

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rev. No. 017 Jan 27
LEAVE BLANK

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
US Arms Control and Disarmament Agency

2. MAJOR SUBDIVISION
Office of Operations Analysis

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

John H. Murphy

5. TEL. EXT.

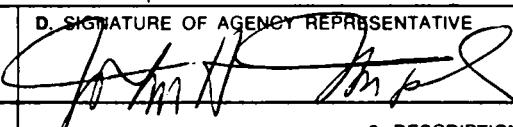
632-3442

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
		Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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This Office of Operations Analysis is responsible for quantitative analyses of arms control proposals, policies and operations. This includes analyses of proposals on present and future force capabilities, their operational and technical implications, the effect of uncertainties on force structures, and analyses of verification systems. The office performs mathematical and statistical analyses in support of the Agency as well as interagency arms control activities. It manages and operates the Agency's computer systems. The office advises senior officials of the Agency on policy formulation on strategic arms limitation, mutual and balanced force reductions, the comprehensive test ban, and other areas as assigned (e.g., civil defense).

1. Subject Files

Correspondences, forms, reports, analyses, studies, telegrams and related papers concerning the program functions of the office, maintained alphabetically by subject. (1961-present 60 cu. ft.)

Changes made with RAC concurrence.

REC/NED 9/81.

6 items

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

CLASS DATA CHANGE SHEET NOT REQUIRED
Closed Out: 10-27-81: K.T. Copy to NCW, Agency, NRB & NNF

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Subject Files</u> (Cont'd)</p> <p>Permanent. Screen annually for transfer to storage when 10 years old. Offer to National Archives in 10 year blocks when 30 years old. (1961-present 60 cu. ft.) (Estimated annual accumulation 2 cu. ft.)</p>		
2.	<p><u>Index to Subject Files</u></p> <p>The index of key terms is maintained on a mini-computer. Computer printouts used as finding aid. (1961-present 4")</p> <p>Maintain only current index.</p> <p>Permanent. Transfer to storage and offer to National Archives along with item 1 records.</p>		
3.	<p><u>Administrative Files</u></p> <p>Correspondences, reports, forms, and other documents accumulated incident to budget, personnel, general services and other administrative activities.</p> <p>Destroy when no longer needed for current operations.</p>		
4.	<p><u>Reference and Information Files</u></p> <p>Information copies of telegrams, airgrams, correspondence, reports, publications, publicity material, etc.</p> <p>Destroy when no longer needed in current operations.</p>		
5.	<p><u>Working Papers</u></p> <p>Correspondence, forms, reports, memoranda and related papers concerning various projects not covered elsewhere in this schedule.</p> <p>Destroy when 3 years old.</p>		
6.	<p><u>Chronological Files</u></p> <p>Copies of communications of all types, arranged chronologically without regard to subject. The files are copies of those filed elsewhere by subject.</p> <p>Destroy when 4 years old.</p>		

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A

Revised July 1974

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Administration

FPMR (41 CFR) 101-11.4