

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Federal Emergency Management Agency

2. MAJOR SUBDIVISION
Office of Defense Mobilization (Terminated)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
John C. Babcock

5. TEL. EXT.
287-9909
~~254-9515~~

LEAVE BLANK	
JOB NO.	NCL-304-82-1
DATE RECEIVED	March 12, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-8-82 Date	<i>Robert Kay</i> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 3/12/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John C. Babcock</i>	E. TITLE <i>Records Manager</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>RG 304, Records of the Office of Civil and Defense Mobilization</p> <p style="text-align: center;">OFFICE OF DEFENSE MOBILIZATION (ODM)</p> <p><u>Central Subject Files, 1950-53.</u></p> <p>Correspondence, memorandums, reports, minutes and agendas of meetings, speeches, press conferences, telegrams, charts and tables relating to the organization, administration, functions, and programs of the ODM.</p> <p>a. 1950-51. Arranged according to a decimal system of subject classification. WNRC accession number 304-63A199, boxes 1-29. 29 cubic feet.</p> <p>b. 1952. Arranged alphabetically by subject. WNRC accession number 304-63A199, boxes 42-61. 20 cubic feet.</p> <p>c. January - April 1953. Arranged alphabetically by subject. WNRC accession number 304-63A199, boxes 66-71. 6 cubic feet.</p>	II-NWA-3055/	2 items

115-107
MOCG attached, copy to Agency in return file

*Closed Out: 6-30-82: S.T.J.
Copy to Agency, NARA & NWA & NCA*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p><i>WPA NCO</i></p> <p>2.</p>	<p><i>1950-52 file in one block</i></p> <p>PERMANENT. Offer to NARS when 30 years old.</p> <p><u>Alphabetical Addressee Files, 1950-52.</u></p> <p>Informational copies of correspondence and a large number of cross-reference sheets. Used by agency as an index to the central subject files. Arranged alphabetically by name of addressee.</p> <p>a. 1950-51. WNRC accession number 304-63A199, boxes 30-41. 12 cubic feet.</p> <p>b. 1952. WNRC accession number 304-63A199, boxes 62-65. 4 cubic feet.</p> <p>DESTROY IMMEDIATELY.</p>		