

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER, <i>NI-AU-02-21</i>	
1. FROM (Agency or establishment) U.S. Army		DATE RECEIVED <i>06/3/02</i>	
2. MAJOR SUBDIVISION U.S. Army Personnel Command		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Division		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Karen L. Hampton	5. TELEPHONE (703) 806-3720	DATE <i>12-19-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. 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 on the attached ^{this page and} *23* page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>23 May 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE Director, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>CONTINUITY OF OPERATIONS FILES</p> <p>BACKGROUND. AR 500-3, Army Continuity of Operations (COOP) Program. The Army COOP establishes the policies, procedures, and planning guidance to ensure the effective execution of critical Army missions and the continuation of mission-essential Army functions during emergencies. File numbers (FNs) 500-3a and 500-3b were previously listed under MARKS as FN: 500-4a and 500-4b, they are being changed due to a change in the number for the prescribing directive. FN: 500-3d is a new file category. The proposed disposition instructions apply to records in all media and format.</p> <p>1 FN: 500-3a Title: Emergency Plans - Office with Army-wide responsibility Authority: TBD Privacy Act: N/A Description: Information relating to emergency planning, including planning for continuity of operations, domestic disturbances, disaster relief, civil defense, and other emergencies requiring preconceived plans. Included are plans, instructions, changes to plans, coordinating actions, and other information relating to emergency planning. Disposition: PERMANENT. Code TP. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will transfer the record to National Archives' custody when the record is 30 years old.</p> <p>2 FN: 500-3b Title: Emergency reports - Office of the Army Staff requiring the reports Authority: TBD <i>cc NR, NWM, NWMW, Agency</i></p> <p><i>[Superseded by Replacement Version]</i></p>	<p>NCI-AU-77-22</p> <p>NCI-AU-78-128</p>	

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

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DATE 8 Aug 02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE Director, Records Management Division
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1	<p>CONTINUITY OF OPERATIONS FILES</p> <p>BACKGROUND. AR 500-3, Army Continuity of Operations (COOP) Program. The Army COOP establishes the policies, procedures, and planning guidance to ensure the effective execution of critical Army missions and the continuation of mission-essential Army functions during emergencies. File numbers (FNs) 500-3a and 500-3b were previously listed under MARKS as FN: 500-4a and 500-4b, they are being changed due to a change in the number for the prescribing directive. FN: 500-3d is a new file category. The proposed disposition instructions apply to records in all media and format.</p> <p>FN: 500-3a Title: Emergency Plans - Office with Army-wide responsibility Authority: TBD Privacy Act: N/A Description: Information relating to emergency planning, including planning for continuity of operations, domestic disturbances, disaster relief, civil defense, and other emergencies requiring preconceived plans. Included are plans, instructions, changes to plans, coordinating actions, and other information relating to emergency planning. Disposition: PERMANENT. Code TP. Keep hardcopy records in CFA until no longer needed for conducting business, then retire to RHA. Retire electronic records to the AEA when the record is complete; delete the electronic CFA copy when it is no longer needed for conducting business. The RHA will transfer the hardcopy records to National Archive ^{the} ownership when the record is 30 years old; electronic records will be transferred when 30 years old in a format the meets NARA standards at the time of transfer.</p> <p>[Replacement Version]</p>	<p>NC1-AU-77-0222 Job No. N1-AU-02-21</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	<p>FN: 500-3b Title: Emergency reports - Office of the Army Staff requiring the reports. Authority: TBD Privacy Act: N/A Description: Information relating to emergency situations or disasters reflecting damage, assistance provided to civil agencies or populations, and other participation in emergency operations. Included are initial, interim, and final emergency operations reports and related information. Disposition: PERMANENT. Code TP. Keep hardcopy records in CFA until no longer needed for conducting business, then retire to RHA. Retire electronic records to the AEA when the record is complete; delete the electronic CFA copy when it is no longer needed for conducting business. The RHA will transfer the hardcopy records to ^{the} National Archives ownership when the record is 30 years old; electronic records will be transferred when 30 years old in a format that meets NARA standards at the time of transfer</p>	<p>NC1-AU-78-128 Job No. NC1-AU-77-22</p>	
3	<p>FN: 500-3d Title: Continuity of Operations (COOP) Emergency Relocation Group (ERG) notification roster Authority: TBD Privacy Act: A0500-3c DAMO Description: Information related to the members of the Continuity of Operations Program (COOP) Emergency Relocation Group (ERG). The ERG is comprised of selected individuals who are prepared to move to designated relocation site(s) and perform essential functions in response to emergencies. Included are contact information, member responsibilities, and relocation assignments. Disposition: KE6. Event: Supersession or obsolescence. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</p>	<p>Job No. NI AU 02-22 New</p>	
4	<p>The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.</p> <p>[Amended by R. Wore per K. Hampton, 12-16-2002]</p> <p>[Replacement Version]</p>	<p>New</p>	