

# FEDERAL ENTITY CEASED OPERATIONS

Schedule Number: NC1-437-78-01

Federal entities may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to state or local government or private control.

## Description:

The National Fire Prevention and Control Administration was established in the Department of Commerce by an Act of October 29, 1974 (88 Stat. 1535; 15 U.S.C. 220). Its name changed to the U.S. Fire Administration by act of October 5, 1978 (92 Stat. 932) and was transferred to Federal Emergency Management Agency by Reorganization Plan number 3 of 1978, effective April 1, 1979, pursuant to Executive Order 12127 of March 31, 1979.

Date Reported: 07/23/2020

FEDERAL ENTITY CEASED OPERATIONS

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC 1-487-78 - 1</b>	
DATE RECEIVED <b>22 NOV 1977</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>1-25-78</b> Date	<i>James B. Rood</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Commerce**

2. MAJOR SUBDIVISION  
**National Fire Prevention and Control Adminis.**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
**Ivy V. Parr**

5. TEL EXT  
**377-3630**

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 49 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 <b>11-10-77</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ivy V. Parr</i>	E. TITLE <b>Departmental Records Management Officer</b>
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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
	<p style="text-align: center;"><u>NATIONAL FIRE PREVENTION AND CONTROL ADMINISTRATION (NFPCA)</u></p> <p><u>Establishment.</u> Since well before the 1730's, when Benjamin Franklin founded Philadelphia's fire companies for "the extinguishment of fire and mutual assistance in removing and securing goods when in danger," fire prevention and control has been a community responsibility.</p> <p>With the advent of the Department's National Fire Prevention and Control Administration, the Federal Government for the first time has joined hands with state and local governments across the Nation in a concerted effort to significantly reduce human and economic fire losses. In terms of deaths and property destruction, the United States sustains the highest per capita losses of all the world's major industrialized nations. Annual property losses approximate \$4 billion, but the total annual cost to the economy is estimated at more than \$14 billion. Each year more than 300,000 Americans are injured and an estimated 8,000 die.</p>	<p>Commerce concurs in all changes made herein.</p> <p>Ms. Ivy V. Parr, Dept of Commerce. R.C. Tagge, NARS/NCD 11-22-77/1-03-78</p>	<p>141 items</p>

*sent to agency. NEW, NNF, NND, NNB - 1/30/78*

NATIONAL FIRE PREVENTION AND CONTROL  
ADMINISTRATION

# RECORDS CONTROL SCHEDULE



U.S. DEPARTMENT OF COMMERCE

The National Fire Prevention and Control Administration was created on October 29, 1974, when President Ford signed the Federal Fire Prevention and Control Act of 1974. The Act was the product of a legislative evolution; 15 years earlier the 1959 report of the Committee on Fire Research of the National Research Council had recommended a "national program emphasizing those areas not adequately covered by current efforts of military and civil agencies."

In May 1968, the Department of Commerce was given a primary mission in fire research and safety when the 90th Congress passed, and President Johnson signed, the Fire Research and Safety Act of 1968. That act established within the Department's National Bureau of Standards, a "fire research and safety center." It also directed the establishment of a National Commission on Fire Prevention and Control. Congress directed the Commission to "undertake a comprehensive study and investigation to determine ... measures for reducing the destructive effects of fire throughout the country ..."

The Presidential Commission conducted 2 years of intensive study and on May 4, 1973, transmitted its findings and recommendations to the President. Those recommendations were contained in a report entitled America Burning. This report formed the framework for Congressional action in drafting the Federal Fire Prevention and Control Act of 1974, creating the National Fire Prevention and Control Administration.

Mission: The mission of the National Fire Prevention and Control Administration is to reduce the Nation's loss of life and property resulting from fire by providing a Federal focus on the Nation's fire problem and by assisting local and State jurisdictions in their fire prevention and control activities.

The Administration has no regulatory or enforcement authority; rather the Congress intended that it serve as a point of Federal focus on the Nation's fire problem. It acts as a catalyst in encouraging, supporting, and reinforcing state and local communities in their efforts to deal with their local fire problems.

Organization and Program. In addition to a "General Administration" segment consisting of the Office of the Administrator, the Office of Administration, the Office of the Chief Counsel, and the Office of Information Services, the

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National Fire Prevention and Control Administration, as of 1977, consisted of four major program areas; the National Academy for Fire Prevention and Control under a Superintendent, the Public Education Office under an Associate Administrator, the National Fire Data Center under an Associate Administrator, and the National Fire Safety and Research Office under an Associate Administrator. The latter Office works in liaison with the National Bureau of Standards' Center for Fire Research.

The National Academy for Fire Prevention and Control.  
The academy system was established to provide leadership in quality programs in the training and education of fire service and other personnel. In 1976 the Secretary appointed the first Superintendent of the Academy and an Academy Site Selection Board. A nationwide search for an academy location led to the selection of the Marjorie Webster College campus in Washington, D.C., which was approved by Secretary of Commerce Elliot Richardson on August 30, 1976.

Under the Academy Planning Assistance Program, grants are awarded to states to encourage them to establish an organizational design and a plan to provide continuing education and training to fire service personnel and others.

Various courses are being developed in such areas as fire protection management and administration, instructional and educational methods, and technical practices. In addition, the Academy is developing educational and training course models to assure consistent course format.

The National Fire Data Center obtains, organizes, and disseminates technical and statistical information relating to the prevention, occurrence, control, and results of fires of all types.

Under the National Fire Incident Reporting System, states receive grants to partially fund development and operation of statewide fire incident reporting systems. A uniform standardized coding system is being developed through which accurate data can be collected and used as a basis for decision-making by the fire services.

The Center has established a Fire Evaluation and Analysis Service to analyze and disseminate major statistical and analytical studies and data on the fire problem. The Center has also established a Fire Reference Service to collect nonstatistical data and information including books, periodicals and reports, and to provide reference

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service from its collections. A computer system operations activity provides service to the Center in carrying out its program.

The Office of Public Education serves to identify effective fire prevention and education methods in order to reduce the number of fire-related deaths and injuries. It undertakes to educate the public and to overcome public indifference to fire and fire prevention by providing tested cost-effective fire prevention and educational programs to local, State, and Federal agencies, fire services, and educational institutions.

The Office develops fire prevention education programs for use by local, State, and Federal agencies, fire services, and educational institutions, as well as specialized information to those groups of individuals who are particularly vulnerable to fire.

The National Fire Safety Research Office provides technical and financial assistance in improving the fire safety of products, buildings, and services through an integrated program of research, planning, and technology. It also serves to encourage and assist municipalities, regions, and States in development of master plans and to evaluate and analyze those plans.

The Research Office basically is responsible for applied research while the Center for Fire Research of the National Bureau of Standards is engaged in fundamental research activities.

The principal work of the Fire Safety and Research Office falls into three categories: improving local fire protection, firefighters' protective clothing, and residential fire protection.

Emphasis is placed on the "master planning" concept of improving local community fire prevention and control. Methods are being developed to help communities with their planning.

Binder. This Schedule has been presented in a format to reflect the organization of the records as maintained in the National Fire Prevention and Control Administration as it is organized and constituted at the time of this writing in accordance with Organization Order DOO 25-6B of January 29, 1976. However, a change of title or

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organizational location of any unit or any reorganization shall have no effect on its provisions as long as the files described herein continue to accumulate and serve the same purpose.

The provisions of the General Records Schedules issued by the General Services Administration are hereby superseded, since this NFPCA Schedule includes all general and house-keeping records that are currently accumulating in NFPCA and that are also documented by records of the Office of the Secretary.

This Records Control Schedule is thus the sole legal authority for the disposition of any and all NFPCA records.

GENERAL ADMINISTRATION -  
OFFICE OF THE ADMINISTRATOR

The Office of the Administrator of the National Fire Prevention and Control Administration (NFPCA) provides policy and overall direction to the programs and activities of NFPCA.

The Office organizationally is considered as part of the overall segment of the agency known as "General Administration." This segment, in addition to the Office of the Administrator, consists of the Office of Administration, the Office of the Chief Counsel, and the Office of Information Services. In addition to the Administrator, the Office of the Administrator includes the Deputy Administrator, the Executive Advisor, the Director of Interagency Coordination, an Administrative Assistant, and secretarial help.

Separate records collections are maintained by the Administrator, the Deputy Administrator, the Executive Advisor, and the Director of Interagency Coordination.

1. Program Subject File of the Administrator - This major file of the Administrator reflects his responsibility for the development, implementation and direction of all NFPCA programs and operations. It concerns his reporting to the Secretary of Commerce on the progress of the program and his recommendations relating to the position of the Department on matters-for-which NFPCA is responsible. The file contains record copies of papers generated or collected by the Administrator.

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Subjects reflecting the scope and content of the file, covering the entire range of NFPCA programs, include: Academy, Academy/Site Selection Board, America Burning, Annual Report, Congressional Correspondence, Detectors, Fire Research, Fire Protection, Engineering Methodology, International Association of Fire Fighters, Legislation, Master Planning/Community, NFPCA 5-year Plan, Organization Order-NFPCA, Public Safety Awards, Speeches, State Fire Commissions, Volunteers, Minutes of Staff Meetings, and Secretarial Briefing Material.

This file is arranged alphabetically by subject, and constitutes a prime source on overall management and direction of NFPCA programs and activities.

Permanent. Start a new file every 2 calendar years. Bring forward active material to the new file, as required. Retire to SHA 1 year thereafter. Transfer to WNRC 2 years thereafter. Offer to National Archives 20 years thereafter.

2. Administrative Subject File - These papers reflect typical housekeeping activities of the office, the documentation of which is available from the Office the Secretary as well as from the NFPCA Office of Administration. These records cover such subjects as personnel, procurement travel, budget, time and attendance, and the like.

Dispose of when 3 years old.

3. Chronological (Reading) File - This file, arranged in date order, consists of a copy of each outgoing letter prepared or signed by the Administrator.

Permanent. Retire to SHA when 3 years old. Transfer to WNRC 2 years thereafter. Offer for transfer to the National Archives 20 years thereafter.

#### Deputy Administrator

4. Program Subject File - This file reflects the basic responsibilities assigned to the Deputy Administrator involving particular aspects of such programs as the National Academy for Fire Prevention and Control, the Public Education Program, the National Fire Data Center, and the National Fire Safety and Research Program.

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It consists of materials generated or accumulated regarding the basic programs of the Administration as well as an alphabetically arranged grouping of subject topics and a State file covering the entire range of matters under the purview of the Administration.

Typical subjects include: Act and Implementation of, Burn Treatment Facilities, Consumer Product Safety Commission, Editorial Review Board, Emergency Assistance, Firefighters' Protective Equipment, Master Planning, Nursing Homes, Smoke Detectors, State Fire Marshals, and National Fire Incident Reporting System.

Set up a new file every 2 years. Bring forward active material to new file as required. Retire to SHA 1 year later. Transfer to WNRC 2 years later. Dispose of when 25 years old.

5. Administrative Subject File - The file reflects typical housekeeping activities of the Deputy Administrator, the documentation of which is available within the Office of the Secretary and the Office of Administration of NFPCA, covering travel, personnel, procurement, and the like.

Dispose when 3 years old.

6. Chronological (Reading) File - The file consists of a copy of each outgoing document prepared or signed by the Deputy Administrator.

Dispose of when 3 years old.

#### Executive Advisor to the Administrator

7. Program Subject File - The Executive Advisor to the Administrator has been assigned responsibilities in such areas as Congressional relations, policy development, special projects, and advising the Administrator as requested. In this capacity, his program subject file can be considered as an extension of the Administrator's files.

Typical subjects of this alphabetically arranged subject file include: Consumer Product Safety Commission, Emergency Medical Services, Flammable Products, Marine Fire Protection, Occupational Safety and Health Administration, and Nursing Homes.

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Permanent. Start a new file every 2 calendar years. Bring forward active materials as required. Retire to SHA 1 year thereafter. Transfer to WNRC 2 years thereafter. Offer to the National Archives 20 years thereafter.

8. Chronological (Reading) File - This file consists of extra copies of documents generated by the Executive Advisor.

Dispose of when 3 years old.

Director of Interagency Coordination

The Director of Interagency Coordination reports to the Executive Advisor to the Administrator. His basic responsibilities involve working with and coordinating the interface with various fire services, protection, prevention, and safety programs of Federal agencies such as the Department of Agriculture, HUD, GSA, ERDA, Navy Department, Department of Defense, Veterans Administration, Interior Department, HEW, and the like.

He is also responsible for the historical records of the Federal Fire Council.

9. Documentary Records of the Federal Fire Council - The Federal Fire Council, established about 1930 under the sponsorship of the National Bureau of Standards, was the predecessor fire program coordinating body of the Federal Government. This collection consists of records selected from its holdings and retained as needed documentation of its functions and activities. Included in this subjectively arranged file are minutes, agendas and background papers pertaining to the formal meetings of the Council and of various task groups or committees established by the Council; correspondence with various Federal agencies; and reports of findings and recommendations of various activities or studies carried out by the Council. The records cover the period of 1930-1974.

Permanent. Retire to SHA. Transfer to WNRC 1 year thereafter. Offer for transfer to the National Archives 20 years thereafter.

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10. Federal Fire Program Coordinating Task Force-Group Files - These files are the Director's copies of various Federal agency task forces or groups established to promote specific areas of the Federal Government's fire program. The records of each task force/group consist of such records as agendas, minutes of meetings, reports or recommendations of studies or activities, correspondence, and the like. Included in the file are records of such task forces/groups or subgroups as the Federal Fire Services Task Group; the National Wildfire Coordinating Group; Building Design, Facilities, and Standards Group; the Fire Protection for Electronics Equipment Group; and the like.

Records are arranged basically by group or task force, and by subject thereunder.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 2 years thereafter. Offer for transfer to the National Archives 20 years thereafter.

11. Program Subject File of the Director - These are working files of the Director reflecting his advisory work with various Federal agencies in the areas of fire services, protection, prevention, and safety. The file consists of background papers and working papers covering such subjects as smoke detectors, contracts, emergency planning fire protection testing, Indian housing, master planning, and relations with various Federal agencies, and the like.

Dispose of when 5 years old.

12. Chronological Files of the Director - The file consists of an extra copy of documents generated by the Director.

Dispose of when 3 years old.

#### OFFICE OF ADMINISTRATION

The Office of Administration, under the supervision of the Director, provides administrative and logistical support to the Administrator and all NFPCA components including general administrative, budgetary, and property

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and procurement services, financial management, personnel, and grant and contract management services.

While this Office maintains the NFPCA record copy of such administrative management records, the Office of the Secretary of Commerce maintains the centralized long-term record copies for the Department for most of these administrative management matters. The detailed back-up materials, however, will be in the NFPCA Office of Administration.

13. Administrative Management Subject File - The file reflects the overall scope of the activities under the purview of the Director of Administration in supervising and administering the NFPCA administrative management program. Arranged primarily by subjects; it consists of incoming and outgoing correspondence and related materials covering mainly procedures and policies on such subjects as: Accounting, Copiers, Office Space, Motor Vehicles, Budget, Credit Cards, Administration-General, Payrolls, Procurement, Property, Contracts, Grants, Organization, and the like.

Voluminous transaction or case files are kept separately from this overall subject file of the Office.

Start a new file every 3 years. Retire to SHA 1 year thereafter for transfer to WNRC. Dispose when 10 years old.

14. Time and Attendance Report Files - These files consist of the NFPCA central copy of biweekly time and attendance reports, the record copy of which is forwarded to the Central Accounting Division of the Department.

Dispose of when 2 years old.

15. Name Folders for NFPCA Employees - These files, which are broken into those for active and separated employees, cover the centralized NFPCA materials accumulated on employees and consultants and experts employed by NFPCA.

Dispose 2 years after separation of employee.

16. Supply, Equipment or Service Order (CD-45) Control Sheets - These are sheets on which the date, control number, subject, requesting office, and delivery date for each order are entered.

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These sheets are the finding aid used to find individual orders in the file.

Dispose when 3 years old.

17. Supply, Equipment or Service (Purchase) Orders (CD-45) - These are copies of approved purchase orders transmitted to the Procurement Division and Central Accounting Division, O/S, for appropriate action and maintenance of record copies. These copies are maintained solely for purposes of local management.

A suspense copy of each order is retained until a copy of the order as finally approved is returned.

The orders are arranged by fiscal year thereunder by order number.

- a. Suspense Copies - Dispose upon receipt of the copy as finally approved.
- b. All Other Copies (numerically arranged) - Dispose when 3 years old.

18. Printing Requisition (CD-10) Control Sheets - The date number, subject, name of requesting office, and estimated cost are entered on these control sheets which serve as an index to the file.

Dispose when 3 years old.

19. Printing Requisition File (CD-10) - These are copies of requisitions for printing services transmitted to the Office of Publications for appropriate action. Record copies are maintained in the Office of Publications and the Central Accounting Division, O/S, long enough to meet all audit or other fiscal requirements.

Dispose when 3 years old.

20. Employee Applicant Files - This file consists of communications and related papers from persons interested in employment in this relatively new agency.

- a. Successful Applicants - Transfer all materials to the Department Personnel Office.
- b. Unsuccessful Applicants - Dispose of when 2 years old.

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21. Travel Files - This file consists of travel authorizations, SF-1012 vouchers, and related materials pertaining to authorized travel by personnel connected with NFPCA programs.

Dispose of when 4 years old.

22. Chronological (Reading) File - This file consists of an extra copy of documents generated in the Office of Administration.

Dispose of when 2 years old.

23. Budget Files - These files reflect the Secretarial, OMB, and Congressional submissions, and the budget execution activities of NFPCA for each fiscal year including related accumulated back-up and exhibit documents. Included are materials on obligations, outlays and reports, grants, fiscal agreements, and transfers of funds. Files are arranged by fiscal year and by subject thereunder. Long-term documentation on the Department budget is maintained by the Office of the Secretary.

Retire to SHA when 5 years old. Transfer to WNRC 1 year thereafter. Dispose of when 10 years old.

24. Grant Case Files - These files reflect the NFPCA's programs for dissemination of grant funds to universities, cities, states, state and local governments, and private institutions for education and training and other authorized activities involving the prevention of fires, the alleviation of problems arising from fires, and the like. They are the centralized NFPCA files on grants and documents covering primarily the financial aspects of the grants.

