **A-24-035-27a      United Nations Special Commission (UNSCOM)**

**Description:** Files consist of materials to participation in UNSCOM activities monitoring Iraqi military operations, nuclear weapons issues, nonproliferation treaty, arms control and export control policies. Information includes cables, memorandums, correspondence, reports, etc. Arranged by subject. File became inactive December 1999.

**Disposition:** Permanent. Hold in current file area and retire to the Records Service Center when 10 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 25 years old in 5-year blocks. (Ref. N1-059-92-37, item 2)

**DispAuthNo:** N1-059-01-12, item 27a      **Date Edited:** 3/14/2002

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#### **A-24-035-27b      United Nations Special Commission (UNSCOM)**

**Description:** Electronic copies created on electronic mail and word processing systems.

**Disposition:** Temporary. Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-12, item 27b      **Date Edited:** 3/14/2002

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#### **A-24-035-28a      United Nations Monitoring, Verification, and Inspection Commission (UNMOVIC) Files**

**Description:** Files consist of materials related to participation in UNMOVIC activities monitoring Iraqi compliance with UN Security Council resolutions to fully declare and destroy all weapons of mass destruction and long-range ballistic missile systems. Information includes cables, memorandums, correspondence, reports, etc. Arranged by subject. Covers period from March 1999 to present.

Volume on hand      10 cubic feet  
Growth      2 cubic feet annually

**Disposition:** Permanent. Hold in current file area and retire to the Records Service Center when 10 years old. Transfer to WNRC when 20 years old. Transfer to National Archives when 25 years old in 5-year blocks.

**DispAuthNo:** N1-059-01-12, item 28a      **Date Edited:** 3/14/2002

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<b>A-24-035-28b</b>	<b>United Nations Monitoring, Verification, and Inspection Commission (UNMOVIC) Files</b>
<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-12, item 28b <b>Date Edited:</b> 3/14/2002
<b>A-24-035-29a</b>	<b>International Atomic Energy Agency (IAEA) Action Team Files</b>
<b>Description:</b>	Files consist of materials related to participation in IAEA activities monitoring compliance with UN Security Council resolutions to fully declare and destroy Iraqi nuclear weapons program. Information includes cables, memorandums, correspondence, reports, etc. Arranged by subject. Covers period June 1991 to present.  Volume on hand 5 cubic feet Growth 2 cubic feet annually
<b>Disposition:</b>	Permanent. Hold in current file area and retire to Records Service Center when 10 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 25 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-059-01-12, item 29a <b>Date Edited:</b> 3/14/2002
<b>A-24-035-29b</b>	<b>International Atomic Energy Agency (IAEA) Action Team Files</b>
<b>Description:</b>	Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	Temporary. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-12, item 29b <b>Date Edited:</b> 3/14/2002
<b>A-24-035-30a</b>	<b>Historical Records</b>
<b>Description:</b>	Files contain information on the negotiations of computer export control issues. Includes cables, memorandums, correspondence, reports, agreements, etc. identifying the Department of State policies and positions for domestic company sales of technical equipment to foreign countries and companies. Arranged by country and subjects.
<b>Disposition:</b>	Permanent. Cut off at end of calendar year. Hold in current file area and retire to Records Service Center when 10 years old. Transfer to National Archives when 25 years old in 5-year blocks. (Ref. N1-059-92-37, item 3)
<b>DispAuthNo:</b>	N1-059-01-12, item 30a <b>Date Edited:</b> 3/14/2002

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**A-24-035-30b**      **Historical Records**

**Description:**      Electronic copies created on electronic mail and word processing systems.

**Disposition:**      Temporary. Delete after recordkeeping copy has been produced.

**DispAuthNo:**      N1-059-01-12, item 30b

**Date Edited:**      3/14/2002

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### *Chapter 24: Arms Control and International Security Records*

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#### Office of Export Control Cooperation (ISN/ECC)

**A-24-036-01      Office Program Files**

**Description:** Records related to the directing and carrying out of the program functions and responsibilities of the Office of Export Control Cooperation. These files include, but are not limited to, policy; procedures; strategic plans and planning documentation; activity reports, including the calendar documenting activities worldwide; combined property donations list; reports and guidance to the field, including documentation to program advisors and their assistants; meeting and briefing materials; position papers; talking points; program reviews; supporting trip materials for the Assistant Secretary or Deputy Assistant Secretary; all applicable documentation of the office director and deputy director in their role of directing and carrying out the policy, program functions and responsibilities of the office; and other substantive material.

**Disposition:** TEMPORARY. Cutoff at the end of the fiscal year. Destroy 10 years after cutoff, or when no longer needed, whichever is later.

**DispAuthNo:** DAA-0059-2014-0026-0001

**Date Edited:** 3/6/2017

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**A-24-036-02      Bilateral, Regional and Multilateral Activity Files**

**Description:** Records related to bilateral, regional and multilateral activities. These files include, but are not limited to, records documenting the collaboration and exchange of information, coordination of activities, and cooperation with internal, domestic and international partners; country and regional strategic and project plans; activity proposals; trip reports; after action reports; annual progress reviews and end of year progress materials; correspondence; background materials; and working files.

**Disposition:** TEMPORARY. Cutoff at the end of the fiscal year. Destroy 10 years after cutoff, or when no longer needed, whichever is later.

**DispAuthNo:** DAA-0059-2014-0026-0002

**Date Edited:** 3/6/2017

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**A-24-036-03      Conference Files**

**Description:** Records related to the functions of establishing and conducting both regional and global conferences sponsored by the Office of Export Control Cooperation. These files include, but are not limited to, the agenda; the invitation and all substantive drafts; the invitee list and roster of attendees; documentation regarding conference activities and presentations, including speaker notes; staff studies and after-action reports; strategic plans and logistics documentation; substantive background material; relevant correspondence and other substantive material.

**Disposition:** PERMANENT. Cut off at the end of the fiscal year in which the conference occurred. Retire to RSC 10 years after cut off. Transfer to the National Archives when 25 years old.

**DispAuthNo:** DAA-0059-2014-0026-0003

**Date Edited:** 3/6/2017

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#### **A-24-036-04      Training Event Files**

**Description:** Records related to training events held domestically, at Post, or other locations, for the edification of individuals that support the Office of Export Control Cooperation's mission, including both federal employees and locally employed staff. These files include, but are not limited to, planning documentation; the agenda; the roster; roles and responsibilities; documentation regarding training activities and presentations, including the curricula, workshop course material, and other training material; staff studies and after-action reports; relevant correspondence; and any other substantive material.

**Disposition:** TEMPORARY. Cut off at the end of the fiscal year in which the training event occurred. Retire to RSC 5 years after cut off. Destroy when 10 years old.

**DispAuthNo:** DAA-0059-2014-0026-0004

**Date Edited:** 3/7/2017

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#### Bureau of Political-Military Affairs

**A-24-045-01a**                      **Assistant Secretary and Deputy Assistant Secretaries**

**Chronological Files**

**Description:** a. Contains documents signed by the Assistant Secretary for Political-Military Affairs, Principal Deputy Assistant Secretary, Deputy Assistant Secretaries, Special Assistant, and other Principals for the Bureau of Political-Military Affairs. Includes memorandums, in-house memorandums, Daily Activity Reports, correspondence, telegrams, reports, and other documentation on substantive policy and program issues. Maintained by the staff assistants and separate file maintained by the secretary containing official and personal correspondence. Also includes some incoming material. Files arranged chronologically.

**Disposition:** PERMANENT. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 2 years old. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

**DispAuthNo:** N1-059-01-24, item 1a                      **Date Edited:** 6/18/2002

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**A-24-045-01b**                      **Chronological Files.**

**Description:** b. Electronic copies created on electronic mail and word processing systems.

**Disposition:** TEMPORARY. Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-24, item 1b                      **Date Edited:** 6/18/2002

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**A-24-045-02a**                      **Electronic Tracking System.**

**Description:** a. Electronic database on all outgoing correspondence signed by the Assistant Secretary, identifying type of correspondence, date received, drafting office, drafter, action, location of action, and SS number.

**Disposition:** PERMANENT. Print out annually and retire with related chronological files to the Records Service Center when 2 years old. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

**DispAuthNo:** N1-059-01-24, item 2a                      **Date Edited:** 6/18/2002

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**A-24-045-02b**                      **Electronic Tracking System.**

**Description:** b. Electronic copy.

**Disposition:** TEMPORARY. Delete when no longer needed and paper copy has been produced.

**DispAuthNo:** N1-059-01-24, item 2b                      **Date Edited:** 6/18/2002

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<b>A-24-045-03a</b>	<b>Schedules of Daily Activities.</b>
<b>Description:</b>	a. Calendars documenting meetings, appointments, telephone calls trips, visits and other activities of the Assistant Secretary for Political-Military Affairs.
<b>Disposition:</b>	TEMPORARY. Cutoff at end of calendar year. Hold in current file area. Destroy upon departure of the Assistant Secretary.
<b>DispAuthNo:</b>	N1-059-01-24, item 3a <b>Date Edited:</b> 6/18/2002
<b>A-24-045-03b</b>	<b>Schedules of Daily Activities.</b>
<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-24, item 3b <b>Date Edited:</b> 6/18/2002
<b>A-24-045-04</b>	<b>Mail Registration and Receipts.</b>
<b>Description:</b>	File contains records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts. Included are Forms for Registered Mail and Registered Mail Invoice.
<b>Disposition:</b>	Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use. (Supersedes GRS 12, item 5a)
<b>DispAuthNo:</b>	GRS 5.5, Item 020 <b>Date Edited:</b> 3/13/2017
<b>A-24-045-04a</b>	<b>Congressional Questions and Answers.</b>
<b>Description:</b>	a. Copies of all incoming and outgoing correspondence for congressional questions and answers.
<b>Disposition:</b>	TEMPORARY. Destroy when 2 months old.
<b>DispAuthNo:</b>	N1-059-01-24, item 4a <b>Date Edited:</b> 6/18/2002
<b>A-24-045-04b</b>	<b>Congressional Questions and Answers.</b>
<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-24, item 4b <b>Date Edited:</b> 6/18/2002

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**A-24-045-05a**      **Congressional Inquiries.**

**Description:** a. Copies of all incoming congressionals and the action office response.

**Disposition:** TEMPORARY. Destroy 2 months after response.

**DispAuthNo:** N1-059-01-24, item 5a      **Date Edited:** 6/18/2002

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**A-24-045-05b**      **Congressional Inquiries.**

**Description:** b. Electronic copies created on electronic mail and word processing systems.

**Disposition:** TEMPORARY. Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-24, item 5b      **Date Edited:** 6/18/2002

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**A-24-045-06a**      **Tasker File.**

**Description:** a. Paper copies. Requests by Office of the Secretary of State and the Secretariat Staff for responses or information on political/military issues. Contains original correspondence, cover sheets, and final response by the action office.

**Disposition:** TEMPORARY. Destroy when 3 months old.

**DispAuthNo:** N1-059-01-24, item 6a      **Date Edited:** 6/18/2002

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**A-24-045-06b**      **Tasker File.**

**Description:** b. Electronic Tracking System.

**Disposition:** TEMPORARY. Destroy when no longer needed.

**DispAuthNo:** N1-059-01-24, item 6b      **Date Edited:** 6/18/2002

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**A-24-045-07a**      **NODIS Files.**

**Description:** a. Copies of all incoming and outgoing cables, memorandums or other documentation with NODIS restriction.

**Disposition:** TEMPORARY. Destroy when 2 months old.

**DispAuthNo:** N1-059-01-24, item 7a      **Date Edited:** 6/18/2002

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<b>A-24-045-07b</b>	<b>NODIS Files.</b>
<b>Description:</b>	b. Log books containing the cable or Secretariat number and subject.
<b>Disposition:</b>	TEMPORARY. Cutoff on an annual basis. Block on an annual basis and destroy when 3 years old.
<b>DispAuthNo:</b>	N1-059-01-24, item 7b
<b>Date Edited:</b>	6/18/2002

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<b>A-24-045-08a</b>	<b>EXDIS Files.</b>
<b>Description:</b>	a. Copies of all EXDIS cables, memorandums and other documents.
<b>Disposition:</b>	TEMPORARY. Destroy when 2 months old.
<b>DispAuthNo:</b>	N1-059-01-24, item 8a
<b>Date Edited:</b>	6/18/2002

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<b>A-24-045-08b</b>	<b>EXDIS Files.</b>
<b>Description:</b>	b. Log books.
<b>Disposition:</b>	TEMPORARY. Cutoff on an annual basis. Block on an annual basis and destroy when 2 years old.
<b>DispAuthNo:</b>	N1-059-01-24, item 8b
<b>Date Edited:</b>	6/18/2002

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<b>A-24-045-09</b>	<b>Roger Channel Messages.</b>
<b>Description:</b>	Copies of all Roger Channel documents with limited distribution.
<b>Disposition:</b>	TEMPORARY. Destroy when 1 month old.
<b>DispAuthNo:</b>	N1-059-01-24, item 9
<b>Date Edited:</b>	6/18/2002

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<b>A-24-045-10</b>	<b>National Security Directives.</b>
<b>Description:</b>	Copies of the NSD used as reference.
<b>Disposition:</b>	TEMPORARY. Destroy when 10 years old.
<b>DispAuthNo:</b>	N1-059-01-24, item 10
<b>Date Edited:</b>	6/18/2002

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**A-24-045-11a**                      **Program Files.**

**Description:**            a. Files of the Special Assistant, Principal Deputy Assistant Secretary, Deputy Assistant Secretaries, and other Principals for the Bureau of Political-Military Affairs. Files arranged chronologically and contain background and supporting documentation on issues under the responsibility of the Deputy Assistant Secretaries.

**Disposition:**            PERMANENT. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 3 years old. Transfer to National Archives when 25 years old in 5-year blocks.

