

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Federal Emergency Management Agency

2. MAJOR SUBDIVISION

Preparedness, Training, & Exercises Directorate

3. MINOR SUBDIVISION

Exercises Division

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Tammy Schartel

(540) 542-3030

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-311-97-1

DATE RECEIVED

2-21-97

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

8-11-97

ARCHIVIST OF THE UNITED STATES

*John W. Carl*

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 1 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

2/20/97

SIGNATURE OF AGENCY REPRESENTATIVE

*Samuel C. Smith*

TITLE

Samuel C. Smith  
Acting Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Change FEMA Manual 5400.4 to change the disposition schedules for NTH-1-2 and NTH-1-3 as indicated on the attached page. This change will facilitate interim storage at FRCs and reduce the paper storage at FEMA offices. Please note that the disposition for files at NTH-1-3 are changing, based on NARA's recommendations, from PERMANENT to TEMPORARY.

CONCURRENCE:

*D. Megs Hepier III 2/12/97*

D. Megs Hepier III  
Director, Exercises Division  
Preparedness, Training, and  
Exercises Directorate

*Elaine J. Lohan 2/18/97*

FEMA General Counsel

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA ITEM
① - NTH-1-2	Docket Files (Headquarters). Documents generated in carrying out FEMA's responsibilities for off-site nuclear power plant planning and preparedness under 44 CFR 350, including correspondence with governors, NRC, and other Federal officials; certification of findings; interim findings; status reports to NRC; and Exercise and Interim Reports on Off-site Radiological Emergency Response Plans and Preparedness. Arrange alphabetically by name of power plant.	PERMANENT. Cutoff at end of fiscal year. Retain current fiscal year and last 4 years in the HQ office. Retire records, separated by facility, 5 years after cutoff, to the Washington National Records Center. Transfer to the National Archives 20 years after the expected date for completion of decommissioning procedures. Expected Accumulation Rate: 3-5 ft <sup>3</sup> per year per power plant	Old Schedule Item Number: N1-311-86-1 4A1b
② - NTH-1-3	Docket Files (Regional). Documents generated at the regional level in carrying out FEMA's responsibilities for off-site nuclear power plant planning and preparedness under 44 CFR 350. Records include plans and exercise reviews and evaluations; correspondence with FEMA headquarters, Federal regional offices of other agencies such as the NRC, and State and local government plans. Arrange alphabetically by name of power plant.	TEMPORARY. Cutoff at end of fiscal year. Retain current fiscal year and last 4 years in the Regional Office. Retire records, separated by facility, 5 years after cutoff, to the appropriate regional Federal Records Center. Destruction date is 20 years after expected date for completion of decommissioning procedures. Expected Accumulation Rate: 5-6 ft <sup>3</sup> per year per power plant	Old Schedule Item Number: N1-311-86-1 4A1c

**NOTE:**

- Regional offices should ensure that copies of the following types of material are included in the HQ (Permanent) files:
- Files that result in judicial decisions or legislation that affect the functions and activities of NRC and/or FEMA, e.g., Enrico Fermi No. 1 (Power Reactor Demonstration Co. Reactor);
  - Files that result in significant changes in regulatory activities and procedures, e.g., Brown's Ferry; or,
  - Files that were the subject of Congressional investigation or were of great public interest, e.g., TMI.