A separate file is established documenting the funding provided each grantee. Arranged by fiscal year and by grantee thereunder.

Retire to SHA 1 year after termination of grant. Transfer to WNRC 1 year thereafter. Dispose of when 10 years old.

25. Contract Case Files - These files reflect the letting of contracts by the NFPCA with various individual organizations or persons to carry out studies or undertake agreed-upon research or other activities to further the fire program of the Administration. Files can include

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reports of results of studies. The file is the centralized NFPCA documentation primarily on the financial aspects of the contracts. Documentation on contracts is also maintained at the Office of the Secretary of the Department.

Retire to SHA 1 year after formal closure of the contract. Transfer to WNRC 1 year thereafter. Dispose of when 10 years old.

26. Not Awarded Proposals File - This file consists of correspondence and proposals for grants or contracts received from organizations or persons but which are not awarded or otherwise acted upon by the Administration.

Dispose of 2 years after being placed on file, if not returned to the originator of the proposal.

#### OFFICE OF INFORMATION SERVICES

The Office of Information Services, under its Director, provides advice and support to the Administrator and other NFPCA official on public affairs, all news media, public communications, and information policies and techniques. It serves as the focal point within NFPCA for providing the general public with information regarding NFPCA programs and activities; handles public and media inquiries and requests for information; provides assistance to the NFPCA in the preparation and distribution of publications, speeches, broadcasts, displays, presentations, motion pictures, and audio-visual promotional statements; maintains liaison with the communications media; and coordinates NFPCA conference activities.

27. Public Information Program Subject File - The file reflects the activities of the Office in handling the public affairs/information program for the Administration. The file consists of incoming and outgoing correspondence and related materials and is arranged alphabetically by subjects.

Certain permanent historical records and temporary administrative records have been interfiled within the subject framework of this file, but they are described below as separate items of this Schedule.

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Typical of the subjects included in the file are:

Academy, America Burning, Arson, Awards/Public Service, Bulletins, Consumer Products Safety Commission, Exhibits, Firefighting, Fire Prevention Week, Hotels, Insurance Information Institute, Nuclear Regulatory Commission, Public Safety, Smoke Detectors, TV Networks, and Underwriters Laboratory.

Start a new file every 2 years and bring forward active materials as required. Retire to SHA 2 years thereafter. Transfer to WNRC 1 year thereafter. Dispose of when 10 years old.

28. NFPCA Annual Conference File - The file reflects the function of the Office to provide coordination for the annual conference and certain other conferences of the NFPCA in promoting the programs of the agency with its various organizational and state and local government clients. These files serve as the complete agency documentation for these large and complex conferences which provide an excellent vehicle for dissemination of information on the multifaceted approaches of the Administration in carrying out its responsibilities under the Federal Fire Prevention and Control Act of 1974.

The files are arranged chronologically by the date of each conference and by subject topics thereunder.

*basic documentation*  
Permanent. Retire to SHA when no longer needed for current business for transfer to the WNRC. Offer for transfer to the National Archives 10 years thereafter.

29. NFPCA Speech and Statement Files - The file consists of copies of speeches and other public statements made by the Administrator and other top officials of NFPCA at various meetings, conferences, and other occasions. This Information Service Office file serves as the Administration record copy of speeches and statements. The file is arranged alphabetically by name of official.

Permanent. Retire to SHA when no longer needed for current business for transfer to WNRC. Offer for transfer to the National Archives 20 years thereafter.

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30. Record Copy File of Publications of NFPCA - This file, arranged alphabetically by title, serves as the central record copy set for publications generated by the NFPCA. Such publications include the monthly Fireword, Site Selection Reports for the Academy, Arson, Annual Reports of NFPCA, Smoke Detector Fact Sheet, Research Exchange Bulletin, and the like.

Permanent. Retire to SHA when no longer needed for current business for transfer to the WNRC. Offer for transfer to the National Archives 20 years thereafter.

31. Photograph File - The file, accumulated by the Office of Information Services, consists of negatives and prints of photographs of top officials, including biographies; photographs used in various NFPCA publications; and promotional photographs involving various events, conferences, and the like. These photographs are typically obtained from outside sources or through the Department and are arranged by subject.

TEMPORARY

~~Permanent.~~ Retire to SHA when no longer needed for current business for transfer to WNRC. ~~Offer for transfer to the National Archives 20 years thereafter.~~ Destroy when 15 years old.

32. Film and Video Tape Files - These files consist of print copies of motion picture films made outside the Administration and used for promotional activities. Such films include America Burning, Fire Bugs, and Legacy.

Also maintained are video tapes or cassettes of promotional TV broadcasts such as the Whirlwind, Home in Maryland, Smoke Detectors, Tiger in the House, and Master Planning Press Conference. Such films and tapes are accumulated by the Office, but typically are not prepared by it.

TEMPORARY. Dispose of Film and Video Tape files

~~Permanent.~~ Retire agency record copy to SHA when no longer needed for current business, ~~offer for transfer to the National Archives 20 years thereafter.~~ in accordance with applicable FPMR requirements.

33. Promotional Slides - Sets of colored 35mm promotional slide transparencies prepared for various speeches and exhibits covering the mission of the Administration and its role in alleviating the fire problem. Such slides are

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typically maintained in trays and are assembled as required for particular presentations.

Permanent. Retire record copy set to the SHA when no longer needed for current business. ~~For transfer to WPRC.~~ Offer for transfer to the National Archives 10 years thereafter.

34. Sound Recordings File - Record copy set of sound recordings (audio tapes) used to document the proceedings of the annual conferences held by the NFPCA. Arranged by year of conference.

Permanent. Retire to SHA when no longer needed for current business. ~~For transfer to the WPRC.~~ Offer for transfer to the National Archives 10 years thereafter.

35. Press Release Files - Sets of press releases issued by NFPCA used for distribution, record, and number control purposes. The record copy set of Department press releases is maintained in the Office of Communications, Office of the Secretary. Arranged numerically.

Dispose of when 5 years old.

36. Routine Requests for Information or Publications File - This file consists of records pertaining to routine requests for information or publications received by NFPCA involving no administrative actions, no policy decisions, and no special compilation or research.

Dispose of when 6 months old.

37. Internal Memoranda File from NFPCA Officials - The file consists of internal correspondence received from various NFPCA officials. Filed by year and thereunder by name of official.

Dispose of when 3 years old.

38. Administrative Subject File - The file contains office copies of papers relating to such housekeeping activities as time and attendance, requisitions for procurement, travel, or personnel matters. NFPCA documentation on such matters is maintained by the Office of Administration.

Dispose of when 3 years old.

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39. Chronological (Reading) Files - The file consists of an extra copy of documents generated in the Office of Information Services and maintained in date order.

Dispose of when 2 years old.

40. Art Files - The file consists of art and printing negatives used in the production of various publications of the NFPCA.

Dispose of when no longer needed for current business.

41. Manuscript File - The file consists of copies of typed manuscripts of various publications generated by NFPCA.

Dispose of when superseded or no longer needed for current business.

#### OFFICE OF THE CHIEF COUNSEL

The Office of the Chief Counsel provides legal services to all components of the NFPCA subject to the overall authority of the Department's General Counsel as provided for in Department Organization Order 10-6. Such services include: administering the claims program prescribed by Section 11 of the Federal Fire Prevention and Control Act of 1974 covering reimbursements to local fire services for certain services involving fighting fires on Federal property; providing guidance and assistance in any litigation; implementing the legal aspects of the Freedom of Information and Privacy Acts; serving as the head of the Editorial Review Board to review all proposed publications of NFPCA including Fire Orders; reviewing proposed public service awards including both Presidential and Secretarial awards; monitoring legislation; and other functions as may be assigned by the Administrator.

42. Program Subject File - This alphabetically arranged program subject file of the Chief Counsel reflects the entire gamut of responsibilities assigned to the Office. Included within the alphabetic structure of the file are both permanent and temporary records and certain subjects which have become voluminous enough to constitute, in effect, a separate series of records.

Subject headings which depict the scope and content of this file include: Academy, Arson Investigations, Burn

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Injuries Conferences, Consumer Affairs, Delegations of Authority, Fire Codes, Fire Research, Freedom of Information, Insurance Association, Life Safety Codes, Marine Firefighting, Mobile Homes, NBS-Fire Research Center, NFPCA-Congressional Activities, Nuclear Fire Code, Nursing Homes, Privacy Act, Public Safety Awards, Reports, Speeches, Smoke Detector Standards, Turnout Coats, Legislation, and the like.

For the main body of the file other than those segments of the file that are listed elsewhere in the Schedule - Establish a new file every 3 years and bring forward active material as required to the new file. Retire to SHA 3 years thereafter. Transfer to WNRC 2 years thereafter. Dispose when 15 years old.

43. Permanent Subjects - The following listed subjectively filed materials included in the alphabetically arranged Program Subject File described above are of a permanent nature and required for adequately documenting the functioning and activities of the NFPCA:

Academy Sites subjects including purchase agreements, the deed, and records pertaining to the Site Selection Board.

Advisory Committee subjects including records for each committee on which the Counsel serves.

Interagency Agreement subjects including copies of agreements.

Claims subjects involving general non-case filed materials concerning the establishment of policies and procedures for claims against the Government, principally under Section 11 of the 1974 Act for certain services by local firefighters in fighting fires on Federal property.

Editorial Review Board subjects covering the actions of the Board, headed by the Chief Counsel, in reviewing and approving all NFPCA publications including Fire Orders and other program directives.

Fire Orders subjects covering materials of a directive nature on the program of the NFPCA.

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Grants and Contracts subjects covering non-case materials on policies and procedures involving the letting of contracts and grants by the NFPCA.

Legislation subjects arranged primarily by Congress and bill number thereunder covering background information on various legislative activities related to the functioning and activities of the NFPCA.

Opinions subjects including bound volumes of opinions rendered by the Chief Counsel.

Awards subjects containing policy and procedural materials relating to Presidential and Secretarial awards for fire related activities.

Permanent. Retire to the SHA when no longer needed for current business, for transfer to the WNRC. Offer for transfer to the National Archives 20 years thereafter.

44. Legislative History File - The file consists of records dating from the National Commission on Fire Prevention and Control of 1968 providing a legislative history on the various actions involved from the time of the Commission and its recommendations until the ultimate passage of the Federal Fire Prevention and Control Act of 1974. The file is basically in chronological sequence.

Permanent. Retire to SHA when no longer needed for current business, for transfer to WNRC. Offer for transfer to the National Archives 20 years thereafter.

45. Administrative Subject File - These papers reflect typical housekeeping activities of the Office, the documentation of which is available from the Office of the Secretary as well as from the NFPCA Office of Administration. The records cover such subjects as Appropriations, Budget, Procurement, Personnel, Travel, Time and Attendance, Printing, Postage, Taxi Vouchers, and the like.

Dispose of when 3 years old with the following exceptionsr

- a. Personnel Name Files - Dispose of 6 months after separation of employee.

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- b. Position Descriptions - Dispose of when superseded.

46. Claim Case Files - These papers reflect the filing of claims for reimbursement under Section 11 of the 1974 Act by local fire services for reimbursement for certain services involving firefighting on Federal property. Arranged by location.

Retire to SHA 1 year after close of case. Retire to WNRC 1 year thereafter. Dispose of when 7 years old.

47. Public Safety Awards Cases - These files consist of nominations received from various sources including justifications and related background information, together with documentation of NFPCA recommendations covering the proposed awards to nominees for distinguished actions in connection with firefighting or other fire-related activities. Arranged by year of award and alphabetically by name of nominee.

- a. Presidential Awards - Retire to SHA 2 years after award for transfer to WNRC. Dispose of when 10 years old.
- b. Secretarial Awards - Dispose of 2 years after award is granted.

47a. Unsuccessful Nominations for Public Safety Awards - These files consist of nominations and background materials received from various sources covering proposed candidates for Presidential or Secretarial public safety awards.

Return all materials received on the unsuccessful nominee back to the person submitting the award proposal.

48. Chronological (Reading) Files - The file consists of extra copies of documents generated in the Office of the Chief Counsel.

Dispose of when 3 years old.

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NATIONAL ACADEMY FOR FIRE PREVENTION  
AND CONTROL

The basic goal of the Academy is to develop and deliver training and education programs which will improve the ability of fire service personnel and others in reducing fire losses.

More specifically, the Academy aims: (a) to develop and test the effectiveness of courses and curricula for use by the Academy, state and local governments, colleges and universities in the delivery of training and education courses at the Academy site and through the Academy system; (b) to provide assistance to states through grants for the development of (1) statewide education and training organizational designs and (2) comprehensive statewide education and training plans; and (c) to provide technical

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assistance to vocational training programs and colleges and universities in order to encourage new programs or strengthen existing programs in fire technology, management and administration.

The National Fire Academy develops and delivers programs to improve the ability of the fire service and others in reducing fire losses. Courses are being developed, based upon educational research, while maximum advantage is being taken of already existing and tested programs. The Academy is developing a nationwide delivery system which utilizes and complements existing state and local educational efforts. In addition to conducting classes and seminars at its own facility, the Academy will serve as the hub of a nationwide network which disseminates educational programs to and through existing fire training schools, fire science programs in community colleges, and fire management and fire protection engineering programs at the college or university level. The Academy is organized into three program areas: operations, planning and evaluation; education and training development; and assistance programs.

The Academy is located in the northwest area of Washington, D.C., at the site of the former Marjorie Wester Junior College. A special Site Selection Board was constituted to provide assistance in making the selection of the site in 1976.

A centralized filing system covering the three program areas of the Academy was established and, with some exceptions, most of the files are maintained at the centralized filing facility.

49. Program Subject File of the Academy - This centralized file of the Academy covering its assigned program tasks has been arranged in accordance with a subject-numeric arrangement system. In reflecting the overall program functions of the Academy, the file has such subjects as: Administration and Management, Aircraft, Building Design, Colleges and Universities, Correspondence Course System, Education and Training-Committee of, Emergency Medical Services, Fire Officer Training, Fire Prevention, Hazardous Materials, Instructional Materials Center, Instructor Training and Development, Marine, Promotion and Placement, Organizations, State and Local Training and Education, Student Research, Topical Conferences, Grants/Contracts Assistance Management, and the like.

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Certain program materials, mainly of a case filed nature, have been maintained separately from the subjective structure of the file.

Start a new file every 3 years. Bring forward active material to new file as required. Retire to SHA 1 year thereafter. Transfer to WNRC 1 year thereafter. Dispose 10 years thereafter.

50. Administrative Subject File of the Academy - This file, kept separately from the program subjects in the central filing facility, covers, under the subject-numeric system, the typical internal administration management, and housekeeping activities of the Academy. Basic documentation on administrative matters is maintained in the Office of the Secretary of the Department and in the NFPCA Office of Administration. Certain case filed materials, such as personnel folders or applications, are kept separately from this file. Typical subjects reflecting the scope of the file are:

Administrative Management, Audit, Automatic Data Processing, Budget, Committees-Conferences, Financial Management, Legislation and Regulations, Office Services, Personnel, Program Planning and Evaluation, Public Information, Reports and Statistics, and the like.

Break file every 3 years and start a new file. Bring forward active materials to new file as required, such as job descriptions, staffing plans, legislation and regulations, issuances, procedure manuals, 5-year plans, Secretarial objectives, evaluations, and the like.

Dispose of when 3 years old.

51. Employee Name Files - These files cover the materials accumulated at the Academy on its employees.

Dispose of 6 months after separation of person concerned.

52. Applications File - These files consist of materials received from applicants for positions at the Academy.

- a. Successful Applicants - Transfer all materials to the Department Personnel Office.
- b. Unsuccessful Applicants - Dispose of when 2 years old.

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53. Site Selection File - This file, arranged by states, consists of proposals, evaluations, and background materials, including materials on the Conference on Site Selection, pertaining to the selection of the Academy site. Final selection from all proposals was at the former Marjorie Webster Junior College campus in northwest Washington, D.C. Other documentation on the site selection activities is maintained at the Office of the Chief Counsel and the Administrator's Office, NFPCA.

Retire to SHA when no longer needed for current business for transfer to the WNRC. Dispose of when 10 years old.

54. Grant-Contract Case Files - These case files cover the letting of education and training grants to non-profit organizations and of contracts to other persons or organizations. The grants concern such areas as the grants to states, territories and the District of Columbia for the Academy Planning Assistance Program so that these governments can identify, coordinate, and improve existing fire service education and training programs covering either statewide organizational designs or 5-year education and training plans.

Technical assistance contracts also are being let to experts and educators concerned with the development and delivery of vocational training and fire education programs at various colleges and universities or in connection with other authorized education and training activities. Cases are filed numerically.

These files provide the most complete and detailed documentation on such grants or contracts, including, as available, the resulting products of the grantees or contractors. Less detailed documentation on contracts and grants is maintained at the Office of Administration, NFPCA, and the Office of the Secretary also maintains documentation on contracts.

Retire terminated grants or contracts to the SHA 1 year after termination for transfer to WNRC. Dispose when 10 years old.

55. Proposals Received for Grants-Contracts - This file consists of proposals received for education or training grants or contracts prior to their acceptance or rejection.

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- a. Accepted Proposals - Bring forward to appropriate grant or contract case file.
- b. Proposals that are Rejected, or Not Acted Upon - Dispose after 2 years.

56. Advisory Committee on Fire Training and Education File - This file of the Chairman of the Committee (the Superintendent of the Academy) reflects and documents the activities of the Committee in carrying out its mission as authorized by the Federal Fire Prevention and Control Act of 1974. This involves making recommendations on the desirability of establishing a mechanism for accreditation of fire training and education programs and courses and the possible role of the Academy in such an effort. The Committee consists, in addition to the Superintendent, of 18 other members knowledgeable in the field of fire education and training appointed by the Administrator of NFPCAr. The Committee, established in 1976, is scheduled to prepare its report and go out of existence 2 years after its establishment. The files of the Chairman, arranged by meetings, consist of minutes of the quarterly meetings, the agendas, reports, news releases, and correspondence relating to the responsibilities of the Committee, and the like.

Permanent. Retire to SHA 2 years after termination of the Committee for transfer to WNRC. Offer for transfer to the National Archives 20 years thereafter.

57. Correspondence and Purchase Order Files Maintained by the Academy Library - These files reflect the ordering activities of the special Academy library for various educational and training resources to be maintained at the library.

Dispose when 3 years old.

58. Chronological (Reading) Files of the Academy - These files consist of extra copies of documents arranged by date and generated in various offices of the Academy pertaining to assigned responsibilities.

Dispose when 3 years old.

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59. Working Papers Files of Education and Training Specialists - With the centralized filing system, certain specialists and employees of the Academy maintain working papers and related materials pertaining to assigned work. While certain of such materials could be classed as non-records, record materials can be included.

- a. Official Records - Send to central files for interfiling after completion of transactions, projects, grants, or contracts.
- b. Other Documents - Dispose within 3 years.

#### PUBLIC EDUCATION OFFICE

The basic goal of the Public Education Office is to reduce fire incidence and fire-related deaths and injuries through the development and dissemination of effective public fire prevention education programs.

More specifically, the Office aims to establish a national system for the dissemination of tested fire education programs; to develop pilot public fire prevention education programs for residential communities, rural populations, urban high-fire risk neighborhoods, schools, commercial and industrial organizations; to conduct research and develop effective fire education programs for high-risk groups, such as pre-school children, adolescent fire setters, and the elderly; to publish a community public fire education program planning manual; to establish graphic standards for fire hazard warning signs; to design curriculum for training public fire education specialists; and to establish a system for evaluating public fire education programs.

Lack of public understanding of fire and of fire prevention methods, whether through ignorance or indifference, is one of the major contributing factors to this Nation's serious fire problem. Documented fire prevention education programs have demonstrated that death, injury and loss rates can be decreased by as much as 70 percent when such programs are addressed to specific fire problems and specific high-risk groups in geographic regions or communities. The public education program conducts research to determine the most effective ways to educate the public and high-risk groups. Tested programs are disseminated to

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communities through the assistance program. Technical assistance is provided to the fire services, Federal, state and local agencies; national organizations and associations; and medical and educational groups.

In carrying out its goals, the Office has three program areas; namely, operations, the public education assistance program, and the education, research, and development program. Some materials on the program have been centralized and maintained in the Office of the Associate Administrator of NFPCA for Public Education, while certain of the program areas, such as the Public Education Assistance program maintains detailed separate files.

60. Central Program Subject File of the Office - This subject file, maintained in the Office of the Associate Administrator, NFPCA, covers the range of the programs of the Office, although more detailed records on certain programs are maintained separately. Certain grants or contract project or study files are intermixed. The file is maintained under a subject system with such major subdivisions as Correspondence, Planning, Proposals/Grants/Contracts, Objectives, Public Education Assistance/States, and Public Education Assistance/Projects.

The Correspondence segment is broken by type of organization; Planning covers mainly budget and fiscal matters; Proposals/Grants/Contracts are mainly case-filed materials including studies of cellar and attic fires, studies by the Institute of Environmental Action, or studies and projects covering education research and development; Objectives is subdivided into such sub-subjects as Smoke Detectors, Burn Prevention, Home Fire Safety, Planning Manuals, and the like; The Public Education Assistance records are mainly case files covering Public Education Assistance Grants/Contracts.

Differing disposition actions are required for these major breaks of the file.

- a. Correspondence and Objectives subjects - Start a new file every 3 years. Bring forward active materials as required. Retire to SHA 1 year later. Transfer to WNRC 1 year thereafter. Dispose when 10 years old.

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- b. Planning subjects - Break file every 3 years. Retire to SHA 1 year thereafter for transfer to WNRC. Dispose of 5 years thereafter.
- c. Grants/Contracts Materials Including those for Public Education Assistance - Retire closed cases to SHA 1 year after closure. Send 1 copy of any final report to the Fire Data Library before retiring cases. Transfer to WNRC 1 year thereafter. Dispose when 10 years old.
- d. Proposals Received for Grants/Contracts
  - (1) Accepted proposal - Bring forward to appropriate grant or contract case file.
  - (2) Rejected or not acted upon proposals - Dispose after 2 years.

61. Administrative Subject File - This centralized subject file in the Office of the Associate Administrator consists of the materials filed under the primary subject "Operations" covering the typical internal administrative, management, and operations activities of the Office. It includes such subdivisions as Accounting, Personnel, Time and Attendance, Travel, Reports, Regulations, and the like. Documentation on such administrative matters is maintained in the Office of the Secretary and the Office of Administration NFPCA.

Break file every 3 years. Bring forward active materials as required. Dispose when 3 years old with the following exceptions:

- a. Employee Name Files - These files cover the materials accumulated in the Office on its employees.

Dispose of 6 months after separation of the person concerned.
- b. Applications Files - These files consist of materials received from applicants for positions at the Office.
  - (1) Successful Applicants - Transfer all materials to the Department Personnel Office.
  - (2) Unsuccessful Applicants - Dispose of when 2 years old.

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62. Working Loan Slide Files - These slides are received from outside sources and are assembled as required for particular presentations involving fire prevention, fire safety, fire property loss reduction, and the like. Slides for certain presentations have been received from, for example, the Minneapolis Fire Department, the Van Delina Publishing Company, the Fountain Valley Fire Department, the Montgomery County Fire Department, and other sources. Such slides can be loaned to local or state governments or educational institutions or other organizations for use in particular presentations, or can be used by the Office in making presentations. Some presentations have been packaged, while others may be tailored to fit particular situations.

Dispose when obsoleted or no longer needed for current business.

63. Chronological (Reading) File - These files are maintained by various officials of the Office and consist of extra copies of documents generated by the particular segments of the Office involved.

Dispose of when 3 years old.

64. Working Papers Files of Various Specialists - Certain specialists or employees of the Office maintain working papers and related materials pertaining to assigned work. While certain of these materials could be classed as non-records, record materials can be included.

- a. Official Records - Send to the appropriate official records location for filing after completion of transactions, projects, grants, or contracts.
- b. Other Documents - Dispose of within 3 years.

Public Education Assistance  
Program (PEAP)

Separate files and differing filing systems have been maintained for certain of the records pertaining to PEAP program of the Public Education Office, apart from the files of the Office of the Associate Administrator, NFPCA.

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65. PEAP Program Subject File - This subject file on the PEAP program consists of several segments, as follows: alphabetic subject segment covering such subjects as Building Codes, Education Programs, Fire Marshals-State, Fire Safety, Nursing Home Fires, Speeches, Rural Programs, etc.; a segment on smoke detectors, subdivided by subjects; a state file segment; a public information conference segment arranged by particular conferences; and a segment of correspondence filed by name of organization or person. The file covers the non case-filed materials reflecting the assistance program. This program has three major activities: (1) it identifies, evaluates, and catalogs effective fire education program and methods; (2) it provides technical assistance to states communities and organizations to aid them in planning, implementing, and evaluating fire education programs; and (3) it establishes and supports state programs which disseminate tested methods and promote the exchange of information and resources among fire safety educators.

Start a new file every 2 years and bring forward active materials as required. Retire to SHA 1 year later for transfer to WNRC. Dispose when 10 years old.

66. PEAP Program Set of Collected NFPCA Publications - This file of publications of NFPCA has been assembled for use of the PEAP program officials, but does not constitute a record copy set.

Dispose when superseded or no longer needed for current business.

#### NATIONAL FIRE SAFETY AND RESEARCH OFFICE

The basic goals of the National Fire Safety and Research Office are to provide improved planning, research and technology necessary to significantly decrease fire-caused deaths, injuries, and economic losses and to improve the cost-effectiveness of fire protection.

More specifically, the Office aims to define and recommend an integrated, national fire research policy, i.e., what research needs to be done, how and when the research should be accomplished and how research products should be disseminated for effective application; to improve the

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effectiveness of fire safety codes, standards, and regulations and the enforcement and administration of these codes by state and local officials; to improve personal protective equipment for firefighters and fire detection and suppression devices for residences; to establish systematic master planning methods for urban, rural, state, county and federal use in determining affordable levels of fire protection; to improve the effectiveness of community fire protection through local utilization of the results of management studies; and to encourage the use of new technologies and innovations developed within the Federal government.

The major efforts of the fire technology and management research program include the refinement and transfer of known management technology from those communities and states more advanced in reducing the fire problem to those less advanced and the development of new and improved fire safety systems based upon current technology. These efforts are needed because there has been little focus on national and international fire protection expertise, and the costs involved to bring to a local area that level of consultative advice have been high.

The following program areas have been established:

- (1) developing, testing, and evaluating personal protective equipment for use by the Nation's fire, rescue and civil defense services;
- (2) encouraging and assisting local jurisdictions in the development of master plans for fire prevention and control;
- (3) reviewing, evaluating and suggesting improvements in state and local fire prevention codes, building codes and regulations;
- (4) developing the guidelines for fire safety effectiveness statements which would allow users of building space to know the degree of fire safety available to them;
- (5) conducting studies of the operations and management aspects of fire services and of the effectiveness of fire service personnel;
- (6) sponsoring demonstration projects to introduce and encourage acceptance of new technology, standards, operating methods, command techniques, and management systems by the fire services;
- (7) measuring and evaluating, on a cost-benefit basis, the effectiveness of the programs of individual fire services; and
- (8) developing, testing, and evaluating residential fire detection and suppression systems.

In addition, the Office is responsible for consulting and coordinating with the National Bureau of Standards Fire Research Center on the conduct of basic and applied research as prescribed by the Federal Fire Prevention and Control Act of 1974.

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In carrying out its program, the Office has four organizational areas; namely, the Office of the Associate Administrator, NFPCA, including an administrative office, the Technology Development program, the Planning and Management Research program, and the Regulatory Impact program.

A centralized filing system has been established in the Office of the Associate Administrator, and the centralized records cover the entire range of the program. However, more detailed separate files are maintained at each of the three program offices covering the specific program for which each is responsible. The central filing system also covers the administration of contracts and grants. However, while records on particular grants or contracts may be maintained in the offices of the three separate program areas, these records are considered to be charged out from the central office file, and are returned upon completion to the central file.

Office of the Associate Administrator for  
National Fire Safety and Research, NFPCA

67. Central Program Subject File - This central file reflects the overall program of the Office and contains various types of records maintained for the Office of the Associate Administrator. While this file covers the entire range of Office responsibilities, there are separate more detailed files maintained at the various offices concerned with each of the program areas, such as technology development, planning and management research, and regulatory impact.

This central subject file consists of several separate segments, each of which has an alphabetic subject or name file structure. These segments consist of (1) a subjective A-Z segment covering the Technology Development program with such subjects as Alarms, Detectors, Explosives, Fireproofing, Foam Devices, Hospital Fire Prevention, Physical Examination of Firemen, Mobile Homes, Recreation Vehicles, Suppression, and the like; (2) an Association, Foundation, Institute, and Society segment covering alphabetically such organizations as Industrial Designers Society of America, National Fire Protection Association, Fire Information Field Investigations, and the like; (3) an Academic Institutions segment, covering alphabetically such institutions as Auburn University, Harvard University, Massachusetts Institute of Technology, Oral Roberts

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University, and many others; (4) a Federal Agencies segment covering alphabetically such Federal agencies as Agriculture Department, Consumer Product Safety Commission, Environmental Protection Agency, National Bureau of Standards Fire Research Center, Veterans Administration, and others; (5) a Research segment covering in a subjective A-Z breakdown such subjects as Apparel Flammability, Auto Fires, Fire Incident Report, Fire Test Methods, Insurance, Laboratory Accreditation, Plastic Fires, Research Study - High Risks, Upholstery Furniture Standards, and the like; and (6) a Company File segment covering alphabetically such companies as Aerospace Corporation, Arthur D. Little, Battelle Memorial, Booze Allen Research, Honeywell, Inc., Informatics, Inc., Mitre Corporation, Raychem Corporation, Underwriters Laboratory, and others.

Start a new file for each segment every 2 years. Bring forward active materials, as required, to the new file. Retire to SHA 2 years thereafter. Transfer to WNRC 3 years thereafter. Dispose 15 years thereafter.

68. Administrative Subject File - This file, maintained by the Administrative Officer, covers primarily the typical internal management, administration, and housekeeping activities of the Office. It is a segment of the central office file system known as "Administration Files." Other documentation on administrative matters is maintained in the Office of the Secretary of the Department, and in the NFPCA Office of Administration. Typical subjects in this alphabetically arranged file include, Accounting, Budget, Consultants, Annual Report, Conferences (Annual), Conduct Standards, Five-Year Plan, Job Safety, Leave, Mailing List, Personnel, Procurement, Requisitions, Travel, and the like.

Start a new file every 2 years. Bring forward active materials to new file as required, such as budget, 5-year plan, active mailing lists, lists of records, and the like. Dispose when 2 years old with the following exceptions:

- a. Budget Materials - Dispose when 5 years old.
- b. Five-Year Plan Materials - Dispose when superseded or obsoleted.

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- c. Name Files on Employees - Dispose 6 months after separation.
- d. Applications for employment
  - (1) Successful Applicants - Transfer all materials to the Office of Personnel of the Department.
  - (2) Unsuccessful Applicants - Dispose of when 2 years old.

69. Contract/Grant Case Files - This central office file of case-filed materials arranged numerically by assigned number, covers the awarded contracts or grants pertaining to cities participating in master planning of fire services, studies of fire codes and building inspection activities, studies of technology development, and other fire research and management studies undertaken by the Office. Documentation on contracts/grants is also maintained by the NFPCA Office of Administration, while the Office of the Secretary also maintains documentation on contracts.

Retire to SHA 1 year after termination of contract/grant. Transfer to WNRC 1 year later. Dispose of when 10 years old.

70. Proposals for Contracts/Grants File - This central office file consists of proposals received from various organizations or individuals for undertaking work in connection with the program.

- a. Accepted Proposals - Bring forward to appropriate contract or grant case files.
- b. Rejected or Not Acted Upon Proposals - Dispose after 2 years.

71. Final Reports Resulting from Contracts/Grants or Other Research Activities - This file, arranged by reporter, title, consists of a copy of the final report of studies or projects involving the research activities of the Office. One copy of each final report is sent, for record purposes, to the Library of the National Fire Data Center, NFPCA.

Dispose of when superseded or no longer needed current business.

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72. Chronological (Reading) Files - This file consists of extra copies of documents generated in the Office and maintained in date order.

Dispose when 3 years old.

### Technology Development Program

This program is primarily concerned with the improvement of personal protective equipment for firefighters and of fire detection or suppression devices for residences.

73. Program Subject File of the Program Head - This file consists of (1) an alphabetically arranged Subject segment covering such subjects as Batteries, Detector Ionization, Program Monitoring Systems, Smoke Detectors, Sprinkler Systems, Remote Alarm Systems, and the like; and (2) a Company file segment, arranged alphabetically by company name. It contains detailed information on devices for fire detection or suppression in residences or buildings. Also included are certain reports of studies of such organizations as Applied Physics Laboratory, or of other contractors on fire suppression, protection, or detection equipment.

Start a new file every 2 years. Retire to SHA 1 year later. Transfer to WNRC 1 year thereafter. Dispose when 10 years old.

74. Program Subject File of the Manager of Fire Services - This file consists of materials maintained by the Manager of Fire Services concerning the development and evaluation of protective equipment for firefighters. Included in this alphabetically arranged file are such subjects as: Breathing Apparatus, Clothing Protection, Casualties, Arson, Helmets, Turnout Coats, Injuries, and the like.

Start a new file every 2 years. Retire to SHA 1 year later. Transfer to WNRC 1 year thereafter. Dispose when 10 years old.

75. Administrative Subject File - This file consists of materials on internal housekeeping or administrative matters maintained at the offices of the Program Manager. This file duplicates to a considerable extent the central administrative file of the Office.

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Dispose when 2 years old.

76. Contract/Grant Files - These files consist of case-filed materials pertaining to active grants or contracts or other studies covering the Technology Development program

Send all materials necessary for documenting closed contracts/grants to the central file maintained by the Office of the Associate Administrator, NFPCA. Dispose of working papers or extra copies 1 year after closure.

77. Rejected or Not Acted Upon Proposals - This file consists of proposals maintained in the offices of the Technology Development program that are not acted upon or are rejected.

Dispose of after 2 years.

78. Chronological Files - This file consists of extra copies of documents generated in the Technology Development program office, maintained in date order.

Dispose of when 2 years old.

#### Planning and Management Research Program

The program is primarily aimed at: (1) establishing master planning methods for community use in determining affordable levels of fire protection; (2) improving the effectiveness of fire protection through local use of the results of management studies; and (3) disseminating research products for effective application.

79. Master Planning Program Subject File - This subject file reflects the activities of the office in promoting the concept of master planning for cost/effective fire protection available to citizens through fire services. Included are such subjects as Introductory Package, Reports to Congress, General Master Planning, State and County Master planning, and Community Master Planning.

Start a new file every 3 years. Bring forward active materials as required to new file. Retire to SHA 1 year later. Transfer to WNRC 1 year thereafter. Dispose of when 10 years old.

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80. Administrative Subject File - This file consists of materials on internal housekeeping or administrative matters maintained at the program office level and covering such subjects as procurement, time and attendance, travel, publications, and the like. It duplicates to some extent, the Central Office administrative file.

Dispose of when 2 years old.

81. Master Planning Guides Files - This file reflects the activities of the Office in issuing guides or instruction manuals, such as Rural Master Planning Guides, to aid counties, municipalities, and rural areas in developing their local-level fire protection master plans. A report to the Congress is to be made by October 1978 on the establishment and effectiveness of master plans throughout the Nation. The records include correspondence and other records reflecting contacts with various local fire services and other state or local government agencies regarding the validation and usefulness of these NFPCA guides to master planning, as well as materials on the preparation of the guides. Record copies of all NFPCA publications are maintained in the NFPCA Information Services Office, as well as in the National Fire Data Center Library.

Retire to SHA when no longer needed for current business for transfer to WNRC. Dispose of when 10 years old.

82. Curriculum Development on Master Planning Inquiry File - The file consists of correspondence and other records arranged by state and college or university thereunder concerning inquiries being made to these universities or colleges as to the curriculums or courses planned to be offered covering various aspects of fire protection.

Retire to SHA when no longer needed for current business for transfer to WNRC. Dispose of when 10 years old.

83. Chronological File - The file consists of extra copies of documents prepared in connection with the planning and management research program.

Dispose of when 3 years old.

