

### Request for Records Disposition Authority

Records Schedule Number      DAA-0374-2014-0029  
Schedule Status                Approved  
  
Agency or Establishment        Defense Threat Reduction Agency  
Record Group / Scheduling Group   Records of the Defense Threat Reduction Agency  
Records Schedule applies to    Department-wide  
Schedule Subject                213.02 Emergency Planning and Reporting (Natural Disasters)  
Internal agency concurrences will be provided      No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0374-2014-0029

Sequence Number	
1	213.02 Emergency Planning and Reporting (Natural Disasters)
1.1	213.02 Emergency Planning and Reporting (Natural Disasters) Disposition Authority Number: DAA-0374-2014-0029-0001

## Records Schedule Items

Sequence Number	
1	<p><b>213.02 Emergency Planning and Reporting (Natural Disasters)</b>                      Contingency plans and related documentation for support to HQ DTRA. Otherwise referred to as disaster preparedness plans and associated reporting of natural disasters.</p>
1.1	<p><b>213.02 Emergency Planning and Reporting (Natural Disasters)</b>                      Disposition Authority Number      <b>DAA-0374-2014-0029-0001</b>                      Contingency plans and related documentation for support to HQ DTRA. Otherwise referred to as disaster preparedness plans and associated reporting of natural disasters.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-374-95-002/213/02</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                        <b>Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
04/20/2015	Certify	Gladys Thompson	Records Manager	Chief of Staff - Records Management Office
10/20/2015	Submit for Concurrency	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
10/29/2015	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/01/2016	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/02/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist