

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-12-90-4

DATE RECEIVED

8-290

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Department of Education

2. MAJOR SUBDIVISION

Office of Education

3. MINOR SUBDIVISION

Bureau of Adult Education

4. NAME OF PERSON WITH WHOM TO CONFER

Howard F. Hjelm

5. TELEPHONE EXT.

732-2350

DATE

10/25/90

ARCHIVIST OF THE UNITED STATES



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 _____ 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

7-30-90

C. SIGNATURE OF AGENCY REPRESENTATIVE

Norma Fenwick
Norma Fenwick

D. TITLE

Records Administrator

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 GRS OR SUPERSEDED JOB CITATION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)

RECORDS OF THE CIVIL DEFENSE EDUCATION BRANCH, 1959-71. 11 Cubic feet, WNRC Accession Numbers 12-71A0615 and 12-71A7337.

The Civil Defense Education Branch (Division of Adult Education Programs, Bureau of Adult, Vocational and Technical Education, Office of Education in the Department of Health, Education and Welfare) implemented Civil Defense Adult Education program (CDAE) established by the Office of Civil and Defense Mobilization in 1959. The primary task of the CDAE was to teach the principles of individual, family, and community protection in case of a nuclear or natural disaster. The program was implemented by contracting with state Departments of Education who would develop and support a civil defense training capability through adult education resources. The CDAE program worked closely with state school administrators to incorporate the CDAE with the school systems. The program was abolished in 1971.

Copies sent to NN-W, NNT, NCF

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

NO.

PAGE

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
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ONLY)

Item 1

Administrative Files. Accession 12-71A7337, boxes 1-9.

a. Program Records. These records include correspondence and financial information relating to the CDAE program, reports, memoranda, minutes, an evaluation of the CDAE program by state administrators, and publications relating to the activities of the Civil Defense Adult Education program.

Disposition. PERMANENT. Transfer immediately to the National Archives upon approval of this schedule.

b. Housekeeping Records. These records relate to personnel actions, travel expenses, equipment surveys and other matters lacking research value.

Disposition. Weed out and destroy during archival processing.

Item 2.

Financial Reports. Accession 12-71A0615, boxes 6 and 7.

These records are from some state financial administrators of the CDAE program.

Disposition. DESTROY immediately upon approval of this schedule.