

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-374-89-38

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

DATE RECEIVED

7/5/89

1. FROM (Agency or establishment)

Defense Nuclear Agency

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Directorate for Command Services, Asst for Log & Engr

In accordance with the provisions of 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

Support Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline E. Korpanty

5. TELEPHONE EXT.

325-1162

DATE

9/26/89

ARCHIVIST OF THE UNITED STATES

Acty
Claudia J. White

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE <i>30</i> Jun 89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	D. TITLE DNA Records Management Officer
-----------------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>213 EMERGENCY ACTION FILES. (See attached page 213-1.)</p> <p><i>Inventory data on permanent items 213.04 - Approximately 9 cu ft (79 to present)</i></p>	new submission	

213 EMERGENCY ACTION FILES (RETAIN -- PENDING APPROVAL OF DISPOSITION STANDARDS BY NATIONAL ARCHIVES AND RECORDS ADMINISTRATION)

NOTE: Other than those covered by Item 213.04, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

~~**213.01 EMERGENCY PLANNING ADMINISTRATIVE CORRESPONDENCE FILES. Correspondence files relating to administration and operation of the emergency planning program. (GRS 18, #26)**~~

~~Proposed Disposition~~

~~**DESTROY WHEN 2 YEARS OLD OR WHEN NO LONGER NEEDED FOR CURRENT OPERATIONS.**~~

213.02 EMERGENCY PLANNING AND REPORTING FILES. Documents relating to emergency planning, including planning for continuity of operations and other emergencies requiring preconceived plans. Included are instructions, coordinating actions, initial, daily, and interim, emergency operations reports, and related documents.

Proposed Disposition

DESTROY ON SUPERSESSION, OBSOLESCENCE, OR WHEN NO LONGER NEEDED FOR CURRENT OPERATIONS.

213.03 EMERGENCY DIRECTIVES REFERENCE FILES. Copies of directives and plans issued by the Agency (other than those maintained in case files), as well as those issued by other Federal agencies (such as FEMA), State and local governments, and the private sector.

Proposed Disposition

DESTROY WHEN OBSOLETE OR SUPERSEDED OR WHEN NO LONGER NEEDED TO SUPPORT CURRENT OPERATIONS.

213.04 EMERGENCY PLANNING AND TRAINING EXERCISES. Reports and other data used in evaluating capabilities demonstrated during a training exercise.

Proposed Disposition

PERMANENT. CUT OFF 4 YEARS AFTER PREPARATION OF FINAL REPORT. DO NOT RETIRE. OFFER TO NATIONAL ARCHIVES 25 YEARS AFTER CUTOFF, OR ON DISCONTINUANCE.