

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-397-91-1	DATE RECEIVED 9/4/91
1. FROM (Agency or establishment) FEDERAL EMERGENCY MANAGEMENT AGENCY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Ed Sias	5. TELEPHONE 646-2626	DATE 6-2-93	ARCHIVIST OF THE UNITED STATES <i>Grady Huskamp Peters</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 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 2-3-93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Alfred E. Warren</i>	TITLE Chief AS/RI
----------------	---	----------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><u>Files of the Defense Civil Preparedness Agency Staff College, 1962-1981</u> 21 cubic feet. WNRC Accession 397-91-0001. Boxes 1-21.</p> <p>These records include correspondence, plans, training materials, course catalogs, reports and all other documentation taken from the Office of the Superintendent.</p> <p><u>Organizational and Operational Records of the Office of the Superintendent.</u> (various boxes, including boxes 2 and 19) These records document the history, organization and training provided by the DCPA.</p> <p>Closed Series</p> <p>approximately 2 cu. ft. Arranged by alpha-numeric subject code, the meaning of which is unknown.</p> <p><u>Disposition.</u> PERMANENT. Transfer to the National Archives in 1996.</p>		

*Copies sent to agency, NW, WNS, WNT, NCF, NIA 6/7/98*

2. Publications Related to Disaster Training. Portions of boxes 1-13, 15-18, 20-21) These records document civil defense theory, practice, and training for this period, reflecting the substantive issues which were the responsibility of this agency (e.g., Crisis Relocation, The Effects of Nuclear War).

Closed Series

12 cu. ft. Arranged by alpha-numeric subject code, the meaning of which is unknown.

**Disposition.** PERMANENT. Transfer to the National Archives in 1996.

3. Photographs of Staff, Guest Lecturers (with curriculum vitae), visiting dignitaries, and college facilities (marginally identified). Portions of various boxes, and all of box 14)

Closed Series.

**Disposition.** TEMPORARY. Destroy box 14 immediately. Destroy remaining materials during archival processing.

4. Publications Relating to General Administrative Topics and All Other Records. (parts of boxes 1-13, 15-21) These publications and other materials relate to general administrative topics not unique to this entity such as management, writing and communication. (e.g., How to Write Good Memos, The Effective Executive).

Closed Series.

**Disposition.** TEMPORARY. Destroy during archival processing.