

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI 208 48 2
DATE RECEIVED	18 APR 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	2-4-80 <i>James E O'Heir</i> Acting Archivist of the United States

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

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

2. MAJOR SUBDIVISION
 Office of the Director

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Sidney D. Anderson

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
4/12/78	<i>Sidney D. Anderson</i>	Deputy Administrative Director

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>The Act creating ACDA authorized the President, by and with the advice and consent of the Senate, to appoint a General Advisory Committee (GAC) of not to exceed 15 members. This committee must meet at least twice each year. From time to time, it advises the President, the Secretary of State, and the Director of ACDA on matters affecting arms control, disarmament, and world peace.</p> <p><u>General Advisory Committee Files</u></p> <p>Committee Agenda, Minutes, Briefing papers, Documents, and Transcripts of meetings. (1962-present - 15 cu. ft.) Filed by subject and by date of meetings.</p> <p>Permanent. Transfer to storage 1 yr. after new committee appointed. Offer to National Archives when 20 yrs. old.</p>		
2.	<p><u>Advisory Committee Reports</u></p> <p>Reports to the President, Secretary of State, and Director of ACDA.</p> <p>Permanent. Transfer to storage 1 yr. after new committee appointed. Offer to National Archives when 20 yrs. old.</p>		4 items

115-107

Copy to Agency NWF NUB NEW je

Closed Out: 2-11-80 je

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

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p><u>General Administrative Files</u></p> <p>Records on committee administrative matters including budget, personnel, and travel services.</p> <p>Destroy when 2 yrs. old.</p>		
4.	<p><u>CCD Minutes of Meetings</u></p> <p>Complete set of Verbatim Minutes of meetings of the U.S. Representative to the Conference of the Committee on Disarmament. The Representative may represent arms control interests on the U.S. delegation to the U.N. and its constituent bodies. Filed numerically. (1962-present - 9 cu. ft.)</p> <p>Permanent. Transfer to storage when 3 yrs. old. Offer to National Archives when 20 yrs. old.</p>		