

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

FEDERAL EMERGENCY MANAGEMENT AGENCY

2. MAJOR SUBDIVISION

OFFICE OF EMERGENCY PREPAREDNESS

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-396-92-1

DATE RECEIVED

11-27-92

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4-26-93

ARCHIVIST OF THE UNITED STATES

Cathy
Cindy Huskamp Petersen

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 24 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; or

has been requested.

DATE

11-2-92

SIGNATURE OF AGENCY REPRESENTATIVE

Alfred Warren

Alfred Warren

TITLE

Records Officer, FEMA

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Unscheduled Records in the Washington National Records Center</p> <p>(see attached)</p> <p style="text-align: right;"><i>sent to NW-WS 5/6/93</i></p> <p style="text-align: right;"><i>Copies sent to Agency, NN-W NRS, NNT NCF, NIA 5/5/93</i></p>		

Office of Emergency Preparedness
Record Group 396

Described below are all remaining unscheduled records assigned to RG 396 at the Washington National Records Center. Often intermingled with the permanent records are disposable materials which cannot easily be removed until the records are transferred to the National Archives where they can be screened during archival processing. The National Archives may remove and destroy any of the following types of materials found interspersed with the records:

1. Records authorized for destruction by SF 115s approved for Office of Emergency Preparedness records;
2. Records authorized for destruction by the General Records Schedules, and;
3. Nonrecord, including duplicate materials.

1. Executive Memorandums and Correspondence, 8/1961-12/1963. 3 cubic feet. Arranged in two segments: first segment is arranged by title of OEP Executive officers to whom memorandums and correspondence were addressed; second segment is arranged alphabetically by division or office name to whom memorandums and correspondence were addressed. Arranged thereunder chronologically by date of memorandum or correspondence.

Memoranda and internal correspondence of OEP executives and offices. The records address a wide range of issues relating to the administration of OEP and to OEP program areas. The first segment of records has folders for OEP General, the Director, the Deputy Director, and the Assistant Director. There are handwritten cross references to the alpha-numeric classification scheme on each document.

WNRC Accessions:	396-64B0337	Boxes	9 (partial)
	396-65A0686		1
	396-66A1002		1

[Box 9 accession 64B0337 also includes part of the OCDM central file from RG 304; the box should be carefully handled to avoid confusion.]

PERMANENT. Offer to the National Archives in 1995.

2. Central Correspondence, 1/1962-12/1964. 22 cubic feet. Arranged in two segments: the first segment contains letters sent to other government agencies or private organizations and is subdivided into seven parts (by addressees of memorandums and correspondence): OEP regions (thereunder arranged numerically by region, #1-8), private industries and individuals (thereunder arranged alphabetically by name of addressee), government agencies (thereunder arranged alphabetically by name of agency), states (thereunder arranged alphabetically by state), territories, and foreign countries. The second segment consists of letters sent arranged by an alpha-numeric classification scheme which reflects a general subject organization.

Memoranda and correspondence relating to both important program issues and routine administrative matters. Some of the copies of outgoing letters have the original incoming correspondence attached. Sample subjects in the alpha-numeric classification system include Legal, Committees and Meetings, Reports, National Plan, National Resource Evaluation Center, National Emergency Preparedness, Continuity of State and Local Governments, and Mobilization and Management of Resources for National Security.

WNRC Accessions:	396-65A0686	Boxes	2-9
	396-66A1002		2-7
	396-67D1927		5-12

PERMANENT. Transfer to the National Archives in 1995.

3. Classified Central Correspondence, 1/1961-12/1963. 3 cubic feet. Arranged by subject, by title of OEP Executive officer, by OEP offices, and by Government agency; a second segment is arranged according to an alpha-numeric classification scheme.

Classified memoranda and correspondence from the central file. It includes material relating to the major program areas of OEP including the following subjects: National Preparedness in an Emergency, Organization and Functioning of Government in Event of an Emergency, Mobilization and Management of Resources for National Security, and Stockpiling.

WNRC Accessions:	396-64H0320	Boxes	61
	396-65B0711		1
	396-66A1091		3

PERMANENT. Transfer to the National Archives in 1995.

4. Records Relating to Exercise SPADEFORK, 1961-62. 3 cubic feet. Arranged roughly in chronological order.

Memoranda, correspondence, reports, circulars, telegrams, exercise documents, and other records relating to SPADEFORK, an operation of many branches of the government that simulated a nuclear attack on the United States. Included are reports before and after the operation that evaluated the success of the exercise. Also included are correspondence of the Planning Staff who organized the entire operation.

WNRC Accession	396-63C0660	Boxes	3-5
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PERMANENT. Transfer to the National Archives in 1995.

Office of Emergency Planning

5. SPADEFORK Analysis Reports, 1962. 4 cubic feet. Arranged by type of report.

Summary computer generated reports on the results of nuclear attack in the operation called SPADEFORK. The reports were prepared by the National Resources Evaluation Center and are a series of numbers and columns that were created by a computer. There is no text to explain the columns or figures with the reports. Each report covers a type of industry or a building cite, for example, there are reports on the oil industry and reports on government buildings etc.

WNRC Accession 396-64G0320 Boxes 57-60

Destroy immediately.

6. NAHICUS 1963 Probability Maps, 9/1962. 1 cubic foot. Unarranged.

Eleven copies of NAHICUS 1963 Probability Maps dated 10 Sept. 1962, with control nos. 4584-4585 and 4594-4602. The maps are on rolled paper and consist of the outline of Africa with symbols placed throughout the land area.

WNRC Accession 396-63C0660 Box 6

Destroy immediately.

Office of Emergency Preparedness

7. Records Relating to the Alaskan Earthquake, 1964. 5 cubic feet. Arranged by OEP office; thereunder by subject or type of report.

Memoranda, correspondence, drafts, legislative files, weekly progress reports, daily reports, and other reports that document the support provided by OEP offices to the Federal Reconstruction and Development Planning Commission for Alaska to provide relief to Alaska following the devastating earthquake in 1964. Files from the Economic Affairs Office, Office of Research, and Resource Readiness Office are represented in this series.

WNRC Accession 396-66B1227 Boxes 10
396-66C1227 11-12, 15

PERMANENT. Transfer to the National Archives in 1995.

Office of the Director

8. Director's Reading File , 2/1962-10/1973. 6 cubic feet. Arranged chronologically by date of correspondence.

Copies of outgoing correspondence from the Director, Edward McDermott; Director, Farris Bryant; Acting Director, Franklin B. Dryden; Acting Director, Mordecai Merker; Director, Price Daniel; Acting Director Darrell M. Trent; Acting Director Haakon Lindjord; and Acting Director Edward M. Saunders. The correspondence is exchanged with other Federal agencies and Departments, corporations, and private citizens. Subjects addressed include the major program areas for which OEP was responsible, the OEP Regional Work Program, the National Stockpile Policy, the shortage of copper, disaster relief, the use of computers by the agency, and relations with Congress. The 1973 files also document the transfer of functions from OEP to the Office of Preparedness, GSA, on July 1, 1973.

WNRC Accessions:	396-65B0711	Boxes	2
	396-71P4283		11-12
	396-72C6638		5
	396-76-0003		1-2

Destroy immediately.

9. Subject File, 1961-1973. 34 cubic feet. Arranged alphabetically by subject.

Memoranda, correspondence, reports, speeches, press releases, telegrams, and clippings maintained by the Director as a reference file. They document the decisions made and policies established by Directors Frank Ellis, Price Daniel and Farris Bryant and Acting Director Haakon Lindjord. Subjects addressed include antiballistic missiles (ABMs), civil-emergency preparedness exercises, Middle East Oil Crisis (1967), Oil Import Control Program, the National Stockpile and copper shortages, pollution, Wage and Price Controls, and the transfer of functions from OEP to the Office of Preparedness, GSA, on July 1, 1973. In addition, there are some routine office circulars, directives, and memorandums.

WNRC Accessions:	396-63A0260	Boxes	2
	396-66C0003		2-7
	396-66C0721		4
	396-65E0204		17
	396-72C6638		3-4
	396-76-0003		3

PERMANENT. Offer to the National Archives in 1995.

10. Records of the Program Planning and Budgeting Team (PPB Team), 1966-67. 1 cubic foot. Arranged chronologically by date of memorandum, bulletin, or report.

OEP Circulars, Bureau of Budget Bulletins, memorandums, reports, studies, budget

estimates, functional statements, and drafts documenting OEP efforts to fight inflation, to devote more attention to the economic problems facing the nation caused by spending for the Vietnam War, to re-organize more efficiently, to develop a five year plan, and to satisfy President Johnson's call to "modernize and streamline" the Federal Government. Sample reports include "Alternative Approaches to Central Programming" and "Civil Government and Public Morale." The records relate to OEP program planning, organization, fulfillment of its mission, and compliance with Executive Orders and Bureau of Budget circulars. The team replaced the Budget Review Task Group and reported directly to the Deputy Director. Inside the first folder there is an "Index to the Official File of the Program Planning and Budgeting Team," which lists the materials (in chronological order) at each of 56 tabs in the file. Although the series was created in 1966-1967, it contains material from as early as 1962.

WNRC Accession 396-68B2752 Box 1

PERMANENT. Transfer to the National Archives in 1995.

11. Records Relating to Oil Policy Working Group Meetings, 1970-73; 1967-71. 11 cubic feet. Arranged by year, then by subject.

Memoranda, reports, correspondence, and summary notes of meetings relating to the work of the Oil Policy Working Group. The Working Group constituted the staff for the Oil Policy Committee, chaired by the OEP Director, and formed by President Nixon in 1970. In addition to the OEP Director, the Committee included the Secretaries of State, Treasury, Defense, Interior, and Commerce, the Attorney General, and the Chairman of the Economic Advisers. The Committee was responsible for the policy direction, coordination, and surveillance of the Oil Import Program. Subjects examined in the Working Group meetings, and included in this series, are the Oil Import Program, oil imports and exports, and factors affecting the supply and demand of oil.

WNRC Accession 396-75-0002 Boxes 1-11

PERMANENT. Transfer to the National Archives in 1995.

12. Oil Policy Working Group Subject Files, 1970-73 6 cubic feet. Arranged alphabetically by subject.

Correspondence, memoranda, reports, drafts, speeches, and other records relating to the oil industry and the energy crisis. Subjects include the Alaska pipeline, Mexican oil imports, Oil Allocation Program, