PROJECT FOR PROOPED PROCITION AUTHORITY			EAVE BLANK (NARA use only)				
REQUEST FOR RECORDS SPOSITION AUTHORITY (See Instructions on reverse)				JON JUMBER, N/-AU-02-2/			
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408					DATE RECEIVED 06/3/02		
1. FROM (Agency or establishment) U.S. Army					NOTIFICATION TO AGENCY		
2. MAJOR SUBDIVISION U.S. Army Personnel Command					In accordance with the prov U.S.C. 3303a the disposition including amendments, is a	n request.	
3. MINOR SUBDIVISION Records Management Division					for items that may be marked not approved or "withdraw	ed "disposition vn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Karen L. Hampton 5. TELEPHONE (703) 806-3720				720	2-19-02 ARCHIVIST OF THE	UNITED STATES	
I here and the of the GAgen	eby certify hat the rec is agency of heneral Ac icies, is a	SIGNATURE OF AGENCY REPRE	ntion periods spec	ified; and the GAO M TITLE	that written concurrence from the contract of	rom Ieral	
13111	02	HOWARD N. GREENHALGH		Director, R	ecords Management Division	n	
T. 7. LINEMA NO.		8_DESCRIPTION OF ITEM AND PRO	POSED DISPOSITI	ON	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
BACKGROUND. AR 500-3, Army Continuity of Operations (COOP) Program. The Army COOP establishes the policies, procedures, and planning guidance to ensure the effective execution of critical Army missions and the continuation of mission essential Army functions during emergencies. File numbers (FNs) 500-3a and 500-3b were previously listed under MARKS as FNs: 500-4a and 500-4b, they are being changed due to a change in the number of the prescribing directive. FN: 500-3d is a new file category. The propose disposition instructions apply to records in all media and format. 1 FN: 500-3a Title: Emergency Plans - Office with Army-wide responsibility Authority: TBD Privacy Act: N/A Description: Information relating to emergency planning, including planning continuity of operations, domestic disturbances, disaster relief, civil defense, and other emergencies requiring preconceived plans. Included are plans, instructions, changes to plans, coordinating actions, and other information relating to emergency planning. Disposition: PERMANENT. Code TP. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will transit the record to National Archives' custody when the record is 30 years old.				and planning and the ss. File and the ss. File and the area as the number of planning for defense, plans, mation ager needed will transfer	NC1-AU-77-22		
2	Authority:	ergency reports - Office of the Army S	ME nw	mw,	NC1-AU-78-128 Ageney		

REQUEST FOR RECORDS DISPOSITION AUTHORITY ISOE INSTITUTION Soe Instructions on reversel TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) NASHINGTON, DC 20408 I. FROM Alapsey or establishment) U.S. Army I.S. AGENCY CERTIFICATION I.S. Are an 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 I.S. AGENCY CERTIFICATION I.S. Army I.S. AGENCY CERTIFICATION I.S. AGENCY I.S. AGENCY CERTIFICATION I.S. AGENCY I.S. AGENC	<u> </u>							
WASHINGTON, DC 20408 U.S. Army I. FROM (Agenev or establishment) U.S. Army Personnel Command 3. MINOR SUBDIVISION 4. NAME OF PERSON WITH WHOM TO CONFER 4. NAME OF PERSON WITH WHOM TO CONFER 6. AGENCY CERTIFICATION 1. 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 of this agency or will not be needed after the retention periods specified; and that writer 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 SIGNATURE OF AGENCY BEPRESENTATIVE PUBL D2 ITHE BACKGROUND. AR 500-3, Army Continuity of Operations (COOP) Program. The Army COOP establishes the policies, procedures, and planning guidance to ensure the effective execution of critical Army missions and the continuation of mission-essential Army functions during emergencies. File numbers (FNs) 500-3a and 500-3b were previously listed under MARKS as PRS: 500-3a and 500-3b were previously listed under MARKS as PRS: 500-3a and 500-3b were previously listed under MARKS as PRS: 500-3a and 500-3b were previously listed under MARKS as PRS: 500-3a and 500-3b were previously listed under MARKS as PRS: 500-3a and 500-3b were previously listed under MARKS as PRS: 500-3a and 500-3b were previously listed under MARKS as PRS: 500-3a and 500-3b were previously listed under MARKS as PRS: 500-3a and 500-3b were previously listed under MARKS as PRS: 500-3a and 500-3b were previously listed under MARKS as PRS: 500-3a and 500-3b were previously listed under MARKS as PRS: 500-3a and 500-3b were previously six declared the number for the prescribing directive. PRS: 500-3a is new file category. The proposed disposition instructions, changes to plans, instructions, changes to plans, singulation of mission-essential Army functions during energencies. File mumbers (FRAMANIENT). Code TP. Keep hardcopy records in					TY	JOB NUMBER		