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84. Contract/Grant Files - These files consist of case-filed materials pertaining to any active contracts/grants or other studies relating to the planning and management research program.

Send all materials necessary for documenting closed contracts/grants to the central file maintained by the Office of the Associate Administrator, NFPCA. Dispose of working papers and extra copies 1 year after closure.

85. Rejected or Not Acted On Proposals File - This file consists of proposals for contracts or grants that are rejected or not acted upon.

Dispose of after 2 years.

#### Regulatory Impact Program

This program is primarily aimed at improving the effectiveness of fire safety codes, standards, and regulations, and the enforcement and administration of these codes by state and local officials.

86. Regulatory Impact Program Subject File - This alphabetically arranged subject file reflects the various activities of the program involving fire and building codes, detection devices, and fire safety and protection. Typical subject matter coverage of the file includes: Alarms/Fire Security, Aerospace/Alarms, Benefit Cost Analysis, Forest Products Laboratory, Home Fire Protection Group, Regulatory Impact/General, Technology Demonstrations, Codes/General, Building Codes, Fire Prevention Codes, Model Codes, Uniform Codes, Smoke Detectors, Detector Legislation, Detector Test Standards, and the like.

Start a new file every 2 years, and bring forward active materials to it as required. Retire to SHA 1 year later. Transfer to WNRC 1 year thereafter. Dispose of when 10 years old.

87. Committee Files - This file reflects the membership and activities of officials of the program in working with such pertinent committees as the National Academy of Science, Polymeric Materials Committee, the American Society for Testing Materials, Life Safety Code Committee, the Fabrics Advisory Committee, and others. Such files docu-

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ment the work of the program officials in furthering fire safety and protection on the committees through codes, enforcement activities, legislation, and the like. The files are arranged alphabetically by committee title, and consist of correspondence, minutes of meetings, agendas, subcommittee materials, reports and findings of groups/task forces or committees, and the like.

Permanent.

- a. Discontinued Committees - Retire to SHA 1 year after discontinuance. Transfer to WNRC 1 year later. Offer for transfer to the National Archives 20 years thereafter.
- b. Continuing Committees - Retire to SHA when 5 years old. Transfer to WNRC 1 year thereafter. Offer for transfer to the National Archives 20 years thereafter.

88. Contract/Grant Files - These files consist of case-filed materials relating to any active contracts/grants or other studies relating to the regulatory impact program.

Send all materials necessary for documenting closed contracts/grants to the central file maintained by the Office of the Associate Administrator, NFPCA. Dispose of working papers and extra copies 1 year after closure.

89. Rejected or Not Acted Upon Proposals - This file consists of proposals maintained in the office of the Regulatory Impact program that are rejected or not acted upon.

Dispose of after 2 years.

90. Administrative Subject File - This file consists of materials on internal housekeeping or administrative matters maintained at the program office level and covering such subjects as time and attendance, procurement, travel, and the like. It duplicates, to some extent, the Central Office administrative file.

Dispose of when 2 years old.

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## NATIONAL FIRE DATA CENTER

The basic goal is to operate a National Fire Data Center that furnishes the NFPCA, state and local governments, the fire services, and others involved in fire prevention and control with quantitative and reference information which identifies major problem areas, assists in setting priorities, determines possible solutions to problems, and monitors progress made.

More specifically, the Center aims to assist states in initiating or upgrading fire incident data collection systems and to collect the data from the statewide systems; to collect fire related statistics from non-fire service sources; to develop an investigative network for performing detailed investigations of selected fire types; to take a leading role in the development of an international fire reporting network which will provide information relevant to U.S. fire problems; to develop and implement a reference and referral service which collects, classifies, and disseminates reference information; to analyze the statistical data and reference information collected, and disseminate the findings; to develop and implement computer systems to support NFPCA data processing requirements.

A coherent body of accurate and dependable data is needed for decision making by the NFPCA; Federal, state, and local governments; the fire service, researchers and technologists; educators; and others concerned with fire prevention and control. Such a body of data does not now exist. The National Fire Data Center is developing a fire data bank by creating new data sources and consolidating existing sources. The collected fire-related information -- statistical and non-statistical -- is analyzed to identify problem areas, select appropriate courses of action, and evaluate program progress over time.

In carrying out its goals, the Center has four program elements; namely, the Office of the Associate Administrator, NFPCA, which includes operations, administration planning, and program management; the Fire Data System, which is responsible for operating the National Fire Incident Reporting System (NFIRS); the Fire Reference Service, which operates a library and technical information service; and the Analysis and Evaluation Program, which analyzes data from the fire data system and other sources to produce usable information.

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A centralized program subject file is maintained in the Office of the Associate Administrator for the Center, which reflects the entire range of the Center's programs and includes in it the records of the Planning and Program Management Office, which is part of the Office of the Associate Administrator.

Decentralized files, mainly covering case or transaction type materials, are maintained in the three separate program elements, and in addition, certain detailed subject files are maintained covering the specific responsibilities of each program area.

Office of the Associate Administrator  
for the Fire Data Center

91. Program Subject File of the Associate Administrator - This centralized alphabetically arranged subject file maintained in the Office of the Associate Administrator, NFPCA, reflects the entire range of the programs of the National Fire Data Center. It specifically covers program planning and activities involving the management and evaluation of the Data Center's operations to insure the accomplishment of its objectives and the adequacy of the Center's programs. In effect, the file serves as the central subject file of the Center. While it contains materials on various contracts, grants, or studies, more detailed information on such case-filed types of records is maintained in the various program elements within the Center.

Typical subject matter coverage of the file would include: Alcohol and Fire, Arson, Burn Injury Data, Data Elements, Detailed Investigations, Fire Hoses, Fire Statistics, Fire Victims, Grant Assistance Criteria, Insurance Data, Lightning Caused Fires, Master Planning, NFIRS Handbook, NFIRS Reports, Output Reports, Program Impact Evaluation, Speeches, Smoke Detectors, Wildlife Coordinating Group, and the like.

Start a new file every 3 years. Bring forward active materials to new file as required. Retire to SHA 1 year later. Transfer to WNRC 1 year thereafter. Dispose when 15 years old.

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92. Administrative Subject File of the Associate Administrator - This alphabetically arranged centralized file in the Office of the Associate Administrator covers the typical internal administrative, management, and operations activities of the Data Center. It includes such subject matter coverage as Personnel, Consultants, Training, Job Descriptions, Audits, Budget, Appropriations, Excess Property, Freedom of Information, Requests for Information, Publications, Library Loans, Reports, Official Conduct, Procurement Requisitions, Taxis, Travel and Transportation, and the like. Documentation on administrative matters is maintained in the NFPCA Office of Administration, and in the Office of the Secretary of the Department.

Dispose of when 3 years old, with the following exceptions:

- a. Employee Name Files - These files include materials accumulated in the Center on its employees.

Dispose of 6 months after separation of person.

- b. Applicant Files - These files consist of materials received from applicants for positions in the Center.
  - (1) Successful Applicants - Transfer to Department Personnel Office.
  - (2) Unsuccessful Applicants - Dispose of when 2 years old.
- c. Budget Materials - Dispose of when 5 years old.
- d. Mailing List - Dispose of when obsoleted.
- e. Lists of Records - Dispose of when obsoleted or disposed of.

93. Chronological File - The files consist of extra copies of documents generated in the Center and maintained in date order by the Office of the Associate Administrator.

Dispose of when 3 years old.

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## Planning and Program Management Staff

This staff office within the Office of the Associate Administrator is primarily concerned with planning and evaluating the work of the Center to determine the adequacy and effectiveness of the programs of the Center. Only working copies of materials are maintained as primarily the record material of the staff is maintained in the central program subject file of the Associate Administrator.

94. Background Program Working File - Materials accumulated by the staff reflecting program assignments concerning planning and program management activities, such as copies of speeches, copies of committee materials, and the like.

Dispose when no longer needed for current operations.

95. Data Center Budget - Management by Objectives File - This file, maintained in binders, covers objectives and budgets and provides a basis for evaluating the status of program plans.

Dispose when 5 years old.

96. Chronological Files - The file consists of extra copies of documents in date order generated by the staff.

Dispose of when 3 years old.

## National Fire Data System Program

While many states and most county, municipal, and local fire jurisdictions collect fire incident data, the collected statistics are frequently not compatible and do not present a cohesive picture of the U.S. fire experience. The objective of this program is to collect the data needed for the development of an accurate statistical picture of the U.S. fire experience and to provide reports to states, local governments, and fire service organizations. The program gathers and tabulates statistical data on fires, including 60 data elements such as the causes of fires, the property classes involved, and the number of deaths and injuries resulting from the fires; develops assistance programs to aid states to

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initiate and/or upgrade statewide fire incident reporting; leads in the development of an international fire data collection system in order that relevant foreign experience can be applied to U.S. problems; collects and tabulates fire-related data from public and private sector sources (such as the National Center for Health Statistics and the National Electronic Injury Surveillance System); organizes and tabulates the collected data, and produces reports and distributes them to participating states and other interested organizations; and develops and operates an investigative program to collect in-depth data on selected fire types, such as those involving mobile homes and household consumer products.

