

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
2	<p>1590-2 Civil Defense (Includes general correspondence and records related to Regional Emergency Staffs (RES) State Emergency Boards (SEB) and County Emergency Boards (CEB).</p> <p><u>All Offices:</u> Destroy records when 2 years old.</p>	GRS 18-27	
3	<p>1590-2-1 Disaster Plans (Includes relocation sites, transportation, communications, order of succession and related records. Some plans are terminated annually or after a given incident.</p> <p><u>Washington Office, Regional Offices, Area, and Experiment Stations:</u> Destroy records 3 years after plan is terminated or superceded.</p> <p><u>All other offices:</u> Destroy when no longer needed. Transfer to FRC is not authorized.</p>	GRS 18-28(b)	GRS 18/29
4	<p>1590-2-2 Identification Cards (FEMA 11-2) (Includes general correspondence, waivers of records related to requirements, national policy of issuance and retention of cards, card control system.)</p> <p><u>Washington Office, Regional Offices and Areas, Experiment Stations:</u> Destroy records when 3 years old.</p> <p><u>All other offices:</u> Destroy records when 1 years old.</p>		
5	<p>1590-2-3 Major Disasters (Case Files which contain action plans, correspondence and other records related to specific disasters and emergency plans.) Establish as case files.</p> <p><u>Washington Office, Regional Offices and Area:</u> Destroy records 10 years after case file is closed. Transfer to FRC 3 years after case is closed. DISPOSAL NOT AUTHORIZED</p> <p><u>All other offices:</u> Destroy records 3 years after case file is closed. DISPOSAL NOT AUTHORIZED</p> <p><u>Note:</u> 1590-2-3 Reports is deleted. File existing documents under primary 1590 and apply retention period.)</p>		RTB NM 5/24/83

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7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
6	<p>1590-3 Rural Fire Defense (Includes general correspondence related to rural fire defense.)</p> <p><u>Washington Office, Regional Offices and Area:</u> Destroy when 3 years old.</p> <p><u>All other offices:</u> Destroy records when 1 years old.</p>		
7	<p>1590-4 Cooperation (Delete file designation. File existing material under 1580 and apply retention periods.)</p> <p>1590-4-1 Memorandums of Understanding and Agreements (Delete file designation. Last document issued was 1967. Destroy any existing documents upon issuance of this amendment.)</p>		
8	<p>1590-5 Search and Rescue (Includes general correspondence reports and other records related to search and rescue operations.)</p> <p>Note: Statute of limitations on claims against the United States is 6 years with a 3 year grace period under 28 U.S.C. 2401, Time of Commencing Action Against United States, Part A.</p> <p><u>All Offices but Experiment Stations:</u> Destroy records when 8 years old.</p> <p><u>Experiment Station:</u> Not applicable.</p> <p>1590-5-1 Cooperative Agreements (Delete file designation. File this material under 1580 and apply retention period.)</p>		