**DispAuthNo:**            N1-059-01-24, item 11a                      **Date Edited:**        6/18/2002

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**A-24-045-11b**                      **Program Files.**

**Description:**            b. Electronic copies produced on electronic mail and word processing systems.

**Disposition:**            TEMPORARY. Delete after recordkeeping copy has been produced.

**DispAuthNo:**            N1-059-01-24, item 11b                      **Date Edited:**        6/18/2002

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#### Office of Congressional and Public Affairs

**A-24-046-01a**      **Office of Congressional and Public Affairs**

**Briefing Books.**

**Description:** a. Files contain master set of briefing books relating to information prepared for front office principals, consisting of agenda, remarks by the principal, and background papers/issues. Arranged by event. 1999 to present.

**Disposition:** PERMANENT. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 5 years old . Transfer to WRNC when 10 years old. Transfer to National Archives when 25 years old in 5-year blocks.

**DispAuthNo:** N1-059-01-23, item 1a      **Date Edited:** 6/17/2002

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**A-24-046-01b**      **Briefing Books.**

**Description:** b. Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY. Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-23, item 1b      **Date Edited:** 6/17/2002

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**A-24-046-02a**      **Chronological Files.**

**Description:** a. Files contain CPA generated correspondence for signature and other documentation pertaining to Political Military issues. 1999 to present.

**Disposition:** TEMPORARY. Cutoff at end of calendar year. Hold in current file area and destroy when 2-years old.

**DispAuthNo:** N1-059-01-23, item 2a      **Date Edited:** 6/17/2002

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**A-24-046-02b**      **Chronological Files.**

**Description:** b. Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY. Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-23, item 2b      **Date Edited:** 6/17/2002

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<b>A-24-046-03a</b>	<b>Congressional Inquiries.</b>
<b>Description:</b>	a. Files contain copies of incoming congressionals and action office responses.
<b>Disposition:</b>	TEMPORARY. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 2 years old. Transfer to WNRC when 10 years old. Destroy when 20 years old.
<b>DispAuthNo:</b>	N1-059-01-23, item 3a
<b>Date Edited:</b>	6/17/2002
<b>A-24-046-03b</b>	<b>Congressional Inquiries.</b>
<b>Description:</b>	b. Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-23, item 3b
<b>Date Edited:</b>	6/17/2002
<b>A-24-046-04a</b>	<b>Legislative Referral Memorandum.</b>
<b>Description:</b>	a. Files include materials from the Office of Management and Budget containing memorandum action from testimonies and upcoming hearings on legislation requesting the clearance and comments from the Department.
<b>Disposition:</b>	TEMPORARY. Cutoff at end of calendar year. Hold in current file area and destroy when 2 years old.
<b>DispAuthNo:</b>	N1-059-01-23, item 4a
<b>Date Edited:</b>	6/17/2002
<b>A-24-046-04b</b>	<b>Legislative Referral Memorandum.</b>
<b>Description:</b>	b. Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-23, item 4b
<b>Date Edited:</b>	6/17/2002
<b>A-24-046-05a</b>	<b>Press Guidance.</b>
<b>Description:</b>	a. Files contain background information on developed questions based on issues covered in the daily media.
<b>Disposition:</b>	TEMPORARY. Cutoff at end of calendar year. Hold in current file area and destroy when 2 years old.
<b>DispAuthNo:</b>	N1-059-01-23, item 5a
<b>Date Edited:</b>	6/17/2002

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<b>A-24-046-05b</b>	<b>Press Guidance.</b>
<b>Description:</b>	b. Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-23, item 5b
	<b>Date Edited:</b> 6/17/2002

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<b>A-24-046-06-07</b>	<b>RESERVED</b>
<b>Description:</b>	
<b>Disposition:</b>	
<b>DispAuthNo:</b>	Reserved
	<b>Date Edited:</b> 6/18/2002

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#### Office of Contingency Planning and Peacekeeping

**A-24-047-01a**      **Subject Files.**

**Description:** Recordkeeping copies. Files contain information on a variety of issues and programs pertaining to contingency planning. Cables, memorandums, reports, etc. on political-military planning, peacekeeping, coalition warfare, public diplomacy, UN issues, civil affairs, information operations, civilian policing, demobilization, humanitarian relief, and other functional matters handled by the office. Arranged by subject.

**Disposition:** PERMANENT: Cutoff at end of calendar year. Maintain in current file area for 5 years and retire to Records Service Center. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-01-19, item 1a      **Date Edited:** 8/16/2002

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**A-24-047-01b**      **Subject Files.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-19, item 1b      **Date Edited:** 8/16/2002

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**A-24-047-02a**      **Regional/Country Files.**

**Description:** Recordkeeping copies. Files contain information on a variety of issues and programs pertaining to contingency planning. Cables, memorandums, reports, etc. on political-military planning, peacekeeping, coalition warfare, public diplomacy, UN issues, civil affairs, information operations, civilian policing, demobilization, humanitarian relief, and other functional matters handled by the office. Arranged by country or region.

**Disposition:** PERMANENT: Cutoff at end of calendar year. Hold in current file area for 5 years and retire to Records Service Center. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-01-19, item 2a      **Date Edited:** 8/16/2002

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**A-24-047-02b**      **Regional/Country Files.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-19, item 2b      **Date Edited:** 8/16/2002

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**A-24-047-03a**      **Political-Military Plans.**

**Description:** Recordkeeping copies. Files containing political-military plans authored for real world and hypothetical contingencies. Arranged by country or region.

**Disposition:** PERMANENT: Cutoff at end of calendar year. Hold in current file are for 5 years and retire to Records Service Center. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-01-19, item 3a      **Date Edited:** 8/16/2002

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**A-24-047-03b**      **Political-Military Plans.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-19, item 3b      **Date Edited:** 8/16/2002

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**A-24-047-04a**      **Managing Complex Contingency Operations.**

**Description:** Recordkeeping copies. Files contain cables, memoranda, reports, etc. on the directive dealing with planning for worldwide complex contingency operations. Files also include faxes, cables, memorandums, reports, etc. of the CP-IWG (Contingency Planning Interagency Working Group) and the topics it addresses.

**Disposition:** PERMANENT: Cutoff at end of calendar year. Hold in current file are for 5 years and retire to Records Service Center. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-01-19, item 4a      **Date Edited:** 8/16/2002

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**A-24-047-04b**      **Managing Complex Contingency Operations.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-19, item 4b      **Date Edited:** 8/16/2002

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<b>A-24-047-05a</b>	<b>Trip Reports from Interagency Exercises.</b>
<b>Description:</b>	Recordkeeping copies. Files contain memoranda, reports, etc. on office participation in interagency or military exercises.
<b>Disposition:</b>	TEMPORARY: Cutoff at end of calendar year. Maintain in current file area for 2 years and destroy.
<b>DispAuthNo:</b>	N1-059-01-19, item 5a <b>Date Edited:</b> 8/16/2002
<b>A-24-047-05b</b>	<b>Trip Reports from Interagency Exercises.</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-19, item 5b <b>Date Edited:</b> 8/16/2002
<b>A-24-047-06a</b>	<b>Weekly Activity Report.</b>
<b>Description:</b>	Recordkeeping copies. File contains summaries of the weekly activities of PM/CPP. Arrange annually or other specific time period.
<b>Disposition:</b>	TEMPORARY: Cutoff at end of calendar year. Hold in current file area and destroy when 1 year old.
<b>DispAuthNo:</b>	N1-059-01-19, item 6a <b>Date Edited:</b> 8/16/2002
<b>A-24-047-06b</b>	<b>Weekly Activity Report.</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-19, item 6b <b>Date Edited:</b> 8/16/2002

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#### Office of Defense Trade Controls

**A-24-048-01a(1)**      **The Defense Trade Application System (DTAS)**

**Description:**      DTAS (The Defense Trade Application System) contains no substantive program information. It is an application software system that uses a variety of products to manage the operation of D-Trade and the future Registration/Compliance and Commodity Justification subsystems.

D-Trade Electronic Licensing System

The purpose of the D-Trade System is to support the mission and functions of the Directorate of Defense Trade Controls (DDTC). D-Trade is a web-based system intended to acquire, validate, and process munitions export application forms and attachments in an operational environment. DDTC annually adjudicates some 50,000-export requests by industry. Control of arms sales to foreign parties is an integral part of the U.S. ability to safeguard national security and further foreign policy objectives. Pursuant to the Arms Export Control Act (AECA), the International Traffic in Arms Regulations (ITAR), and presidential delegations of authority, the DDTC provides policy advice to U.S. persons involved in the manufacture, export, temporary import, and brokering of defense hardware, services, and related technical data covered by the U.S. Munitions List (USML).

Input

Arms Export Case Files (Electronic). Electronic submission input remotely from commercial company locations. Includes PKI protected Application Form, Contract or Purchase Order, Certificate of Compliance, in-house and other agencies clearances, and technical reference material describing the export product. Arranged by case type and number, company and country. Also includes information from the following forms:

DSP-5, Application/License for Permanent Export of Unclassified Defense Articles and Related Unclassified Technical Data (March 26, 2003 to present)

DSP-61, Application/License for Temporary Import of Unclassified Defense Articles and Related Unclassified Technical Data (2004 to present)

DSP-73, Application/License for Temporary Export of Unclassified Defense Articles and Related Unclassified Technical Data (2004 to present)

DSP-119, Application for Amendment for License for Export or Import of Classified or Unclassified Defense Articles and Related Technical Data (2004 to Present).

**Disposition:**      TEMPORARY: Delete after input and verification of data into master file or when no longer needed to support the creation or reconstruction of the master file, whichever is later.

**DispAuthNo:**      N1-059-04-04, item 1a(1)

**Date Edited:**      3/2/2006

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**A-24-048-01a(2)**      **The Defense Trade Application System (DTAS)**

**Description:**      DTAS (The Defense Trade Application System) contains no substantive program information. It is an application software system that uses a variety of products to manage the operation of D-Trade and the future Registration/Compliance and Commodity Justification subsystems.

Input

Arms Export Case Files (Paper). Files include Application Form, Certificate of Compliance Letter, in-house and other agencies clearances, and technical reference material describing the export product. Contains the following forms:

DSP-5, Application/License for Permanent Export of Unclassified Defense Articles and Related Unclassified Technical Data (March 1990 to present)

DSP-53, International Import Certificate (1982 to present)

DSP-61, Application/License for Temporary Import of Unclassified Defense Articles and Related Unclassified Technical Data (January 1990 to present)

DSP-73, Application/License for Temporary Export of Unclassified Defense Articles and Related Unclassified Technical Data (February 1990 to present)

DSP-85, Application/License for Permanent/Temporary Export or Temporary Import of Classified Defense Articles and Related Technical Data (January 1990 to present)

DSP-119, Applications for Amendment for License for Export or Import of Classified or Unclassified Defense Related Technical Data (1993 to present)

**Disposition:**      TEMPORARY. Cutoff after issuance of license. Retire to Records Service Center (RSC) after cutoff and transfer to WNRC when 5 years old. Destroy when 20 years old.

**DispAuthNo:**      N1-059-04-04, item 1a(2)

**Date Edited:**      3/2/2006

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#### **A-24-048-01b      The Defense Trade Application System (DTAS)**

**Description:** DTAS (The Defense Trade Application System) contains no substantive program information. It is an application software system that uses a variety of products to manage the operation of D-Trade and the future Registration/Compliance and Commodity Justification subsystems.

Master File

Collects and maintains input of form data elements received from company remote locations. Elements of information include date prepared, PM/DDTC applicant code, country of ultimate destination, probable port of exit from U.S., applicants name, U.S. Government contact information, quantity and description of commodity, munitions list catalog number, value, foreign end user, source or manufacturer of commodity, name and address of foreign consignee and U.S. consignor, purpose for which material is required and to whom license to be sent. License number and period of validity are entered once approval granted and signatures obtained.

**Disposition:** TEMPORARY. Cutoff case after issuance of license. Maintain case files on-line or copy completed cases to CD-ROM and retire to Records Service Center (RSC) when no longer needed for current operations. Delete 20 years after cutoff.

**DispAuthNo:** N1-059-04-04, item 1b      **Date Edited:** 3/2/2006

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#### **A-24-048-01c(1)      The Defense Trade Application System (DTAS)**

**Description:** DTAS (The Defense Trade Application System) contains no substantive program information. It is an application software system that uses a variety of products to manage the operation of D-Trade and the future Registration/Compliance and Commodity Justification subsystems.

Outputs

Screens of information related to completed forms and provided in response to DDTC or customer queries. Screens replicate forms and are used to indicate approvals, approvals with provisions, returns without cause and denials with reasons stated.

**Disposition:** TEMPORARY. Delete screen information after it is provided to user.

**DispAuthNo:** N1-059-04-04, item 1c(1)      **Date Edited:** 3/2/2006

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### *Chapter 24: Arms Control and International Security Records*

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**A-24-048-01c(2)**      **The Defense Trade Application System (DTAS)**

**Description:** DTAS (The Defense Trade Application System) contains no substantive program information. It is an application software system that uses a variety of products to manage the operation of D-Trade and the future Registration/Compliance and Commodity Justification subsystems.

Outputs

Ad-hoc and periodic reports produced in electronic or hardcopy media against any of the data elements and in any arrangement. Includes the Annual 655 Report to Congress, which contains information extracted from D-Trade and put up on DDTC website ([www.pmdtc.org](http://www.pmdtc.org)) for access by the public. Arranged by country.

**Disposition:** TEMPORARY. Delete/destroy reports when superseded by updated or new report.

**DispAuthNo:** N1-059-04-04, item 1c(2)      **Date Edited:** 3/2/2006

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**A-24-048-01c(3)**      **The Defense Trade Application System (DTAS)**

**Description:** DTAS (The Defense Trade Application System) contains no substantive program information. It is an application software system that uses a variety of products to manage the operation of D-Trade and the future Registration/Compliance and Commodity Justification subsystems.

Outputs

CD-ROM Back-up Copies. Daily, weekly, and monthly backups.

**Disposition:** TEMPORARY. Delete when superseded by updated copy.

**DispAuthNo:** N1-059-04-04, item 1c(3)      **Date Edited:** 3/2/2006

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**A-24-048-01d(1)**      **The Defense Trade Application System (DTAS)**

**Description:** DTAS (The Defense Trade Application System) contains no substantive program information. It is an application software system that uses a variety of products to manage the operation of D-Trade and the future Registration/Compliance and Commodity Justification subsystems.

Documentation

External and Internal User Manuals prepared to provide descriptive and technical documentation related to the use of the system.

**Disposition:** TEMPORARY: Destroy/delete when superseded or 1 year after termination of system.

**DispAuthNo:** N1-059-04-04, item 1d(1)      **Date Edited:** 3/2/2006

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#### **A-24-048-01d(2)      The Defense Trade Application System (DTAS)**

**Description:** DTAS (The Defense Trade Application System) contains no substantive program information. It is an application software system that uses a variety of products to manage the operation of D-Trade and the future Registration/Compliance and Commodity Justification subsystems.

Documentation

System Managers Manual prepared to provide documentation needed to understand the operations of the system. Contains data systems specifications, file specifications, record layouts, and information on systems security and maintenance and support activities.

**Disposition:** TEMPORARY. Destroy/delete when superseded or 1 year after termination of system.

**DispAuthNo:** N1-059-04-04, item 1d(2)      **Date Edited:** 3/2/2006

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#### **A-24-048-02a      Statistical Reports on Exports.**

**Description:** File contains periodic and other required or requested reports relating to arms and munitions exports; including reports required by law to be submitted to Congress or other Government agencies, reports requested by various elements of the Department of State, and reports requested under the Freedom of Information Act.

Record copy - either electronic or paper.

**Disposition:** PERMANENT. Block annually. Hold in current file area for 5 years and retire to Records Service Center for transfer to WNRC. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-01-22, item 2a      **Date Edited:** 8/27/2002

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#### **A-24-048-02b      Statistical Reports on Exports.**

**Description:** Extra copies.

**Disposition:** TEMPORARY. Destroy when 10 years old.

**DispAuthNo:** N1-059-01-22, item 2b      **Date Edited:** 8/27/2002

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#### **A-24-048-02c      Statistical Reports on Exports.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY. Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-22, item 2c      **Date Edited:** 8/27/2002

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<b>A-24-048-03a</b>	<b>Registration Files.</b>
<b>Description:</b>	Files are arranged by case number, company, and country. Includes such things as Form DSP-9, Application for Registration, receipts for registration fees and related correspondence.
<b>Disposition:</b>	TEMPORARY. Cutoff file when company is no longer required to be registered. Retire to Records Service Center 1 year after cutoff. Destroy 25 years after cutoff.
<b>DispAuthNo:</b>	N1-059-01-22, item 3a <b>Date Edited:</b> 8/27/2002
<b>A-24-048-03b</b>	<b>Registration Files.</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-22, item 3b <b>Date Edited:</b> 8/27/2002
<b>A-24-048-04a</b>	<b>International Traffic in Arms Regulations Files (ITAR).</b>
<b>Description:</b>	Files are arranged by year and contain amendments developed by the Department of State pertaining to international traffic in arms, Presidential Directives, and related background and working papers.
<b>Disposition:</b>	PERMANENT. Block annually. Retire to Records Service Center when 10 years old for transfer to WNRC. Transfer to National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-059-01-22, item 4a <b>Date Edited:</b> 8/27/2002
<b>A-24-048-04b</b>	<b>International Traffic in Arms Regulations Files (ITAR).</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-22, item 4b <b>Date Edited:</b> 8/27/2002
<b>A-24-048-05</b>	<b>Procedure Files.</b>
<b>Description:</b>	Files contain procedures for filling out and submitting applications for various licenses, etc. Maintained in electronic form.
<b>Disposition:</b>	TEMPORARY. Delete when obsolete or no longer needed.
<b>DispAuthNo:</b>	N1-059-01-22, item 5 <b>Date Edited:</b> 8/27/2002

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<b>A-24-048-06a</b>	<b>Disclosure Files.</b>
<b>Description:</b>	Case files are arranged by company or person and contain investigation of companies or individuals suspected of or actual violations of licenses for export of armaments.
<b>Disposition:</b>	TEMPORARY. Cutoff when case is closed. Retire to Records Service Center 1 year after cutoff. Destroy 25 years after cutoff.
<b>DispAuthNo:</b>	N1-059-01-22, item 6a
<b>Date Edited:</b>	8/27/2002

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<b>A-24-048-06b</b>	<b>Disclosure Files.</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-22, item 6b
<b>Date Edited:</b>	8/27/2002

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<b>A-24-048-07a</b>	<b>Commodity Jurisdiction Case Files (CJ).</b>
<b>Description:</b>	Case files are arranged by case number and consist of correspondence between companies and Department of State on whether an article is on the U.S. Munitions List.  Paper records.
<b>Disposition:</b>	TEMPORARY. Retire to Records Service Center upon conversion of case file to electronic form. Destroy when 20 years old.
<b>DispAuthNo:</b>	N1-059-01-22, item 7a
<b>Date Edited:</b>	8/28/2002

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<b>A-24-048-07b</b>	<b>Commodity Jurisdiction Case Files (CJ).</b>
<b>Description:</b>	Electronic copy.
<b>Disposition:</b>	TEMPORARY. Delete when no longer needed.
<b>DispAuthNo:</b>	N1-059-01-22, item 7b
<b>Date Edited:</b>	8/28/2002

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<b>A-24-048-07c</b>	<b>Commodity Jurisdiction Case Files (CJ).</b>
<b>Description:</b>	CD-ROM Copy.
<b>Disposition:</b>	TEMPORARY. Delete when no longer needed.
<b>DispAuthNo:</b>	N1-059-01-22, item 7c
<b>Date Edited:</b>	8/28/2002

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### *Chapter 24: Arms Control and International Security Records*

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<b>A-24-048-08a</b>	<b>General Correspondence Case Files (GC).</b>
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<b>Description:</b>	Case files are arranged by case number and include advisory opinions on export policies; nth country transfer requests; designation of U.S. Government Approved Projects; Inertial Navigation Systems (INS) maintenance agreements; and other general subjects (March 1989 - present).
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Paper records.

<b>Disposition:</b>	TEMPORARY. Retire to Records Services Center upon conversion of case file to electronic form. Destroy when 20 years old.
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<b>DispAuthNo:</b>	N1-059-01-22, item 8a	<b>Date Edited:</b>	8/28/2002
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<b>A-24-048-08b</b>	<b>General Correspondence Case Files (GC).</b>
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<b>Description:</b>	Electronic copy.
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<b>Disposition:</b>	TEMPORARY. Delete when no longer needed.
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<b>DispAuthNo:</b>	N1-059-01-22, item 8b	<b>Date Edited:</b>	8/28/2002
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<b>A-24-048-08c</b>	<b>General Correspondence Case Files (GC).</b>
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<b>Description:</b>	CD-ROM Copy.
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<b>Disposition:</b>	TEMPORARY. Delete when no longer needed.
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<b>DispAuthNo:</b>	N1-059-01-22, item 8c	<b>Date Edited:</b>	8/28/2002
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<b>A-24-048-09a</b>	<b>Manufacturing License and Technical Assistance Agreements.</b>
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<b>Description:</b>	Files are arranged by company name or by case number and contain approved and disapproved agreements and amendments between U.S. and foreign country or company for the manufacture abroad, or the furnishing abroad of technical assistance relating to U.S. Munitions List articles.
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Agreements arranged by company name, 1955-1982

<b>Disposition:</b>	PERMANENT. Block annually. Retire to Records Service Center after expiration of agreement. Transfer to WNRC 5 years after expiration of agreement. Transfer to the National Archives when 25 years old.
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<b>DispAuthNo:</b>	N1-059-01-22, item 9a	<b>Date Edited:</b>	8/28/2002
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<b>A-24-048-09b</b>	<b>Manufacturing License and Technical Assistance Agreements.</b>
<b>Description:</b>	Agreements arranged by case number, 1983-present.
<b>Disposition:</b>	PERMANENT. Block annually. Retire to Records Service Center after expiration of agreement. Transfer to WNRC 5 years after expiration of agreement. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-059-01-22, item 9b
<b>Date Edited:</b>	8/28/2002

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<b>A-24-048-09c</b>	<b>Manufacturing License and Technical Assistance Agreements.</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-22, item 9c
<b>Date Edited:</b>	8/28/2002

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<b>A-24-048-10a</b>	<b>Munitions Control System.</b>
<b>Description:</b>	Munitions Control System Database. Database contains a listing of munitions-related items being sent to foreign countries. Data assists in controlling munitions export licenses; maintaining technical data on arms, ammunition, and implements of war, and related materials; and generating reports to Congress on values of munitions control list items licensed. Database is a replacement for a system appraised as permanent. It also serves as an index to the scanned images of paper documents. Included are fields for participants in the transaction, foreign end users, and intermediate companies.
<b>Disposition:</b>	PERMANENT. Transfer a copy of database to the National Archives immediately. Thereafter, transfer an annual snapshot of the database.
<b>DispAuthNo:</b>	N1-059-01-22, item 10a
<b>Date Edited:</b>	8/28/2002

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<b>A-24-048-10b</b>	<b>Munitions Control System.</b>
<b>Description:</b>	Munitions Control System Database Related Documentation. Includes layouts, codebooks, and other related documentation necessary to understand and use the database. This documentation may be in either electronic or paper form.
<b>Disposition:</b>	PERMANENT. Transfer to the National Archives at the same time as the related data in item 10a.
<b>DispAuthNo:</b>	N1-059-01-22, item 10b
<b>Date Edited:</b>	8/29/2002

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**A-24-048-10c**      **Munitions Control System.**

**Description:** Scanned images of paper documents. Scanned images of Arms Export Case Files, Commodity Jurisdiction Case Files (CJ), General Correspondence Case Files (GC), and other paper files maintained by PM/DTC and appraised as disposable.

**Disposition:** TEMPORARY. Destroy when no longer needed for reference.

**DispAuthNo:** N1-059-01-22, item 10c      **Date Edited:** 8/28/2002

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**A-24-048-11**      **Chronological Files.**

**Description:** File contains extra copies of documents generated by PM/DTC and maintained in electronic form for convenience of reference.

**Disposition:** TEMPORARY. Destroy when 1 year old.

**DispAuthNo:** N1-059-01-22, item 11      **Date Edited:** 8/28/2002

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**A-24-048-12a**      **Enforcement Files.**

**Description:** Compliance Files. Files are arranged by subject and contain Section Three Report, other reports, and supporting documentation relating to alleged or actual violations of U.S. arms export control laws and regulations.

**Disposition:** PERMANENT. Cutoff when case is closed. Retire to Records Service Center 5 years after cutoff. Transfer to WNRC 10 years after cutoff. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-01-22, item 12a      **Date Edited:** 8/29/2002

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**A-24-048-12b**      **Enforcement Files.**

**Description:** Administrative Case Settlements. Consent agreements and supporting documentation relating to settlements with U.S. companies regarding violations of U.S. arms export control laws and regulations.

**Disposition:** PERMANENT. Cutoff when case is closed. Retire to Records Service Center 5 years after cutoff. Transfer to WNRC 10 years after cutoff. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-01-22, item 12b      **Date Edited:** 8/29/2002

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### *Chapter 24: Arms Control and International Security Records*

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**A-24-048-12c                      Enforcement Files**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY. Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-22, item 12c                      **Date Edited:** 8/29/2002

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**A-24-048-13a                      Defense Trade News Publication (Inactive).**

**Description:** File contains quarterly bulletin containing articles on issues of interest to the defense community. Articles submitted by the Bureau of Political-Military Affairs, other Department of State bureaus and federal agencies involved in the defense industry. Publication was discontinued in March 1997. No current records are maintained.

**Disposition:** PERMANENT. Hold in current file area and retire master set to Records Service Center when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-92-32, item 18                      **Date Edited:** 8/29/2002

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**A-24-048-13b                      Defense Trade News Publication (Inactive).**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY. Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-22, unnumbered                      **Date Edited:** 8/29/2002

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**A-24-048-14a                      Miscellaneous Publications (Inactive).**

**Description:** File contains brochures, pamphlets, manuals, and articles generated by PM/DTC for release to the defense community on issues, policies or procedures of the Center for Defense Trade.

**Disposition:** PERMANENT. Hold in current file area and retire master set to Records Service Center when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-92-32, item 19                      **Date Edited:** 8/29/2002

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<b>A-24-048-14b</b>	<b>Miscellaneous Publications (Inactive).</b>
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<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
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<b>Disposition:</b>	TEMPORARY. Delete once recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-22, unnumbered	<b>Date Edited:</b>	8/29/2002
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<b>A-24-048-15a</b>	<b>Subject and Policy Files (Inactive).</b>
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<b>Description:</b>	Files are arranged by subject and contain correspondence, telegrams, airgrams, and other documentation pertaining to international export and import of armaments and reflecting the decisions taken by PM/DTC on international arms traffic matters.
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<b>Disposition:</b>	PERMANENT. Block annually. Retire to Records Service Center when 10 years old for transfer to WNRC. Transfer to National Archives when 25 years old.
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<b>DispAuthNo:</b>	N1-059-92-32, item 6	<b>Date Edited:</b>	8/29/2002
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<b>A-24-048-15b</b>	<b>Subject and Policy Files (Inactive).</b>
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<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
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<b>Disposition:</b>	TEMPORARY. Delete once recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-22, unnumbered	<b>Date Edited:</b>	8/29/2002
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<b>A-24-048-16</b>	<b>Miscellaneous Correspondence</b>
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<b>Description:</b>	Routine and general inquiry correspondence not related to a specific arms export case, registration, commodity jurisdiction case, or general correspondence case. Arranged by name of company.
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<b>Disposition:</b>	TEMPORARY: Cutoff at end of year. Destroy when 3 years old or when no longer needed, whichever is sooner.
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<b>DispAuthNo:</b>	N1-059-03-07, item 1	<b>Date Edited:</b>	12/4/2003
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**Office of Humanitarian Demining Programs**

**A-24-049-01a**                      **Office of Humanitarian Demining Programs**

**Demining Chronological Files.**

**Description:**            a. File consists of correspondence and other issuances of the Director of this program. File contains incoming and outgoing correspondence, memoranda, telegrams, reports, and other documentation related to Demining program matters. Maintained in chronological order by the Office Manager.

**Disposition:**            PERMANENT. Cutoff at end of calendar year. Hold in current file area for 2 years and transfer to Records Service Center. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.

**DispAuthNo:**            N1-059-01-20, item 1a                      **Date Edited:**        6/18/2002

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**A-24-049-01b**                      **Demining Chronological Files.**

**Description:**            b. Electronic copies produced on electronic mail and word processing systems.

**Disposition:**            TEMPORARY. Delete once recordkeeping copy has been produced.

**DispAuthNo:**            N1-059-01-20, item 1b                      **Date Edited:**        6/18/2002

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### Chapter 24: Arms Control and International Security Records

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#### **A-24-049-02a**      **Administrative Records Maintained in any Agency Office**

**Description:** Includes administrative records (arranged by subject) pertaining to Humanitarian Demining Program such as telegrams, memoranda, and reports. Also may include the following:

- staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
- office-level administrative policies and procedures and files related to their development (see Note 1)
- calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)
- informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
- internal office activity and workload reports
- studies and analyses of office administrative functions and activities
- non-mission related management reviews and surveys
- minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

**Disposition:** Temporary. Destroy when business use ceases. (Supersedes GRS 23, item 1)

**DispAuthNo:** DAA-GRS-2016-0016-0001 (G      **Date Edited:** 9/21/2017

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#### **A-24-049-02b**      **Administrative Subject Files.**

**Description:** b. Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY. Delete once recordkeeping copy has been produced.

**DispAuthNo:** GRS 23, item 10a      **Date Edited:** 6/18/2002

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### Chapter 24: Arms Control and International Security Records

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#### A-24-049-03 Time and Attendance Records

**Description:** Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work.

Includes forms such as OF 71, DS-7100, and DS-1216

Legal citation: 29 U.S.C. 516.5a

**Disposition:** Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner. (Supersedes GRS 2, item 7)

**DispAuthNo:** DAA-GRS-2016-0015-0003 (G                      **Date Edited:** 9/13/2017

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#### A-24-049-04 Mail Registration and Receipts.

**Description:** File contains records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts. Included are Forms for Registered Mail and Registered Mail Invoice.

**Disposition:** Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use. (Supersedes GRS 12, item 5a)

**DispAuthNo:** GRS 5.5, Item 020                      **Date Edited:** 3/13/2017

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#### A-24-049-05a Program/Project Files.

**Description:** a. Case files contain material related to the planning, implementation, operation, and completion of projects involved with U.S. humanitarian demining activities. Includes telegrams, memoranda, reports, and other documentation dealing with demining programs. Arranged by subject or country. 1999 to present.

Volume on hand: five cubic feet  
Growth: two to three cubic feet annually

**Disposition:** PERMANENT. Cutoff at end of project. Hold in current file area and retire to Records Service Center 5 years after completion of project. Transfer to WNRC 10 years after project complete. Transfer to National Archives 25 years after project complete.

**DispAuthNo:** N1-059-01-20, item 5a                      **Date Edited:** 6/18/2002

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### *Chapter 24: Arms Control and International Security Records*

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**A-24-049-05b**                      **Program/Project Files.**

**Description:**                      b. Electronic copies produced on electronic mail and word processing systems.

**Disposition:**                      TEMPORARY. Delete once recordkeeping copy has been produced.

**DispAuthNo:**                      N1-059-01-20, item 5b                      **Date Edited:**                      6/18/2002

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**A-24-049-06a**                      **Policy and Procedures Files.**

**Description:**                      a. File contains information on policies, procedures and programs related to U.S. position on humanitarian mine action assistance. Includes telegrams, memoranda, reports, and other documentation pertaining to decisions and recommendations on Humanitarian Demining Programs. Arranged by project or by country. 1999 to present.

Volume on hand:                      four cubic feet  
Growth:                                      two to three cubic feet annually

**Disposition:**                      PERMANENT. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 2 years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old.

**DispAuthNo:**                      N1-059-01-20, item 6a                      **Date Edited:**                      6/18/2002

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**A-24-049-06b**                      **Policy and Procedures Files.**

**Description:**                      b. Electronic copies produced on electronic mail and word processing systems.

**Disposition:**                      TEMPORARY. Delete once recordkeeping copy has been produced.

**DispAuthNo:**                      GRS 23, item 10a                      **Date Edited:**                      6/18/2002

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**A-24-049-07a**                      **Demining Interagency Working Group Files/Policy Coordination Committee Subgroup Files.**

**Description:**                      a. File contains meeting announcements, agenda, proposals submitted for review, and recommendations for action. HDP serves as chair. File is arranged chronologically by date of meetings. Covers period 1999 to present.

Volume on hand:                      two cubic feet  
Growth:                                      one-half cubic foot annually

**Disposition:**                      PERMANENT. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 10 years old. Transfer to WNRC when 20 years old. Transfer to National Archives when 25 years old.

**DispAuthNo:**                      N1-059-01-20, item 7a                      **Date Edited:**                      6/18/2002

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## U.S. Department of State Records Schedule

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### *Chapter 24: Arms Control and International Security Records*

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<b>A-24-049-07b</b>	<b>Demining Interagency Working Group Files/Policy Coordination Committee Subgroup Files.</b>
<b>Description:</b>	b. Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-20, item 7b <b>Date Edited:</b> 6/18/2002
<b>A-24-049-08a</b>	<b>Demining Firm Fixed Price Contracts, Integrated Mine Action Services (IMAS) Files.</b>
<b>Description:</b>	a. File contains duplicate copies of letters, memoranda, contracts, and reports related to Firm fixed price IMAS contracts.
<b>Disposition:</b>	TEMPORARY. Destroy when business use ceases. (Supersedes GRS 3, item 3c).
<b>DispAuthNo:</b>	GRS 1.1, item 011 <b>Date Edited:</b> 5/21/2015
<b>A-24-049-09a</b>	<b>Demining Cost Type Contracts and Grants.</b>
<b>Description:</b>	a. File contains duplicate copies of letters, memoranda, and other documentation related to cost type contracts and grants.
<b>Disposition:</b>	TEMPORARY. Destroy when business use ceases. (Supersedes GRS 3, item 3c).
<b>DispAuthNo:</b>	GRS 1.1, item 011 <b>Date Edited:</b> 5/21/2015
<b>A-24-049-10a</b>	<b>Demining Budget Submissions.</b>
<b>Description:</b>	a. File contains copies of budget estimates and justifications prepared by office for submission to senior management.
<b>Disposition:</b>	TEMPORARY. Cutoff at end of fiscal year. Hold in current file area and retire to Records Service Center 1 year after cutoff. Destroy 3 years after close of fiscal year covered.
<b>DispAuthNo:</b>	N1-059-01-20, item 10a <b>Date Edited:</b> 6/18/2002
<b>A-24-049-11a</b>	<b>Demining Financial Plans and Related Material.</b>
<b>Description:</b>	a. File contains copies of administrative records related to the financial plan and documentation supporting financial plan obligations.
<b>Disposition:</b>	TEMPORARY. Cutoff at end of fiscal year. Hold in current file area and retire to Records Service Center 1 year after cutoff. Destroy 3 years after close of fiscal year covered.
<b>DispAuthNo:</b>	N1-059-01-20, item 11a <b>Date Edited:</b> 6/18/2002



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### *Chapter 24: Arms Control and International Security Records*

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<b>A-24-049-11b</b>	<b>Demining Financial Plans and Related Material.</b>
<b>Description:</b>	b. Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-20, item 11b <b>Date Edited:</b> 6/18/2002
<b>A-24-049-12a</b>	<b>Demining Allocation Memoranda and Congressional Notifications.</b>
<b>Description:</b>	a. File contains memoranda requesting approval for use of funds for U.S. Humanitarian Demining Program activities. 1999 to present.
<b>Disposition:</b>	TEMPORARY. Cutoff at end of calendar year. Hold in current file area and destroy 2 years after cutoff.
<b>DispAuthNo:</b>	N1-059-01-20, item 12a <b>Date Edited:</b> 6/18/2002
<b>A-24-049-12b</b>	<b>Demining Allocation Memoranda and Congressional Notifications.</b>
<b>Description:</b>	b. Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-20, item 12b <b>Date Edited:</b> 6/18/2002
<b>A-24-049-13a</b>	<b>Publications.</b>
<b>Description:</b>	a. A record copy of each publication produced either by the Department of State or for the Department of State regarding U.S. efforts in global humanitarian demining efforts. Such publications include "To Walk the Earth in Safety: The United States Commitment to Humanitarian Demining", "Hidden Killers," and other such publications regarding demining initiatives.
<b>Disposition:</b>	PERMANENT. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center 2 years after cutoff. Transfer to WNRC 5 years after cutoff. Transfer to National Archives when 25 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-059-01-20, item 13a <b>Date Edited:</b> 6/18/2002
<b>A-24-049-13b</b>	<b>Publications.</b>
<b>Description:</b>	b. Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-20, item 13b <b>Date Edited:</b> 6/18/2002

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### *Chapter 24: Arms Control and International Security Records*

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#### Office of International Security Operations

**A-24-050-01a**      **International Security Operations****Subject Files.**

**Description:** a. File contains information on a variety of issues and programs pertaining to international security operations arranged by subject or country. Contains airgrams, telegrams, memorandums, reports, etc. on military operations, security, human rights, nuclear issues, Multi-national Interception Force, Politically Sensitive Areas, Acquisition and Cross-Servicing Agreements, Diego Garcia, Bermuda, Ascension Island, etc. Arrange annually or other specific time period. Information on programs and issues of long-term value to the operations.

**Disposition:** PERMANENT: Hold in current file area and retire to Records Service Center when 10 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 25 years old in 5 year blocks.

**DispAuthNo:** N1-059-01-17, item 1a      **Date Edited:** 5/31/2002

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**A-24-050-01b**      **Subject Files.**

**Description:** b. File contains records on issues or programs of a general nature, i.e. human rights, port visits, military exercises, humanitarian assistance, Freedom of Navigation, etc.

**Disposition:** PERMANENT: Hold in current file area and retire to Records Service Center when 3 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old in 5 year blocks.

**DispAuthNo:** N1-059-01-17, item 1b      **Date Edited:** 5/31/2002

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**A-24-050-01c**      **Subject Files.**

**Description:** c. Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-17, item 1c      **Date Edited:** 5/31/2002

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**A-24-050-02a**      **Overflight Clearances.**

**Description:** a. File is arranged by country and contains requests by foreign governments for overflight and landing clearances in the U.S. and U.S. Territories.

**Disposition:** TEMPORARY: Destroy when 2 years old.

**DispAuthNo:** N1-059-01-17, item 2a      **Date Edited:** 5/31/2002

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## U.S. Department of State Records Schedule

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### *Chapter 24: Arms Control and International Security Records*

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**A-24-050-02b**                      **Overflight Clearances.**

**Description:**            b. Electronic copies produced on electronic mail and word processing systems.

**Disposition:**            TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:**            N1-059-01-17, item 2b                      **Date Edited:**        9/23/2004

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**A-24-050-03a**                      **Foreign Employment.**

**Description:**            a. File is arranged chronologically and contains requests from retired or reservist military personnel to work in a foreign country with either an American contractor or for the foreign government. Contains a specific request form and State Department response.

**Disposition:**            TEMPORARY: Destroy 2 years after approval of request.

**DispAuthNo:**            N1-059-01-17, item 3a                      **Date Edited:**        5/31/2002

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**A-24-050-03b**                      **Foreign Employment.**

**Description:**            b. Electronic copies produced on electronic mail and word processing systems.

**Disposition:**            TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:**            N1-059-01-17, item 3b                      **Date Edited:**        5/31/2002

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**A-24-050-04a**                      **Medical Requests.**

**Description:**            a. File is arranged chronologically and contains requests from foreign countries for VIP and foreign national medical treatment at a U.S. military medical facility. Information contains cables, memorandums, and diplomatic notes requesting State Department approval.

**Disposition:**            TEMPORARY: Destroy 2 years after approval of request.

**DispAuthNo:**            N1-059-01-17, item 4a                      **Date Edited:**        5/31/2002

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**A-24-050-04b**                      **Medical Requests.**

**Description:**            b. Electronic copies produced on electronic mail and word processing systems.

**Disposition:**            TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:**            N1-059-01-17, item 4b                      **Date Edited:**        5/31/2002

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## U.S. Department of State Records Schedule

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### *Chapter 24: Arms Control and International Security Records*

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**A-24-050-05a**      **Military Exercises.**

**Description:** a. File contains Department of State clearance on the deployment of U.S. military personnel to a foreign country for military exercises in that country. Information is maintained by the name of the exercise and contains cables.

**Disposition:** TEMPORARY: Destroy when 2 years old.

**DispAuthNo:** N1-059-01-17, item 5a      **Date Edited:** 5/31/2002

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**A-24-050-05b**      **Military Exercises.**

**Description:** b. Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-17, item 5b      **Date Edited:** 5/31/2002

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**A-24-050-06a**      **Counter-Drug Operations and Deployment.**

**Description:** a. File consists of clearance on requests for deployment of counter-drug operations. File contains cables and general correspondence. Approval is made by phone and denials are submitted in writing.

**Disposition:** TEMPORARY: Destroy when 1 year old.

**DispAuthNo:** N1-059-01-17, item 6a      **Date Edited:** 5/31/2002

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**A-24-050-06b**      **Counter-Drug Operations and Deployment.**

**Description:** b. Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-17, item 6b      **Date Edited:** 5/31/2002

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**A-24-050-07a**      **Daily Activity Reports.**

**Description:** a. File contains summaries of the daily activities of PM/ISO.

**Disposition:** TEMPORARY: Destroy when 1 year old.

**DispAuthNo:** N1-059-01-17, item 7a      **Date Edited:** 5/31/2002

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#### **A-24-050-07b      Daily Activity Reports.**

**Description:** b. Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-17, item 7b      **Date Edited:** 5/31/2002

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#### **A-24-050-08      Execute Orders (EXORDS)**

**Description:** Contains copies of incoming e-mail requests from the Joint Chiefs of Staff (JCS) to execute military action/operations. Also contains Clearance Tracking Sheet that is distributed internally within State to elicit from interested Department components comments and clearance on the JCS requests. Responses are prepared and returned to JCS. Files cover period of 2001 to present.

**Disposition:** PERMANENT. Cutoff at end of calendar year. Hold in current file area for 1 year. Officers screen files and retain only substantive information. Retire to records storage facility. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-05-08, item 1      **Date Edited:** 3/1/2006

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#### **A-24-050-09      Deployment Orders (DEPORDS)**

**Description:** File contains copies of documents from JCS concerning deployment of U.S. troops and equipment to specific point or theater of operations.

**Disposition:** PERMANENT. Cutoff at end of calendar year. Hold in current file area for 1 year and retire to RSC. Officers screen material and retain only substantive documents. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-05-08, item 2      **Date Edited:** 3/1/2006

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#### **A-24-050-10      SITREP Reports**

**Description:** File contains copies of reports produced daily by ISO for principal officers, political advisors, military commands, and bureaus concerned. Reports produced from information received from multiple sources, including other agencies and various websites. Also includes other office or agency material used to generate SITREP items if not specifically cited in the sitreps.

**Disposition:** PERMANENT. Cutoff at end of calendar year. Hold in current file area 1 year and retire to records storage facility. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-05-08, item 3      **Date Edited:** 3/1/2006

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#### **A-24-050-11      Task Force 3 Country Subject Files**

**Description:** File contains copies of Excel spreadsheets produced by political-military unit of Counter Terrorism Task Force 3 during its operation. Spreadsheets provide information related to which countries offered what assistance after 9/11, including the use of foreign forces and/or facilities. Files consist of 2 cubic feet of records covering the period 9/11/01 to 11/01/01.

**Disposition:** PERMANENT. Cutoff at end of calendar year. Hold in current file area 1 year and retire to records storage facility. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-05-08, item 4                      **Date Edited:** 3/1/2006

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#### **A-24-050-12      Tracking and Control Records (Logs)**

**Description:** Paper and electronic logs and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF-115.

**Disposition:** TEMPORARY. Destroy or delete when 2 years old, or 2 years after the date of the last entry, whichever is applicable. (GRS 23, item 8)

**DispAuthNo:** N1-059-05-08, item 5                      **Date Edited:** 3/1/2006

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#### **A-24-050-13      Rules of Engagement (ROEs)**

**Description:** File contains copies of State Department comments on or clearance of Joint Chiefs of Staff (JCS) proposals for rules of engagement for U.S. forces operating against terrorism in other countries.

**Disposition:** PERMANENT. Cutoff at end of operation and retire to records storage facility. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-05-08, item 6                      **Date Edited:** 3/1/2006

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#### **A-24-050-14      EXSEC to EXSEC File**

**Description:** File contains formal memoranda from Executive Secretaries of Department of State (DoS) and Department of Defense (DoD) requesting DoD cooperation to facilitate foreign government officials access to foreign nationals held at Guantanamo. Deals with operational issues and not policy. Records deal with requirement, formal request/answer, and establishment of points-of-contact.

**Disposition:** PERMANENT. Cutoff at end of calendar year. Hold in current file area 1 year. Retire to records storage facility. Transfer to National Archives in 25 years.

**DispAuthNo:** N1-059-05-08, item 7                      **Date Edited:** 3/1/2006

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#### A-24-050-16 Interdiction Operations File

**Description:** File contains copies of e-mail chains and other materials related to requests for maritime and other types of counter terrorism interdictions. ISO/PMAT is the primary action office and coordinates requests among embassies and bureaus affected and establishes lines of communication between the Joint Chiefs of Staff (JCS), military commands, and Department of State and embassy members involved. Records organized in general program files by exercise, standard operating procedures (SOP) and lessons learned, ship name and action number by ship.

**Disposition:** PERMANENT. Retain general program files for as long as program is operational. After program ends, retire records to storage facility and transfer to National archives when 25 years old. Retain specific operations files until 1 year after latest action on specific ship and transfer to National Archives after 25 years old.

**DispAuthNo:** N1-059-05-08, item 8

**Date Edited:** 3/1/2006

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#### A-24-050-17 Crisis Status Reports (EXCEL Spreadsheets)

**Description:** File contains copies of EXCEL spreadsheets that form a Crisis Country Status Report distributed to the Secretary of State, principals, bureaus affected, and USUN. Elements of information contained in spreadsheets include date, country involved, projected forces, current forces, and status. File organized and maintained by country.

See sub-parts of this section for specific record type

**Disposition:** Varies based upon record type - see sub-parts of this section for specific disposition

**DispAuthNo:** N1-059-05-08, item 9

**Date Edited:** 3/1/2006

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#### A-24-050-17a Crisis Status Reports (EXCEL Spreadsheets)

**Description:** Crisis Country Status Reports distributed to the Secretary of State, principals, bureaus affected, and USUN. Elements of information contained in reports include date, country involved, projected forces, current forces, and status.

a. Hard copy reports. File organized and maintained by country and date.

**Disposition:** PERMANENT. Cut-off upon completion of crisis. Hold in current file area 1 year and retire to records storage facility. Transfer to National Archives when 25 years old in 5 year blocks.

**DispAuthNo:** N1-059-05-08, item 9a

**Date Edited:** 3/1/2006

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<b>A-24-050-17b</b>	<b>Crisis Status Reports (EXCEL Spreadsheets)</b>
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<b>Description:</b>	Crisis Country Status Reports distributed to the Secretary of State, principals, bureaus affected, and USUN. Elements of information contained in reports include date, country involved, projected forces, current forces, and status.
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b. Electronic data

<b>Disposition:</b>	TEMPORARY. Preserve for one year after completion of crisis and then delete when no longer needed.
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<b>DispAuthNo:</b>	N1-059-05-08, item 9b	<b>Date Edited:</b>	3/1/2006
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<b>A-24-050-18a</b>	<b>Electronic Mail and Word Processing System Copies</b>
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<b>Description:</b>	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.
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a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal 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.

<b>Disposition:</b>	TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced (GRS-23, item 10a)
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<b>DispAuthNo:</b>	N1-059-05-08, item 10a	<b>Date Edited:</b>	3/1/2006
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<b>A-24-050-18b</b>	<b>Electronic Mail and Word Processing System Copies</b>
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<b>Description:</b>	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.
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b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

<b>Disposition:</b>	TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed. (GRS-23, item 10b)
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<b>DispAuthNo:</b>	N1-059-05-08, item 10b	<b>Date Edited:</b>	3/1/2006
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### *Chapter 24: Arms Control and International Security Records*

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#### Office of Plans, Policy, and Analysis

**A-24-051-01      Small Arms/Light Weapons (SA/LW)**

**Description:** File contains documents related to PM role as an interagency lead on SA/LW. File is arranged by subject and includes, inter alia: Interagency Working Group agendas and briefing papers; policy papers; strategy papers/guidance cables for various fora (e.g. OSCE, NATO Stability Pact, UN and OAS). April 1999 to present.

**Disposition:** PERMANENT. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 5 years old. Transfer to WNRC when ten years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-01-18, item 1

**Date Edited:** 4/1/2005

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**A-24-051-02      Critical Information Protection (CIP)/Information Security**

**Description:** File contains documents drafted by PM and/or related to PM role as lead on U.S. efforts re international outreach on CIP pol-mil/defense issues, as well as documents related to PM lead on diplomatic efforts re information security. File is arranged by both subject and country and includes, inter alia: PM-drafted policy/strategy/briefing papers; papers and reporting cables related to bilateral consultations on CIP/information security, as well as consultations in various multilateral fora (E.G. UN, G-8). April 1999 to present.

**Disposition:** Permanent. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 5 years old. Transfer to WNRC when ten years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-01-18, item 2

**Date Edited:** 4/1/2005

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**A-24-051-03      Non-Lethal Weapons (NLW)**

**Description:** File contains PM-generated documents; primary strategy papers, think pieces, and briefing memos, related to U.S. NLW policy. Arranged chronologically. April 1999 to present.

**Disposition:** PERMANENT. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-01-18, item 3

**Date Edited:** 4/1/2005

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### *Chapter 24: Arms Control and International Security Records*

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#### **A-24-051-04      Security Assistance Files**

**Description:** File contains information related to the expenditure of Security Assistance Funds. It includes notifications to Congress, memos authorizing the expenditure and apportionment of Foreign Military Financing funds and memos authorizing the expenditure and allotments of Peacekeeping Operations Funds. It contains memos authorizing the expenditure and apportionment of International Military Education and Training funds, the expenditure of economic support funds and documents pertaining to the FY budget formulation process. The files also contain documents related to FMF, PKO, IMET, E-IMET, and Security Assistance policy, testimony from periodic congressional hearings and quarterly reports on countries sanctioned under 620(q) of the Foreign Assistance Act and under the Brooke Amendment. Arranged chronologically. April 1999 to present.

**Disposition:** PERMANENT: Cutoff at end of fiscal year. Hold in current file area for 5 years and then retire to the Records Service Center. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-01-18, item 4                      **Date Edited:** 4/1/2005

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#### **A-24-051-05      Defense Planning**

**Description:** Recordkeeping copies. These files, arranged by subject, country, or organization, include telegrams, documents, memorandums, correspondence, reports, briefing materials, e-mail messages, drafts, policy papers, and other material. The files document PM/PPA liaison responsibilities with the Pentagon including coordination of the preparation of several mandated reports and the development of the policy on issues of mutual interest.

**Disposition:** PERMANENT. Cutoff at end of calendar year. Hold in current file area for 5 years and then retire to the Records Service Center. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-01-18, item 6                      **Date Edited:** 4/1/2005

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#### **A-24-051-06      Defense Trade**

**Description:** Recordkeeping copies. These files, arranged by subject, country, or organization, include telegrams, documents, memorandums, correspondence, reports, briefing materials, e-mail messages, drafts, policy papers, and other material. The files document the negotiation and development of overall policy regarding defense trade controls.

**Disposition:** PERMANENT. Cutoff at end of calendar year. Hold in current file area for 5 years and then retire to the Records Service Center. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-01-18, item 7                      **Date Edited:** 4/1/2005

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**A-24-051-07      Electronic Copies**

**Description:**      Electronic copies produced on electronic mail and word processing systems elsewhere in this section.

**Disposition:**      TEMPORARY. Delete when recordkeeping copy has been produced.

**DispAuthNo:**      N1-059-01-18, item 7b      **Date Edited:**      4/1/2005

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### *Chapter 24: Arms Control and International Security Records*

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#### Office of Regional Security and Arms Transfers

**A-24-052-01a**      **Program Files.**

**Description:** File is arranged by country, subject or program and contains information on defense relations and security assistance programs under the Arms Export Control Act and other legislation relating to bilateral defense, foreign military sales, legislation, budget support, base negotiations, and treaties. Files contain cables, general correspondence, congressionals, memorandums, etc.

**Disposition:** PERMANENT: Cutoff at end of calendar year. Hold in current file area for 2 years. Retire to Records Service Center when 3 years old. Transfer to the National Archives when 25 years old in 5-year blocks.

**DispAuthNo:** N1-059-01-21, item 1a      **Date Edited:** 8/1/2002

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**A-24-052-01b**      **Program Files.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-21, item 1b      **Date Edited:** 8/1/2002

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**A-24-052-02a**      **Third Party Transfer Files.**

**Description:** Case files on the purchase of military equipment by a foreign government to retransfer, lease or sale to another government or private entity. Files are arranged by country and consist of general correspondence, Congressionals, cables, memorandums and final approval.

**Disposition:** PERMANENT: Hold in current file area and retire to Records Service Center when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

**DispAuthNo:** N1-059-01-21, item 2a      **Date Edited:** 8/1/2002

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**A-24-052-02b**      **Third Party Transfer Files.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-21, item 2b      **Date Edited:** 8/1/2002

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### *Chapter 24: Arms Control and International Security Records*

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<b>A-24-052-03a</b>	<b>36B Transfer Files.</b>
<b>Description:</b>	Case files on PM clearances for requests of arms sales of \$14 million or higher to foreign countries. Arranged by case number (assigned by DOD) and contains incoming and outgoing correspondence on the request.
<b>Disposition:</b>	TEMPORARY: Destroy when 20 years old.
<b>DispAuthNo:</b>	N1-059-01-21, item 3a
<b>Date Edited:</b>	8/1/2002
<b>A-24-052-03b</b>	<b>36B Transfer Files.</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-21, item 3b
<b>Date Edited:</b>	8/1/2002
<b>A-24-052-04</b>	<b>36B Case Log.</b>
<b>Description:</b>	Log on all incoming requests for arms sales. Contains incoming case number, country, value description, approving officer, date received, date of OMB/NSC clearance, etc.
<b>Disposition:</b>	TEMPORARY: Destroy when no longer needed.
<b>DispAuthNo:</b>	N1-059-01-21, item 4
<b>Date Edited:</b>	8/1/2002
<b>A-24-052-05a</b>	<b>Clearance for Bureau of Alcohol, Tobacco, and Firearms.</b>
<b>Description:</b>	File contains requests by countries on the prescribed list for permits to import U.S. arms into their country.
<b>Disposition:</b>	TEMPORARY: Cutoff when request complete. Hold in current file area for 2 years and retire to Records Service Center. Destroy when 12 years old.
<b>DispAuthNo:</b>	N1-059-01-21, item 5a
<b>Date Edited:</b>	8/1/2002
<b>A-24-052-05b</b>	<b>Clearance for Bureau of Alcohol, Tobacco, and Firearms.</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-21, item 5b
<b>Date Edited:</b>	8/1/2002

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### *Chapter 24: Arms Control and International Security Records*

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<b>A-24-052-06a</b>	<b>Foreign Military Sales (FMS) List.</b>
<b>Description:</b>	File contains lists received daily from DOD requiring PM/RSAT approval of arms sales, services or training.
<b>Disposition:</b>	TEMPORARY: Retire when 2 years old to Records Service Center. Destroy when 20 years old.
<b>DispAuthNo:</b>	N1-059-01-21, item 6a
<b>Date Edited:</b>	8/1/2002
<b>A-24-052-06b</b>	<b>Foreign Military Sales (FMS) List.</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-21, item 6b
<b>Date Edited:</b>	8/1/2002
<b>A-24-052-07a</b>	<b>Military Excess Defense Articles.</b>
<b>Description:</b>	File contains materials of interagency committee responsible for offering excess military equipment to other countries. Information is arranged by sections of the Security Assistance Program.
<b>Disposition:</b>	TEMPORARY: Destroy when 5 years old.
<b>DispAuthNo:</b>	N1-059-01-21, item 7a
<b>Date Edited:</b>	8/1/2002
<b>A-24-052-07b</b>	<b>Military Excess Defense Articles.</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-21, item 7b
<b>Date Edited:</b>	8/1/2002
<b>A-24-052-08a</b>	<b>Security Assistance Officer Nominations.</b>
<b>Description:</b>	File contains nominations for Security Assistance Officer positions located in U.S. embassies. Consists of cables, memorandums and correspondence.
<b>Disposition:</b>	TEMPORARY: Destroy when 3 years old.
<b>DispAuthNo:</b>	N1-059-01-21, item 8a
<b>Date Edited:</b>	8/1/2002

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<b>A-24-052-08b</b>	<b>Security Assistance Officer Nominations.</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-21, item 8b <b>Date Edited:</b> 8/1/2002
<b>A-24-052-09a</b>	<b>Daily Activity Report.</b>
<b>Description:</b>	File contains summary of daily activities submitted to the Front Office.
<b>Disposition:</b>	TEMPORARY: Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-059-01-21, item 9a <b>Date Edited:</b> 8/1/2002
<b>A-24-052-09b</b>	<b>Daily Activity Report.</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-21, item 9b <b>Date Edited:</b> 8/1/2002
<b>A-24-052-10a</b>	<b>Policy Files.</b>
<b>Description:</b>	Files documenting the policies pertaining to defense trade relations, defense trade promotion, export controls, defense controls, technology transfers and other issues monitored by PM/RSAT. Files are arranged by country, subject, or programs and contain cables, memorandums, diplomatic notes, briefing papers, etc.
<b>Disposition:</b>	PERMANENT: Retire to Records Service Center when 10 years old in 5-year blocks. Transfer to the National Archives when 25 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-059-01-21, item 10a <b>Date Edited:</b> 8/1/2002
<b>A-24-052-10b</b>	<b>Policy Files</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-21, item 10b <b>Date Edited:</b> 8/1/2002

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<b>A-24-052-11a</b>	<b>Briefing Books.</b>
<b>Description:</b>	File contains briefing reports prepared by PM/RSAT on defense trade issues. File is arranged by country.
<b>Disposition:</b>	PERMANENT: Hold in current file area and retire to the Records Service Center when 3 years old. Transfer to the National Archives when 25 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-059-01-21, item 11a
	<b>Date Edited:</b> 8/1/2002
<b>A-24-052-11b</b>	<b>Briefing Books.</b>
<b>Description:</b>	File contains briefing reports prepared by other agencies on defense trade issues. File is arranged by country.
<b>Disposition:</b>	PERMANENT: Hold in current file area and retire to Records Service Center when 3 years old. Transfer to the National Archives when 25 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-059-01-21, item 11b
	<b>Date Edited:</b> 8/1/2002
<b>A-24-052-11c</b>	<b>Briefing Books.</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-21, item 11c
	<b>Date Edited:</b> 8/1/2002
<b>A-24-052-12a</b>	<b>Munitions Controls Export License Approval Documentation Files.</b>
<b>Description:</b>	File contains PM/RSAT clearance on requests by private companies to export defense-related items. Only PM/RSAT response is filed.
<b>Disposition:</b>	TEMPORARY: Destroy when 5 years old.
<b>DispAuthNo:</b>	N1-059-01-21, item 12a
	<b>Date Edited:</b> 8/1/2002
<b>A-24-052-12b</b>	<b>Munitions Controls Export License Approval Documentation Files.</b>
<b>Description:</b>	Specific case files related to either certain countries or specific issues, i.e. missiles, radiation, etc.
<b>Disposition:</b>	PERMANENT: Block annually. Retire to the Records Service Center when 3 years old. Transfer to the National Archives when 25 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-059-01-21, item 12b
	<b>Date Edited:</b> 8/1/2002



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<b>A-24-052-12c</b>	<b>Munitions Controls Export License Approval Documentation Files.</b>
<b>Description:</b>	File contains requests for PM/RSAT approval for commercial export of military supplies and equipment. Request is submitted by PM/DTC and is filed by case number.
<b>Disposition:</b>	TEMPORARY. Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-059-01-21, item 12c
<b>Date Edited:</b>	8/1/2002
<b>A-24-052-12d</b>	<b>Munitions Controls Export License Approval Documentation Files.</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-21, item 12d
<b>Date Edited:</b>	8/1/2002
<b>A-24-052-13a</b>	<b>Public Inquiries.</b>
<b>Description:</b>	File contains materials on U.S. companies requesting information on munitions licensing policies or procedures. File is arranged by company.
<b>Disposition:</b>	TEMPORARY: Hold in current file area and retire when 1 year old to the Records Service Center. Destroy when 5 years old.
<b>DispAuthNo:</b>	N1-059-01-21, item 13a
<b>Date Edited:</b>	8/1/2002
<b>A-24-052-13b</b>	<b>Public Inquiries.</b>
<b>Description:</b>	Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-21, item 13b
<b>Date Edited:</b>	8/1/2002
<b>A-24-052-14a</b>	<b>Daily Activity Reports.</b>
<b>Description:</b>	File contains summary of daily activities of PM/RSAT.
<b>Disposition:</b>	TEMPORARY: Hold in current file area and destroy when 1 year old.
<b>DispAuthNo:</b>	N1-059-01-21, item 14a
<b>Date Edited:</b>	8/1/2002

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**A-24-052-14b**      **Daily Activity Reports.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-21, item 14b      **Date Edited:** 8/1/2002

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**A-24-052-15a**      **Memorandum of Understanding.**

**Description:** File contains memorandums between two or more governments and NATO on the cooperation, development, research or production of weapons systems. File is arranged by year and then alphabetically by subject of the MOU.

**Disposition:** PERMANENT: Block annually. Retire to the Records Service Center 5 years after agreement has been signed. Transfer to the National Archives when 25 years old in 5-year blocks.

**DispAuthNo:** N1-059-01-21, item 15a      **Date Edited:** 8/1/2002

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**A-24-052-15b**      **Memorandum of Understanding.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-21, item 15b      **Date Edited:** 8/1/2002

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**A-24-052-16a**      **Office Reference Material.**

**Description:** File contains materials created on specific issues to be used as a reference tool for future occurrences, e.g. testimonies, speeches, travel, studies, etc.

**Disposition:** TEMPORARY: Destroy when no longer needed.

**DispAuthNo:** N1-059-01-21, item 16a      **Date Edited:** 8/1/2002

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**A-24-052-16b**      **Office Reference Material.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-21, item 16b      **Date Edited:** 8/1/2002

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**A-24-052-17a**      **Chronological Files.**

**Description:** File contains extra copies of outgoing correspondence located in the Program files of the office.

**Disposition:** TEMPORARY Destroy when 1 year old.

**DispAuthNo:** N1-059-01-21, item 17a      **Date Edited:** 8/1/2002

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**A-24-052-17b**      **Chronological Files.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-21, item 17b      **Date Edited:** 8/1/2002

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**A-24-052-18a**      **Reference Documents - Defense Trade Advisory Group.**

**Description:** File contains general information supporting the existence of the Defense Trade Advisory Group (DTAG). Includes copies of the charter, legal authorization, bi-laws, meeting proceeds, policy issues, budget and other background material.

**Disposition:** PERMANENT: Hold in current file area. Retire a master set to the Records Service Center when 5 years old. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-01-21, item18a      **Date Edited:** 8/1/2002

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**A-24-052-18b**      **Reference Documents - Defense Trade Advisory Group.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-21, item 18b      **Date Edited:** 8/1/2002

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**A-24-052-19a**      **DTAG Membership Files.**

**Description:** File contains background information on the members of the DTAG and is arranged alphabetically and by working groups. Includes resumes, nomination letters, acceptance notification, security clearances, membership lists, etc.

**Disposition:** TEMPORARY: Destroy 1 year after tenure as member.

**DispAuthNo:** N1-059-01-21, item 19a      **Date Edited:** 8/1/2002

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**A-24-052-19b**                      **DTAG Membership Files.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-21, item 19b                      **Date Edited:** 8/1/2002

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**A-24-052-20a**                      **DTAG Briefing Books.**

**Description:** File contains master set of briefing books relating to DTAG prepared for Front Office principals, consisting of agenda, policy issues and papers prepared for meetings, remarks by the principal, background papers/issues. Also includes correspondence and papers submitted by members of industry commenting on defense related issues or policies that are of interest to the companies.

**Disposition:** PERMANENT: Hold in current file area and retire to Records Service Center when 5 years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-01-21, item 20a                      **Date Edited:** 8/1/2002

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**A-24-052-20b**                      **DTAG Briefing Books.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-21, item 20b                      **Date Edited:** 8/1/2002

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**A-24-052-21a**                      **DTAG Correspondence Files.**

**Description:** File consists of chronological files, form letters, invitation to conferences, Federal Register Notices, and incoming inquiries.

**Disposition:** TEMPORARY: Hold in current files area and retire to Records Service Center when 2 years old. Destroy when 5 years old.

**DispAuthNo:** N1-059-01-21, item 21a                      **Date Edited:** 8/1/2002

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**A-24-052-21b**                      **DTAG Correspondence Files.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-21, item 21b                      **Date Edited:** 8/1/2002

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**A-24-052-22a**                      **DTAG Administrative Files.**

**Description:**            File contains information on general administrative issues, i.e. newspaper articles, phone logs, reservations for conference rooms, representation funds, guidelines, etc.

**Disposition:**            TEMPORARY: Destroy when 2 years old.

**DispAuthNo:**            N1-059-01-21, item 22a                      **Date Edited:**        8/1/2002

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**A-24-052-22b**                      **DTAG Administrative Files.**

**Description:**            Electronic copies produced on electronic mail and word processing systems.

**Disposition:**            TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:**            N1-059-01-21, item 22b                      **Date Edited:**        8/1/2002

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**A-24-052-23a**                      **National Disclosure Policy Committee (NDPC) - State Department Member Files.**

**Description:**            File contains official State Department policy on proposed exceptions to the national disclosure policy. Files are arranged by NDPC Case Number. Committee Chairmanship and Secretariat are in the Department of Defense. (1970s - present)

**Disposition:**            PERMANENT: Block annually. Retire to the Records Service Center when 10 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 25 years old.

**DispAuthNo:**            N1-059-01-21, item 23a                      **Date Edited:**        8/1/2002

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**A-24-052-23b**                      **National Disclosure Policy Committee (NDPC) - State Department Member Files.**

**Description:**            Electronic copies produced on electronic mail and word processing systems.

**Disposition:**            TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:**            N1-059-01-21, item 23b                      **Date Edited:**        8/1/2002

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**A-24-052-24a**      **Military Cooperation Agreements.**

**Description:** File contains information on the negotiations with the Gulf Cooperation Council to allow the U.S. to use military facilities in each member country, transport supplies and equipment into the country and conduct joint military exercises. Contains background material, memos, reports, etc. on the U.S. negotiations with the six Middle East countries.

**Disposition:** PERMANENT: Retire 1 year after the approval of all of the agreements. Transfer to the National Archives when 25 years old in 5-year blocks.

**DispAuthNo:** N1-059-01-21, item 24a      **Date Edited:** 8/1/2002

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**A-24-052-24b**      **Military Cooperation Agreements.**

**Description:** Electronic copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-21, item 24b      **Date Edited:** 8/1/2002

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**A-24-052-25**      **Questions and Answers.**

**Description:** Electronic file containing questions and answers on political-military issues prepared for the principals for briefings, meetings, press conferences, etc.

**Disposition:** TEMPORARY: Delete items when 1 year old.

**DispAuthNo:** N1-059-01-21, item 25      **Date Edited:** 8/1/2002

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#### **Bureau of Arms Control, Verification and Compliance (AVC)**

<b>A-24-055-01a</b>	<b>Weekly Activity Report (WAR) Files.</b>  <b>Description:</b> a. WAR files of the Assistant Secretary and Deputy Assistant Secretaries. Official signed copies of reports from each bureau component.  <b>Disposition:</b> PERMANENT. Close at end of calendar year. Hold in current file area or retire to Records Service Center 1 year after closure. Transfer to WNRC when 5 years old. Transfer to National Archives 25 years after closure.  <b>DispAuthNo:</b> N1-059-01-10, item 1a
	<b>Date Edited:</b> 6/28/2002
<b>A-24-055-01b</b>	<b>Weekly Activity Report (WAR) Files.</b>  <b>Description:</b> b. Files containing copies of WARs held in offices and divisions within the bureau.  <b>Disposition:</b> TEMPORARY. Close at end of calendar year. Hold in current file area for 1 year, then destroy.  <b>DispAuthNo:</b> N1-059-01-10, item 1b
	<b>Date Edited:</b> 3/22/2006
<b>A-24-055-01c</b>	<b>Weekly Activity Report (WAR) Files.</b>  <b>Description:</b> c. Electronic copies created on electronic mail and word processing systems.  <b>Disposition:</b> TEMPORARY. Delete after recordkeeping copy has been produced.  <b>DispAuthNo:</b> N1-059-01-10, item 1c
	<b>Date Edited:</b> 6/28/2002
<b>A-24-055-02a</b>	<b>Chronological Files.</b>  <b>Description:</b> a. Chronological files of the Assistant Secretary and Deputy Assistant Secretaries. Arranged by calendar year in reverse chronological order, most recent date to front.  <b>Disposition:</b> PERMANENT. Close at end of the calendar year. Hold in current file area or retire to Records Service Center 1 year after closure. Transfer to WNRC when 5 years old. Transfer to National Archives 25 years after closure.  <b>DispAuthNo:</b> N1-059-01-10, item 2a
	<b>Date Edited:</b> 6/28/2002

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**A-24-055-02b**                      **Chronological Files.**

**Description:**            b. All other bureau offices and divisions.

**Disposition:**            TEMPORARY. Close at end of calendar year. Hold in current file area for 1 year, then destroy.

