

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-10-4</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Business Center		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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 Lowell Flanders	4 TELEPHONE NUMBER 202-513-0823	DATE <i>March 11</i>	ARCHIVIST OF THE UNITED STATES 
5 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 <u>1</u> 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			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE March 26, 2010	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ray J. McSweeney</i>		TITLE Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1200	General Management Records		
1209 4	Vital Records Plans	N/A	
1209 5	Background Documentation for Vital Records Plans	18-27	
1219	Memorandums of Understanding	N/A	
1220	Inter-Agency Agreements	N/A	
1221 1	Final Continuity of Operations Plans or Directives	N/A	
1221 2	Continuity of Operations Plans or Directives Background Documentation	18-27	
	(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 Cut-off when current plan is superseded, destroy 10 years after cut-off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)

GOVERNED BY
GRS 18, ITEM 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

~~1221.2 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)~~

GOVERNED
By GRS 18,
Item 27