INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-397-91-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule provided disposition for records in a Federal Record Center. There are no records in the Federal Records Centers that reference this schedule, so it is presumed records disposition has been implemented.

Date Reported: 06/19/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
   FEDERAL EMERGENCY MANAGEMENT AGENCY

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Ed Sias 646-2626

5. TELEPHONE

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 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.

7. DATE
   2-3-93

8. SIGNATURE OF AGENCY REPRESENTATIVE
   Alfred E. Warren

9. TITLE
   Chief AS/RI

10. ITEM NO.

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GRS or SUPERSEDED JOB CITATION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

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
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.