**DispAuthNo:**            N1-059-01-10, item 2b

**Date Edited:**            6/28/2002

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**A-24-055-02c**                      **Chronological Files.**

**Description:**            c. Electronic copies created on electronic mail and word processing systems.

**Disposition:**            TEMPORARY. Delete after recordkeeping copy has been produced.

**DispAuthNo:**            N1-059-01-10, item 2c

**Date Edited:**            6/28/2002

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**A-24-055-03a**                      **Subject Files.**

**Description:**            a. Substantive Files. Files maintained at the office level relating to specific subjects or topics that establish, discuss, or define arms control and disarmament policy. May include correspondence, forms, reports, analysis, studies, cables, and other related records. Arranged alphabetically by subject.

**Disposition:**            PERMANENT. Close at end of calendar year. Transfer to Records Service Center when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old in 5 year blocks.

**DispAuthNo:**            N1-059-01-10, item 3a

**Date Edited:**            6/28/2002

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**A-24-055-03b**                      **Subject Files.**

**Description:**            b. Files of a non-substantive nature. Files that pertain to administrative/housekeeping matters or consist of documents that are duplicate and/or reference copies.

**Disposition:**            TEMPORARY. Destroy when no longer needed for current business.

**DispAuthNo:**            N1-059-01-10, item 3b

**Date Edited:**            6/28/2002

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**A-24-055-03c**                      **Subject Files.**

**Description:**            c. Electronic copies created on electronic mail and word processing systems.

**Disposition:**            TEMPORARY. Delete after recordkeeping copy has been produced.

**DispAuthNo:**            N1-059-01-10, item 3c

**Date Edited:**            6/28/2002

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### *Chapter 24: Arms Control and International Security Records*

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#### **A-24-055-04a      Treaty Negotiation Subject Files**

**Description:** a. Files maintained at the office level relating to the negotiations of treaties and agreements; working group proceedings, official copies of position papers and briefing books, analytical working papers, memoranda of conversation, Presidential decisions, talking points, planning papers, delegation lists, speeches, reports, meeting agenda, meeting minutes; and other substantive records relating to arms control, nonproliferation and disarmament. Filed alphabetically by subject, or chronologically by negotiation round.

**Disposition:** PERMANENT. Close at end of negotiation round or at end of calendar year. Hold in current file area for 1 year and transfer to Records Service Center. Transfer to WNRC 5 years after closure or when no longer needed, whichever is sooner. Transfer to National Archives 25 years after closure.

**DispAuthNo:** N1-059-01-10, item 4a      **Date Edited:** 7/1/2002

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#### **A-24-055-04b      Treaty Negotiation Subject Files**

**Description:** b. Electronic copies created on electronic mail and word processing systems.

**Disposition:** TEMPORARY. Delete after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-01-10, item 4b      **Date Edited:** 7/1/2002

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#### **A-24-055-05a      Verification and Implementation Subject Files**

**Description:** a. Files maintained at the office level relating to the implementation of signed arms control, nonproliferation and disarmament treaties and agreements and the verification of compliance with such treaties and agreements; working group proceedings, official copies of position papers and briefing books, analytical working papers, memoranda of conversation, Presidential decisions, talking points, planning papers, delegation lists, speeches, reports, meeting agendas; meeting minutes and other substantive records. Filed alphabetically by subject, or chronologically by negotiation round.

**Disposition:** PERMANENT. Close at end of negotiation round or at end of calendar year. Hold in current file area for 1 year and transfer to Records Service Center. Transfer to WNRC 5 years after closure or when no longer needed, whichever is sooner. Transfer to National Archives 25 years after closure.

**DispAuthNo:** N1-059-01-10, item 5a      **Date Edited:** 3/24/2010

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<b>A-24-055-05b</b>	<b>Verification and Implementation Subject Files</b>
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<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-10, item 5b	<b>Date Edited:</b>	7/1/2002
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<b>A-24-055-06a</b>	<b>Official Outgoing Correspondence</b>
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<b>Description:</b>	a. Official outgoing correspondence files of the Assistant Secretary and Deputy Assistant Secretaries.
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<b>Disposition:</b>	PERMANENT. Close at end of calendar year. Hold in current file area for 1 year after closure and transfer to Records Service Center. Transfer to WNRC at end of 5 years. Transfer to National Archives 25 years after closure.
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<b>DispAuthNo:</b>	N1-059-01-10, item 6a	<b>Date Edited:</b>	7/1/2002
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<b>A-24-055-06b</b>	<b>Official Outgoing Correspondence</b>
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<b>Description:</b>	b. Correspondence files of other offices and divisions within the bureau.
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<b>Disposition:</b>	TEMPORARY. Close at end of calendar year. Hold in current files area for 1 year, then destroy.
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<b>DispAuthNo:</b>	N1-059-01-10, item 6b	<b>Date Edited:</b>	7/1/2002
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<b>A-24-055-06c</b>	<b>Official Outgoing Correspondence</b>
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<b>Description:</b>	c. Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-10, item 6c	<b>Date Edited:</b>	7/1/2002
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<b>A-24-055-07a</b>	<b>External Research Project Files</b>
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<b>Description:</b>	a. Files containing final versions of bureau-sponsored analysis and reports conducted by outside contractors and government agencies. Arranged chronologically.
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<b>Disposition:</b>	PERMANENT. Close files at end of calendar year. Transfer to Records Service Center when 10 years old. Transfer to National Archives 25 years after closure.
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<b>DispAuthNo:</b>	N1-059-01-10, item 7a	<b>Date Edited:</b>	7/1/2002
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<b>A-24-055-07b</b>	<b>External Research Project Files</b>
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<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-024-01-10, item 7b	<b>Date Edited:</b>	7/1/2002
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<b>A-24-055-08a</b>	<b>World Military Expenditure and Arms Transfer (WMEAT) Files</b>
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<b>Description:</b>	a. Files contain original copies of WMEAT and the statistical information and research supporting the published document and related documents. Files maintained at the office level and arranged chronologically by year and alphabetically within the year.
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<b>Disposition:</b>	PERMANENT. Close files at end of calendar year. Hold in current file area for 1 year after closure. Retire to Records Service Center 2 years after closure. Transfer to WNRC at the end of 12 years or when no longer needed for administrative purposes, whichever is sooner. Transfer to National Archives 25 years after closure.
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<b>DispAuthNo:</b>	N1-059-01-10, item 8a	<b>Date Edited:</b>	7/1/2002
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<b>A-24-055-08b</b>	<b>World Military Expenditure and Arms Transfer (WMEAT) Files</b>
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<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-10, item 8b	<b>Date Edited:</b>	7/1/2002
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<b>A-24-055-09a</b>	<b>Country Files</b>
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<b>Description:</b>	a. Files are maintained at the Deputy Assistant Secretary and office level and contain individual country data on verification and compliance issues. Files include correspondence, briefing papers, cables, reports, memoranda, background material, and intelligence assessments. Arranged chronologically by country.
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<b>Disposition:</b>	PERMANENT. Cut off at end of calendar year. Retire to Records Service Center when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives 25 years after closure.
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<b>DispAuthNo:</b>	N1-059-01-10, item 9a	<b>Date Edited:</b>	7/1/2002
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<b>A-24-055-09b</b>	<b>Country Files</b>
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<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-10, item 9b	<b>Date Edited:</b>	7/1/2002
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<b>A-24-055-10a</b>	<b>Interagency Committee Files</b>
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<b>Description:</b>	a. The bureau is Chair/Secretariat:
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Documents on establishing, operating, and dissolving committees that consider, advise, take action, and report on specifically assigned functions. They include joint, interagency, and international committees in which the bureau participates: as well as committees operated solely by the bureau. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directive establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agendas, minutes and reports of committee meetings; and related documents. Arranged chronologically and maintained at the office level.

<b>Disposition:</b>	PERMANENT. Close files at end of calendar year. Hold in current file area 1 year after closure and transfer to the Records Service Center. Transfer to WNRC when 5 years old or no longer needed for administrative purposes, whichever is sooner. Transfer to National Archives 25 years after closure.
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<b>DispAuthNo:</b>	N1-059-01-10, item 10a	<b>Date Edited:</b>	7/2/2002
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<b>A-24-055-10b</b>	<b>Interagency Committee Files</b>
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<b>Description:</b>	b. The bureau is not Chair/Secretariat.
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<b>Disposition:</b>	TEMPORARY. Destroy when no longer needed for current business.
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<b>DispAuthNo:</b>	N1-059-01-10, item 10b	<b>Date Edited:</b>	7/2/2002
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<b>A-24-055-10c</b>	<b>Interagency Committee Files</b>
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<b>Description:</b>	c. Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-10, item 10c	<b>Date Edited:</b>	7/2/2002
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#### **A-24-055-11a      Key Verification Assets Fund Files**

**Description:**      The Key Verification Assets Fund (V-File) was Congressionally authorized in December 1999. It provides important flexibility to the Department to leverage or initiate technology programs in other agencies that fill verification and monitoring needs, preserve unique assets, and enhanced cohesiveness of national technology efforts. The fund will also be the instrument to address R and D gaps identified by the Department in its mandated role to coordinate federal nonproliferation and arms control R and D.

a. V-Fund case files containing Department and Interagency memorandums calling for proposals to obtain funding for projects, copies of actual proposals submitted, agendas and minutes of meetings of V-Fund Board; and Interagency memorandums notifying requesters of award of actual funding. Files also contain allocation or budget appropriation documents and final reports on results of projects. Case files are arranged chronologically and maintained within the bureau. (April 2000 to present)

**Disposition:**      Disposition not authorized.

**DispAuthNo:**      N1-059-01-10, item 11a      **Date Edited:**      7/2/2002

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#### **A-24-055-11b      Key Verification Assets Fund Files**

**Description:**      b. Electronic copies created on electronic mail and word processing systems.

**Disposition:**      TEMPORARY. Delete after recordkeeping copy has been produced.

**DispAuthNo:**      N1-059-01-10, item 11b      **Date Edited:**      7/2/2002

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#### **A-24-055-12a      Information Report Files**

**Description:**      a. Files of Congressional mandated reports, summaries or analysis, including, but not limited to, the President Annual Report to Congress on Adherence to and Compliance with Arms Control Agreements, for Verifiability Assessments for all international arms control and nonproliferation agreements, and for specialized compliance reports required by U.S. Senate Resolutions of Ratification (e.g. CWC, CFE Flank Agreement).

**Disposition:**      PERMANENT. Close files at end of calendar year. Hold in current file area 3 years after closure and transfer to Records Service Center. Transfer to WNRC when 5 years old or no longer needed for reference, whichever is sooner. Transfer to the National Archives 25 years after closure.

**DispAuthNo:**      N1-059-01-10, item 12a      **Date Edited:**      7/2/2002

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<b>A-24-055-12b</b>	<b>Information Report Files</b>
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<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-10, item 12b	<b>Date Edited:</b>	7/3/2002
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<b>A-24-055-13a</b>	<b>Subject Files</b>
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<b>Description:</b>	a. Files contain information arranged by those agreements monitored by VC/NRRC and by TAGS/Terms on arms talks issues, visits, consultations and other subjects on nuclear arms control with various Soviet Republics. Contains copies of memorandums, cables, notifications, correspondence, etc.
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<b>Disposition:</b>	PERMANENT. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 2 years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old.
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<b>DispAuthNo:</b>	N1-059-01-10, item 13a	<b>Date Edited:</b>	7/3/2002
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<b>A-24-055-13b</b>	<b>Subject Files</b>
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<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
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<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
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<b>DispAuthNo:</b>	N1-059-01-10, item 13b	<b>Date Edited:</b>	7/3/2002
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<b>A-24-055-14</b>	<b>Notification Files</b>
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<b>Description:</b>	These files contain incoming and outgoing records of government-to-government communications, processed by the Nuclear Risk Reduction Center (NRRC). Notifications are divided by regime (e.g. New START, CFE, CSBM, OS, etc.), originator, year, and then ordered by sequence number. Each individual record should include the original message, and any attachments. U.S. notifications should also include a copy of the transmittal letter.
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<b>Disposition:</b>	PERMANENT. Cutoff when 6 months old. Retire to Records Service Center. Transfer to National Archives when 25 years old. (Supersedes: N1-059-01-10/14/a and N1-059-01-10/14/b)
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<b>DispAuthNo:</b>	DAA-0059-2016-0005-0001	<b>Date Edited:</b>	10/31/2016
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<b>A-24-055-15a</b>	<b>Watch Log</b>
<b>Description:</b>	a. File contains daily logs maintained by the watch officers that include all information received and transmitted by the watch officers and any other activities that took place that day. Identifies the date, time, the action, the response, the officer in charge of the watch, etc.
<b>Disposition:</b>	PERMANENT. Retire to Records Service Center when 3 months old. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-059-01-10, item 15a
	<b>Date Edited:</b> 7/3/2002
<b>A-24-055-15b</b>	<b>Watch Log</b>
<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-10, item 15b
	<b>Date Edited:</b> 7/3/2002
<b>A-24-055-16a</b>	<b>Agreements File</b>
<b>Description:</b>	a. File contains copies of the English and Russian text of various agreements monitored by the NRRC, i.e., BML Agreement, DMA Agreement, etc.
<b>Disposition:</b>	TEMPORARY. Destroy when agreement is superseded or when no longer needed.
<b>DispAuthNo:</b>	N1-059-01-10, item 16a
	<b>Date Edited:</b> 7/3/2002
<b>A-24-055-16b</b>	<b>Agreements File</b>
<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-10, item 16b
	<b>Date Edited:</b> 7/3/2002
<b>A-24-055-17a</b>	<b>NRRC Operational Message Archive Database (NOMAD)</b>
<b>Description:</b>	a. Electronic database of all incoming and outgoing messages on treaties and notifications monitored by VC/NRRC. Database includes message reference number, date, addressee(s) and full text of the message in English and Russian. When fully operational, database will include 1988 to present.
<b>Disposition:</b>	TEMPORARY. Delete when 10 years old or no longer needed.
<b>DispAuthNo:</b>	N1-059-01-10, item 17a
	<b>Date Edited:</b> 7/3/2002

