

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-304-83-1
DATE RECEIVED	9/21/83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-4-83 Date	<i>[Signature]</i> Archivist of the United States

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

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

2. MAJOR SUBDIVISION
Federal Civil Defense Administration (Terminated)

3. MINOR SUBDIVISION

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

5. TEL. EXT.
287-9909

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9/9/83	<i>Alfred E Warren</i>	Chief, Records & Info Mgmt		
ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
1.	RG 304, Records of the Office of Civil and Defense Mobilization FEDERAL CIVIL DEFENSE ADMINISTRATION (FCDA) <u>Central Subject Files, 1950-58.</u> Correspondence, memorandums, reports, minutes and agendas of meetings, speeches, and other records relating to the organization, administration, functions and programs of the FCDA. Arranged according to a subject-numeric filing system. Volume - 154 cu. ft., as follows: 1950-52 - 43 cu. ft. 1956 - 20 cu. ft. 1953 - 16 cu. ft. 1957 - 20 cu. ft. 1954 - 15 cu. ft. 1958 - 22 cu. ft. 1955 - 18 cu. ft. PERMANENT. Offer to NARS when 25 years old. (WNRC Acc. 304-62A267/1-154)			
	MASS DATA CHANGE SHEET ATTACHED			<i>2 items</i>

115-107
Agency, NUB & NUM sent 10-13-83 by DMW.
NCW sent 10-21-83 by DMW.

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 2

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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
2.	<p><u>Alphabetical Addressee File, 1950-58.</u> Information copies of correspondence and cross-reference sheets used mainly by the agency as an index to the central subject files. 70 cu. ft.</p> <p>Destroy Immediately. (WNRC Acc. 304-62A0335)</p>		