

Office of Strategic and Theater Policy (PM/STP)

1. Program Files

Information arranged by subject, country or organization. Telegrams, airgrams, memorandums, reports, agreements, questions and answers, talking points, briefing materials documenting the U.S. position, initiatives, and issues supporting the negotiations and ratification of international arms control agreements and treaties. **These records are maintained by each officer and are not working files.**

Permanent. Cut off upon completion of negotiations. Retire upon ratification of the agreements or treaties to the Records Service Center. Transfer to the National Archives when 30 years old in 5 year blocks.

2. Congressional Questions and Answers

Questions and Answers generated for briefing books, testimonies, and Congressionals supporting Department of State's position on negotiations and/or ratification of the arms control treaties and related issues.

Destroy when 3 years old.

3. Briefing Books

Books generated by the office for principals, delegations, or congressional testimonies supporting U.S. positions on arms control issues.

a. Master Copy.

Permanent. Retire when 3 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

b. Copies

Destroy when 1 year old.

4. Chronological Files

Duplicate copies of all in-house generated correspondence, memorandums, and reports used as reference file.

Retain previous 12 months, destroy when 1 year old