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<b>A-24-055-17b</b>	<b>NRRC Operational Message Archive Database (NOMAD)</b>
<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-10, item 17b <b>Date Edited:</b> 7/3/2002
<b>A-24-055-18a</b>	<b>Chronological Files</b>
<b>Description:</b>	a. File contains extra copies of all outgoing correspondence generated by the office.
<b>Disposition:</b>	TEMPORARY. Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-059-01-10, item 18a <b>Date Edited:</b> 7/3/2002
<b>A-24-055-18b</b>	<b>Chronological Files</b>
<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY. Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-01-10, item 18b <b>Date Edited:</b> 7/3/2002
<b>A-24-055-21</b>	<b>Automated Recourse to Electronic Negotiation Archives (ARENA) Database</b>
<b>Description:</b>	<p>This item consists of a database containing negotiation records from 21 arms control negotiations. Data consists of the full text of more than 25,000 documents from the following negotiations: AAC, ASWAT, CD, CFE, COP, CSCE/CDE, CW, DST, LW/ICRC, INF, MBFR, NP, NST, SALT I, SALT II, SCC, SST, START, SVC/OSI, TESTBAN, and UN Arms Control.</p> <p>Records for negotiations completed from 1998.</p>
<b>Disposition:</b>	<p>PERMANENT. At end of calendar year, transfer a copy of the data for those negotiations that were completed during that calendar year.</p> <p>All transfers should be made in accordance with 36 CFR 1228.</p>
<b>DispAuthNo:</b>	N1-059-01-10, item 21 <b>Date Edited:</b> 7/3/2002



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#### **A-24-055-22      ARENA Related Documentation**

**Description:** This item consists of code books, file layouts, or table descriptions, and other related documentation necessary to understand the database. This documentation may be in either electronic or paper form.

**Disposition:** PERMANENT. Transfer to National Archives at the same time as the related data in Item 15.

**DispAuthNo:** N1-059-01-10, item 22

**Date Edited:** 7/3/2002

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#### **A-24-055-23      World Military Expenditures and Arms Transfer Database (WMEAT)**

**Description:** This item consists of data files containing annual statistical data on military expenditures, arms transfers, armed forces, GNP, central government expenditures, population, imports and exports for 150 countries. This data is used to create the annual report, "World Military Expenditures and Arms Transfers 20\_\_."

Data collected from 1998.

**Disposition:** PERMANENT. Transfer a copy of data annually to the National Archives upon completion of each year report.

All transfers should be made in accordance with 36 CFR 1228.

**DispAuthNo:** N1-059-01-10, item 23

**Date Edited:** 7/3/2002

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#### **A-24-055-24      WMEAT Related Documentation**

**Description:** This item consists of code books, file layouts, or table descriptions, and other related documentation necessary to understand the database. This documentation may be in either electronic or paper form.

**Disposition:** PERMANENT. Transfer to National Archives at the same time as the related data in Item 17.

**DispAuthNo:** N1-059-01-10, item 24

**Date Edited:** 7/3/2002

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#### **A-24-055-25      Books**

**Description:** Foreign Policy Theme

**Disposition:** Dispose of when no longer needed

**DispAuthNo:**

**Date Edited:** 9/2/2004

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**A-24-055-26      Working Files**

**Description:** Files maintained by each staff officer containing information on specific issues/subjects, agreements, notifications, working groups, interagency commissions, etc. Contains background material, cables, memorandums, working papers, meeting agendas, interagency communications, e-mail messages, etc. documenting the office's participation and involvement. These files consist of extra and information copies of documents maintained by individuals. They are not the official NRRC files of record.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-059-96-18, item 7

**Date Edited:** 9/23/2004

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#### Office of Weapons Removal and Abatement

**A-24-056-01      Subject Files**

**Description:** Arranged by subject. Files contain information on a variety of topics pertaining to conventional weapons destruction. Records include correspondence, memoranda, emails, telegrams, background materials, and reports.

**Disposition:** Temporary. Cut off file at end of calendar year. Destroy when 7 years old or when no longer needed, whichever is later.

**DispAuthNo:** N1-059-11-16, item 1

**Date Edited:** 12/5/2013

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**A-24-056-02      Policy Files**

**Description:** Arranged by subject. Files maintained at the office level relating to the Department's participation in multi-lateral and bilateral negotiations and agreements related to small arms and light weapons (SA/LW), landmines, and other conventional weapons. Files also document the development and implementation of policies designed to curb the destabilizing effects of Man Portable Air Defense Systems (MANPADS), Abandoned Ordnance (OA), and other conventional munitions. Includes correspondence, memoranda, emails, telegrams, talking points, briefing papers, Briefing Checklists, notes, notebooks, drafts showing substantive comments, position papers, analytical working papers, speeches, delegation lists, reports, meeting agendas, meeting minutes, and other substantive records. Note: the signed original text of Treaties and Agreements, along with all accompanying papers such as agreed minutes, exchanges of notes, plans, etc., must be transmitted to the Assistant Legal Advisor for Treaty Affairs per 11 FAM 725.7 (treaties) or 11 FAM 726 (agreements).

**Disposition:** PERMANENT. Cut off records at the end of the calendar year. Retire to the Records Service Center (RSC) when 5 years old or sooner if needed. Transfer to the National Archives 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and guidance in effect at the time of transfer. (Supersedes NARA Job No. N1-59-01-18, item 5 & NARA Job No. N1-59-01-20, item 6)

**DispAuthNo:** N1-059-11-16, item 2

**Date Edited:** 12/5/2013

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#### **A-24-056-03      Program/Project Files**

**Description:** Arranged by country, program or project. Files include material related to the planning, implementation, operation, and completion of bilateral and multilateral U.S. programs and projects for conventional weapons destruction, including humanitarian demining, munitions and stockpile destruction, stockpile management and security and policies related to these programs. Records include country plans, correspondence, memoranda, emails, telegrams, talking points, briefing papers, reports, and other materials related to specific programs and projects.

**Disposition:** PERMANENT. Cut off records at the end of the calendar year. Retire to the Records Service Center (RSC) when 5 years old or sooner if needed. Transfer to the National Archives 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and guidance in effect at the time of transfer. (Supersedes NARA Job No. N1-59-01-20, item 5)

**DispAuthNo:** N1-059-11-16, item 3

**Date Edited:** 12/5/2013

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#### **A-24-056-04      Outreach Materials**

**Description:** Publications and audio-visual materials that are designed to expand the awareness of, and support for, U.S. efforts to reduce the impacts of unexploded conventional weapons on civilians. Covers the period 1999 to present.  
Volume on hand: 1 cubic foot  
Annual Growth: less than one cubic foot annually

**Disposition:** PERMANENT. Cut off at the end of the calendar year in which the publication was produced. Retire to the Records Service Center in 5-year blocks, 5 years after last cutoff (i.e., 2001-2005 transferred in 2010, 2006-2010 transferred in 2015, etc.). Transfer to the National Archives 25 years after cutoff. (Supersedes NARA Job No. N1-59-01-20, item 13)

**DispAuthNo:** N1-059-11-16, item 4

**Date Edited:** 12/5/2013

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#### **A-24-056-05      Reference Files**

**Description:** Consists of copies of publications not developed with assistance from the Department and used for reference purposes only. Includes CDs, DVDs, videotapes (in both VHS and beta formats), and public service messages, produced through grants and cooperative or interagency agreements for land mine risk education and outreach. Examples include: "Landmine Project" and "Landmines: Clearing the Way." These materials are used to inform the public about these issues and international efforts to address the issues. Files also include educational materials given to the office by the individual or organization that produced them.

**Disposition:** TEMPORARY. Destroy when no longer needed for educational or reference purposes.

**DispAuthNo:** N1-059-11-16, item 5

**Date Edited:** 12/5/2013

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#### **A-24-056-06      Allocation Memoranda and Congressional Notifications**

**Description:** File contains memoranda, copies of Congressional Notifications, and related correspondence regarding requests for approval to use funds for conventional weapons destruction programs.

**Disposition:** TEMPORARY. Cut off at the end of the fiscal year. Destroy 3 years after cutoff, or when no longer needed for reference purposes, whichever is later. (Supersedes NARA Job No. N1-59-01-20, item 12)

**DispAuthNo:** N1-059-11-16, item 6      **Date Edited:** 12/5/2013

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#### **A-24-056-07      Grant Files**

**Description:** Files document grants in support of humanitarian assistance efforts in the area of conventional weapons destruction; filed by year and grant number. Include grantee's proposal, Application for Federal Assistance (SF-424), other information submitted by grantee, Statement of Work, grantee requests for changes to grant, grant and amendments. Also includes correspondence regarding grant processing, Grants Officer Representation (GOR) Delegation, Starter Memo, signed agency payment approval, other financial status reports/correspondence, payment tracking spreadsheet, grantee financial report (SF-425), grantee reports, and close-out Cover Sheet.

**Disposition:** TEMPORARY. Cut off at end of fiscal year in which grant is terminated or final payment is made. Destroy 3 years after cutoff or when no longer needed for audit purposes, whichever is later.

**DispAuthNo:** N1-059-11-16, item 7      **Date Edited:** 12/5/2013

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#### **A-24-056-08      Interagency Working Group Files**

**Description:** The Department of State, through PM/WRA, is the lead agency in coordinating various interagency working groups (IWGs) dealing with conventional weapons destruction. IWGs files contain meeting announcements, agenda, minutes, proposals submitted for review, background information, and recommendations for action. Files are arranged chronologically by date of meetings. Covers the period 1999 to present.

Volume on hand: 2 cubic feet  
Annual Growth: less than one cubic foot annually

**Disposition:** PERMANENT. Cut off records at the end of the calendar year. Retire to the Records Service Center (RSC) when 5 years old or sooner if needed. Transfer to the National Archives 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and guidance in effect at the time of transfer. (Supersedes NARA Job No. N1-59-01-20, item 7)

**DispAuthNo:** N1-059-11-16, item 8      **Date Edited:** 12/5/2013

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<b>A-24-056-09</b>	<b>Country CWD Technical Arrangement Files</b>
<b>Description:</b>	Files contain full and partial text copies of bilateral and multilateral non-binding agreements on conventional weapons destruction, and are maintained separately from subject files as a collection used for reference purposes only. Files are arranged by year, and therein by subject.
<b>Disposition:</b>	Temporary. Destroy when no longer needed for reference purposes.
<b>DispAuthNo:</b>	Non-record <b>Date Edited:</b> 12/5/2013
<b>A-24-056-10</b>	<b>Working Files</b>
<b>Description:</b>	Consists of copies of telegrams, letters, reports e-mails and other documents; rough drafts of documents; press guidance and clippings; reference materials; notes, drafts, interim reports, and background data on office programs, projects and initiatives; and other documents retained exclusively for convenience.
<b>Disposition:</b>	Temporary. Destroy when no longer needed. Screen out official documents for incorporation in the appropriate policy, program, subject, or negotiation file when projects are completed; duplicates, however, should be destroyed if the document is already incorporated in the official file.
<b>DispAuthNo:</b>	Non-record <b>Date Edited:</b> 12/5/2013
<b>A-24-056-11</b>	<b>Contract Files</b>
<b>Description:</b>	Consists of correspondence and related papers pertaining to pre-award and post award, administration, receipt, invoices, inspection and payment on contracts for U.S. programs for conventional weapons destruction services in such areas as unexploded ordnance (UXO), abandoned ordnance (AO), small arms/light weapons (SA/LW), and Man Portable Air Defense Systems (MANPADS). Records are filed by contract or task order number, or by company and by country therein. Records include contract procurement proposals bids from vendors.
<b>Disposition:</b>	Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a).
<b>DispAuthNo:</b>	GRS 1.1, item 010 <b>Date Edited:</b> 5/21/2015
<b>A-24-056-12</b>	<b>Budget Submissions</b>
<b>Description:</b>	Contains copies of budget estimates and justifications prepared by the office for submission to senior management.
<b>Disposition:</b>	Temporary. Cut off at the end of the fiscal year. Destroy 3 years after cutoff.
<b>DispAuthNo:</b>	N1-59-01-20, item 10 <b>Date Edited:</b> 12/5/2013

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#### **A-24-056-13      Financial Plans**

**Description:** Contains copies of administrative records related to the financial plan and documentation supporting financial plan obligations.

**Disposition:** Temporary. Cut off at the end of fiscal year. Destroy 3 years after cutoff.

**DispAuthNo:** N1-59-01-20, item 11      **Date Edited:** 12/5/2013

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#### **A-24-056-14      Administrative Records Maintained in any Agency Office**

**Description:** Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:

- staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
- office-level administrative policies and procedures and files related to their development (see Note 1)
- calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)
- informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
- internal office activity and workload reports
- studies and analyses of office administrative functions and activities
- non-mission related management reviews and surveys
- minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

**Disposition:** Temporary. Destroy when business use ceases. (Supersedes GRS 23, item 1)

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