# Request for Records Disposition Authority

**TO:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**FROM:** Department of the Interior

**MAJOR SUBDIVISION:** National Business Center

**MINOR SUBDIVISION:**

**NAME OF PERSON WITH WHOM TO CONFER:** Lowell Flanders  
**TELEPHONE NUMBER:** 202-513-0823

**NOTIFICATION TO AGENCY:**
In accordance with the provisions of 44 U.S.C. 3303a, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.

**AGENCY INFORMATION:**
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 needed now 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:** March 26, 2010  
**SIGNATURE OF AGENCY REPRESENTATIVE:**  
**TITLE:** Office of the Secretary Records Officer

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<td>Continuity of Operations Plans or Directives Background Documentation</td>
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(See Attachment for Description and Disposition)
Addendum to 1200 - General Management Records

1209 – Records Management Files.

1209.4 Vital Records Plans. A vital records plan identifies and protects records and information necessary for the agency to continue its key functions and activities in an emergency. These plans include specific measures for storing and periodically cycling copies of those records.

Disposition: Temporary. Cut-off when current plan is superseded, destroy 10 years after cut-off.

1209.5 Background Documentation for Vital Records Plans. Files contain records relating to the creation of final Vital Records plans. Records include background documents such as correspondence, reports, instructions, charts, plans as well as any other documents used in crafting vital records plans.

Disposition: Temporary. Cut-off when current plan is superseded, destroy 3 years after cut-off (GRS 18-27).

1219 - Memorandums of Understanding (MOUs). MOUs established between either the Department of the Interior and other agencies, or between offices and bureaus within the Department. This item pertains only to the final version of an MOU after acceptance by the applicable parties.

Disposition: Temporary. Cut-off when agreement is superseded or otherwise invalidated, destroy 10 years after cut-off.

1220 - Inter-Agency Agreements. Inter-agency agreements established between the Department of the Interior and other federal agencies. This item pertains only to the final version of inter-agency agreements after acceptance by the applicable parties.

Disposition: Temporary. Cut-off when agreement is superseded or otherwise invalidated, destroy 10 years after cut-off.

1221 - Continuity of Operations (COO) Plans. COO plans and directives are guideline for the continued operation of the agency in times of an emergency or disaster. COO plans are an essential component of a vital records plan.

1221.1 Final Continuity of Operations Plans or Directives. Final versions of COO plans or directives maintained within originating office.

Disposition: Temporary. Cut-off when plan or directive is superseded. Destroy 10 years after cut-off.
Continuity of Operations Plans or Directives Background Documentation. Files contain records relating to the creation of final COO plans or directives. Includes background documents such as correspondence, reports and instructions, charts and plans used in defense mobilization planning, evacuation shelters, emergency relocation and the vital records protection program.

Disposition: Temporary. Cutoff at end of year in which plan is issued. Destroy 3 years after plan is superseded by issuance of a new plan or directive. (GRS 18-27)