A national fire incident reporting network has been developed and installed in the states of Ohio, New York, Missouri, Maryland, and Oregon. California has an existing statewide fire incident reporting system largely compatible with the National system. In 1977 13 additional states have been added to the network; data collection is beginning for these states and is increasing for the states that joined the network in 1976. Also, data from sources other than the fire services such as the Center for Health Statistics (HEW), are being collected. In 1978 two new states will be added to the network, and the collection of data will continue for the 21-state fire incident reporting network, with fuller reporting from each state. Further expansion, as feasible, is being planned.

97. National Fire Incident Reporting System (NFIRS) Policy and Procedure File - The file, alphabetically arranged by subject, reflects the development, planning, installation, growth, and management of this computerized national fire incident reporting system of the Data Center. It provides basic documentation on the policies, techniques, and procedures involved in this program to produce accurate, standardized, meaningful statistics on fire incidents and losses, including injuries.

Typical subjects include Contracts, Computer Packages, Conferences, Data Elements, Handbook, Output Reports, General Correspondence, Federal Agency Participation, and the like.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 1 year thereafter. Offer for transfer to the National Archives 20 years thereafter.

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98. Annual Statistical Reports of States - The file consists of published reports issued by various states fire marshals on incidences of fires and other statistical fire-related information.

Dispose of when 10 years old.

99. NFIRS Contract/Grant Files - The file consists of contract case files involving various organizations such as the National Fire Protection Association, concerned with establishing or validating the NFIRS statistical computerized reporting system. Also included are grant case files, involving the making of grants to various states that participate in the NFIRS reporting system.

Retire closed grants/contracts to SHA 3 years after closure of grant/contract for transfer to WNRC. Dispose of when 10 years old.

100. Contracts File on Investigations of Specific Fires - Under an agreement with the Department of Housing and Urban Development, subcontracting is being accomplished to investigate specific fires. These files reflect the contract case files involving such specific fire investigations and include product related contracts with states and a major fire investigation contract with the National Fire Protection Association.

Retire to SHA 5 years after close of contract for transfer to WNRC. Dispose when 10 years old.

101. Rejected or Not Acted Upon Proposals Files - This file consists of proposals received for possible grants or contracts offered under various programs of the National Fire Data Center, but which are rejected or not acted upon.

Dispose of when 2 years old.

102. Program Subject Files Covering National Fire Data Statistics and Investigations - The file consists of four segments as follows:

(1) an A-Z subject breakdown covering the fire investigations activities of the Center having such subject titles as Consumer Product-Related Fires, Arson Investigations, Mobile Home Fires, Requests for Reports on Investigations, Proposed Investigation Report Form, and the like; (2) an A-Z subject breakdown covering fire reporting and other related activities of states

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the U.S. Government, private organizations, and foreign governments including such subjects as Fire Loss Estimates, Foreign Fire Laws, Fire Detectors, and High Rise Building Fires; (3) a state file, arranged alphabetically by states, consisting of general correspondence and related documents pertaining to state fire reporting and investigations; and (4) a U.S. Government, foreign government, and private organization file, arranged alphabetically by name of organization pertaining to fire reporting and investigation activities of such organizations.

Start a new file for each segment every 3 years and bring forward active materials to the new file as required. Retire to SHA 1 year later. Transfer to WNRC 1 year thereafter. Dispose of when 10 years old.

103. Administrative Subject File of the NFDS, NFDC, and NFPCA Program - This file consists of materials on internal housekeeping or administrative matters maintained at the program office level and covering such subjects as Audits, Budget, Floor Plans, Weekly or Monthly Reports, Travel, Personnel, Training, and the like. It duplicates to a considerable extent the centralized Center Administrative Subject File.

Dispose of when 3 years old.

104. Machine Printouts Comprising NFIRS Output Reports-Quarterly Reports Printout File - Typically, six standard quarterly output reports are prepared from the NFIRS data base with printouts covering Summary of Losses, Fire Problems, Total Casualties, Dollar Losses, Selected Statistics, and Cross Tabulations. These printouts are cumulative for a full calendar year, with the new cycle starting with each calendar year.

Dispose when 1 year old.

105. Special on Demand Printout Files - These printouts reflect on demand special requests for reports from the data base.

Dispose of 2 years after completion.

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## Analysis and Evaluation Program

This program analyzes data and information from the fire data system and reference and referral service programs, and other sources to produce national fire data estimates, to help identify fire problems and establish priorities among them, and to suggest remedial actions. The program also evaluates selected fire protection programs, develops evaluation and analysis methodologies, and provides technical consultation.

106. Program Subject File, Analysis and Evaluations - This file reflects the activities of the program in analyzing data received from various sources to prepare national fire estimates, and establish proposed national priorities. Typical subject matter coverage of this alphabetically arranged subject file includes Academy Courses, Burn Injury Costs, Arson, Data Accuracy Requirements, Fire Inquiries, International Fire Losses, Measures of Achievement, NFIRS--Productivity, Social Impact Assessment, Fire Suppression, Survey Techniques--Sampling, Land Use Social Impact, and the like.

Start a new file every 5 years and bring forward active materials to new file as required. Retire to SHA 1 year later. Transfer to WNRC 1 year thereafter. Dispose when 10 years old.

107. Administrative Subject File (Analysis and Evaluation) - This file consists of materials on internal housekeeping and administrative matters maintained at the program office level and covering such subjects as Personnel, Activity Reports, Procurement, Grant Procedures, Audits, Conferences, and the like. It duplicates to a considerable extent the Center Administrative Subject File.

Dispose of when 3 years old.

108. Contract/Grant Files - This file consists of case-filed materials pertaining to analysis and evaluation program contracts and grants and other studies such as the Study on Determination of Information on Fire Losses, the Study on Feasibility of a National Hotline, the Study on Methodology for Making National Estimates, and other similar grants/contracts, or studies.

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Retire closed cases to SHA 1 year after closure.  
Transfer to WNRC 1 year later. Dispose of when  
10 years old.

109. Rejected or Not Acted Upon Proposal File - This file  
consists of proposals received by the program officials  
which were rejected or not acted uponr

Dispose of when 2 years oldr

Fire Reference Service Program (Library)

The objective of this program is to provide a central  
reference and referral service for fire-related informa-  
tion. A small library collection for NFPCA use has been  
established and an automated inventory and retrieval sys-  
tem installed to produce book catalogs and listings of  
journals heldr A special collection of documents and  
slides on arson has also been established. The reference  
service primarily serves the NFPCA and, in a very limited  
manner, outside users upon demand. While this facility  
is primarily a library with computer-prepared catalogs of  
holdings to facilitate usefulness, it does maintain cer-  
tain materials of value for record purposes, in addition  
to loan materials such as books, slides, and other typical  
library resources.

110r Central NFPCA Internally Generated or Funded Report  
File - This file provides, in a single collection, a record  
copy of all results of either internally generated NFPCA  
studies or projects, or of results or reports of studies  
or projects that have been funded through contracts or  
grants of the NFPCA. Procedures have been established  
within NFPCA to insure that copies of such results are  
sent to this central facilityr A computer-prepared cata-  
log is planned to cover the file providing references by  
subject or author.

Permanentr Retire to SHA when no longer needed for  
current business for transfer to WNRC. Offer for  
transfer to the National Archives 10 years there-  
afterr

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ALL UNITS

Certain temporary records are common to all or most of the offices of NFPCA. This section of the Schedule is provided to insure that all offices have some disposal authority for these common records. Where any of such records listed below are described elsewhere in this Schedule under a particular organizational unit of NFPCA, the retention periods provided for that unit shall prevail, if different. Otherwise, the retention periods for common records described hereunder shall apply wherever they are found in NFPCA.

111. Technical Reference Materials - These files consist of copies of publications and other accumulated reference materials received in an office and maintained because of their pertinence to the assigned tasks of the office.

Dispose of when obsoleted or revised.

112. Routine Requests for Information or Publications - This file consists of correspondence and other materials replying to requests for information or publications not involving any extensive research to answer or any administrative decisions.

Dispose of any materials involving such requests not returned with the reply when they are 6 months old.

113. Working Paper Files of Various Specialists - Certain specialists or employees of NFPCA maintain working papers and related materials pertaining to assigned work. While certain of these materials can be classed as nonrecords, record materials could be included.

a. Official Records - Send to the appropriate official record location for filing after completion of transactions, projects, grants, or contracts.

b. Other Documents - Dispose of within 3 years.

114. "Chronological," "Reading," "Tickler," or "Suspense" Files - These are extra copies of correspondence maintained in date order for convenience of reference or to flag a due date for an action. In some cases, the extra copies are removed from such files and used for cross-reference and

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other purposes in subject files. This action, of course, liquidates the extra copy file.

Dispose of residual copies when 1 year old.

115. Reproducibles File - This file includes manuscripts (camera copy) and paper or photographic or other types of plates or media used to reproduce multiple copies of documents for distribution.

Dispose of when no longer needed for reprinting.

116. Directives Files - These are work copies of printed or processed Department Order, NFPCA issuances, and various intragovernmental staff office authoritative issuances, such as those from OMB, GSA, CSC, or GAO, governing current operations.

Dispose of individual documents when revoked, superseded, or no longer applicable to the office or unit concerned.

117. Shorthand Notebooks and Dictation Tapes, Belts or Discs - These materials generally contain language for transcription or instructions requiring specific actions.

Dispose of 3 months after transcription or completion of the subject transactions.

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