

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 N1-AU-03-15	DATE RECEIVED 4-25-2003
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION U.S. Total; Army Personnel Command			
3. MINOR SUBDIVISION Records Management Division		DATE 10-16-03	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4. NAME OF PERSON WITH WHOM TO CONFER Jackie Johnson	5. TELEPHONE (703) 806-3188		

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 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,

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

DATE 8 Apr 03	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>BACKGROUND. The Army Continuity of Operations (COOP) Program (AR 500-3) 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.</p> <p>File numbers for Emergency Plans (500-3a) and Reports (500-3b) for the Office with Army-wide responsibility/Office of the Army Staff were approved on NARA Job Number N1-AU-02-21, 19 Dec 02. Army now wishes to schedule the files created by the offices below the HQ DA level for the above two numbers since these files do not duplicate the files at the higher level and also do not require a permanent disposition. Since this action will create a multiple disposition for these file numbers, the numbering scheme for previously approved numbers is changed as indicated below to conform to numbering procedures of the Army ARIMS program.</p> <p>The proposed dispositions instructions apply to records in all media and formats.</p> <p>File number 500-3a will be changed to "500-3a1" and 500-3a2 is being established as follows:</p> <p>FN: 500-3a2 Title: Emergency plans - Offices below HQDA Authority: NC1-AU-77-22 Privacy Act: Not Applicable 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</p>	NC1-AU-77-22	

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2	<p>relating to emergency planning. Disposition: KE6. Event: Supersession, obsolescence, or when no longer needed for conducting business, whichever applies. Keep 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>File number 500-3b will be changed to "500-3b1" and 500-3b2 is being established as follows:</p> <p>FN: 500-3b2 Title: Emergency reports - Offices below HQ DA level. Authority: TBD 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: K6. Keep in CFA until no longer needed for conducting business, but not long than 6 years, then destroy.</p>	NC1-AU-78-128	
3	<p>Electronic copies created on electronic mail and word processing systems will be destroyed after the recordkeeping copy has been produced.</p>		