

<b>Request for Record Disposition Authority</b> (See Instructions on reverse)	
<b>To: National Archives and Records Administration (NIR)</b> <b>Washington, DC 20408</b>	
1 From (Agency or establishment)	Department of State
2 Major Subdivision	Bureau of Administration
3 Minor Subdivision	Office of Emergency Management
4 Name of Person with whom to confer Lois Chichester	5 Telephone (include area code) 202 663-2776

<b>Leave Blank (NARA Use Only)</b>	
Job Number	N1-59-10-13
Date Received	4/19/10
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	Archivist of the United States
[Signature]	[Signature]

**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       has been requested

Signature of Agency Representative Tasha M Thian	Title Agency Records Officer	Date (mm/dd/yyyy) 4/15/10
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See attached schedule for the electronic information system - Central Emergency Notification System (CENS)		

**Office of Emergency Management (OEM)  
Records Disposition Schedule**

**Planning and Preparedness Division (OEM/PPD)**

**1. Centralized Emergency Notification Systems  
(CENS)**

**Description:** An electronic information system used to collect emergency contact information for the Department of State employees and contractors in an event of an emergency, natural disaster, or other event affecting Department operations. End Users will be prompted every 90 days to update their personal data. Information collected may be used by the Executive Office, Front Office and Office to which an employee/contractor is assigned. The data collected consists of the following, but not limited to, Bureau, Office Symbol, Title, Company name (if Contractor) location (city/state/zip code, building, and room), Work Phone Number, Work Email Address, First and Last Name (Middle initial optional) and Home Phone Number. Collected data may be shared with the Office of Emergency Management (OEM), local, or non-governmental agencies, law enforcement, Congress and courts within their sphere of jurisdiction and federal agencies for certain personnel and records management matters as well as other entities as needed for purposes of emergency or disaster response.

**Disposition:** Temporary. Delete when employee/contractor's account is inactive for 180 days.

**DispAuthNo:** Pending