U.S. ATMY Z. MAJOR SUBDIVISION U.S. ATMY Personnel Command 3. MINOR SUBDIVISION U.S. ATMY Personnel Command 3. MINOR SUBDIVISION U.S. ATMY Personnel Command 3. MINOR SUBDIVISION 3. MINOR SUBDIVISION 4. NAME OF PERSON WITH WHOM TO CONFER Karen L. Hampton 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 2 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 SIGNATURE OF ASENCY DEPRESENTATIVE HOWARDN. GREENMACH B. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION CONTINUITY OF OPERATIONS FILES BACKGROUND. AR 500-3, Army Continuity of Operations (COOP) Program. The Army COOP establishes the policies, procedures, and planning guidance to ensure the effective execution of critical Army missions and the continuation of mission-essential Army functions during emergencies. File numbers (FNs) 500-3a and 500-3b, they are being changed due to a change in the number for the prescribing directive. FN: 500-3is a new file category. The proposed disposition instructions apply to records in all media and format. 1 FN: 500-3a Title: Emergency Plans - Office with Army-wide responsibility Authority: TBD Privacy Act: N/A Description: Information relating to emergency planning, including planning for continuity of operations, domestic disturbances, disaster relief, civil defense, and other emergencies requiring preconceived plans. Included are plans, instructions, changes to plans, coordinating actions, and other information relating to emergency planning. Disposition: PERMANENT. Code TP. Keep hardcopy records in CFA until no longer needed for conducting business. The RIA will transfer t					3)	DATE RECEIVED		
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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER PAGE
2 OF 2

	2 01 2					
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR Superseded Job Citation	10. ACTION TAKEN (NARA USE ONLY)			
2	FN: 500-3b Title: Emergency reports - Office of the Army Staff requiring the reports. Authority: TBD Privacy Act: N/A Description: Information relating to emergency situations or disasters reflecting damage, assistance provided to civil agencies or populations, and other participation in emergency operations. Included are initial, interim, and final emergency operations	NC1-AU-78-128 Job No . NC1-AU-77-22				
	reports and related information. Disposition: PERMANENT. Code TP. Keep hardcopy records in CFA until no longer needed for conducting business, then retire to RHA. Retire electronic records to the AEA when the record is complete; delete the electronic CFA copy when it is no longer needed for conducting business. The RHA will transfer the hardcopy records to National Archives connecting when the record is 30 years old; electronic records will be transferred when 30 years old in a format that meets NARA standards at the time of transfer	ę				
3	Title: Continuity of Operations (COOP) Emergency Relocation Group (ERG) notification roster Authority: TBD Privacy Act: A0500-3c DAMO Description: Information related to the members of the Continuity of Operations Program (COOP) Emergency Relocation Group (ERG). The ERG is comprised of selected individuals who are prepared to move to designated relocation site(s) and perform essential functions in response to emergencies. Included are contact information, member responsibilities, and relocation assignments. Disposition: KE6. Event: Supersession or obsolescence. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.	Hew N1-AU-03-23				
4	The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later. [Amended by R. Wire per K. Hampton, 12-16-2002] [Replacement Version]	New				