

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-92-033

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/9/2020

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 2 - Program Files

Item 8 - Office Organization

Item 10 - Statistics

Item 16 - Policy Issues and Papers

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

All items except the ones listed above are inactive. They are superseded by N1-059-01-021

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of State

2. MAJOR SUBDIVISION

Bureau of Politico-Military Affairs

3. MINOR SUBDIVISION

Defense Trade Policy

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Pat Magin

647-6021

LEAVE BLANK (NARA use only)

JOB NUMBER

11-59-92-33

DATE RECEIVED

1/27/93

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

3-23-93

ARCHIVIST OF THE UNITED STATES

*Cindy Huskamp Belva*

**6. AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;

is attached; or

has been requested.

DATE

1/6/93

SIGNATURE OF AGENCY REPRESENTATIVE

*Kenneth F. Rossman*

TITLE

Department of State  
Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attachment		

*Copies sent to Agency, NCF, NS-W, NNT, NIA 3/29/93*

## **Office of Defense Trade Policy (PM/DTP)**

### **1. Policy Files**

Files documenting the policies pertaining to defense trade relations, defense trade promotion, export controls, COCOM issues, defense controls, space, technology transfers and other issues monitored by the Office of Defense Trade Policy. Files are arranged by country, subject, or programs and contain cables, memorandums, diplomatic notes, briefing papers, etc.

Permanent. Retire to the Records Service Center when 10 years old in 5 year blocks. Transfer to the National Archives when 30 years old in 5 year blocks.

### **2. Program Files**

Background material for specific programs monitored by the office, i.e. COCOM activities, rationalization exercises, space program, oversight of committees' activities, etc. Contains reports, cables, memorandums, general correspondence, etc.

Permanent. Retire to Records Service Center when 10 years old in 5 year blocks. Transfer to the National Archives when 30 years old in 5 year blocks.

### **3. Briefing Books**

Briefing reports generated by other agencies on defense trade issues. Filed by country.

#### **a. Briefing books prepared by PM/DTP.**

Permanent. Retire when 5 years old to the Records Service Center. Transfer to the National Archives when 30 years old in 5 year blocks.

#### **b. Briefing books generated by other agencies on defense trade issues.**

Destroy when no longer needed.

### **4. Munitions Case Files**

#### **a. DTP's clearance on requests by private companies to export defense related items. Only DTP's response is filed.**

Destroy when 10 years old.

- b. Specific case files related to either certain countries or specific issues, i.e. missiles, radiation, etc.

Permanent. Block annually. Retire to the Records Service Center when 5 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

**5. Public Inquiries**

U.S. companies requesting information on munition's licensing policies or procedures. Arranged by company.

Retire when 1 year old to the Records Service Center. Destroy when 5 years old.

**6. Daily Activity Reports**

Summary of daily activities of DTP.

Destroy when 1 year old.

**7. Memorandum of Understanding (MOU)**

Memorandums between two or more governments and NATO on the cooperation, development, research or production of weapon systems. Files are arranged by year and then alphabetically by subject of MOU.

Permanent. Block annually. Retire to the Records Service Center 3 years after agreement has been signed. Transfer to the National Archives when 30 years old in 5 year blocks.

**8. Office Organization**

Information on the creation and organization of the office.

Permanent. Retire to the Records Service Center when 5 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

**9. Office Reference Material**

Files created on specific issues to be used as a reference tool for future occurrences, e.g. testimonies, speeches, travel, studies, etc.

Destroy when no longer needed.

**10. Statistics**

Analysis of information on growth trends, commercial licensing, defense trade issues, etc. that is compiled for reports.

Block annually. Destroy when 10 years old.

**11. Chronological Files**

Extra copies of outgoing correspondence located in the Program files of the office.

Destroy when 1 year old.

**Defense Trade Advisory Group**

**12. Reference Documents**

General information supporting the existence of the Defense Trade Advisory Group (DTAG). Includes copies of the charter, legal authorization, the bi-laws, meeting proceedings, policy issues, budget and other background material.

Permanent. Retire a master set when 5 years old to the Records Service Center. Transfer to the National Archives when 30 years old.

**13. Membership Files**

Background information the members of the DTAG. Includes resumes, nomination letters, acceptance notification, security clearances, membership lists, etc. Arranged alphabetically and arranged by working groups.

Destroy 1 year after tenure as member.

**14. Correspondence Files**

Consists of chron files, form letters, invitation to conferences, Federal Register Notices, and incoming inquiries.

Retire when 2 years old. Destroy when 5 years old.

**15. Administrative Files**

Information on general administrative issues, i.e. newspaper articles, phone logs, reservations for conference rooms, representation funds, guidelines, etc.

Destroy when 2 years old.

**16. Policy Issues and Papers**

Correspondence and papers submitted by members of DTAG or nonmembers commenting on defense related issues or policies that are of interest to the companies.

Retire when 10 years old. Destroy when 20 years old.

**17. Briefing Books**

Master set of briefing books relating to DTAG prepared for Front Office principals, consisting of agenda, remarks by the principal, background papers/issues, list of officers, membership, etc.

Permanent. Retire when 5 years old. Transfer to the National Archives when 30 years old.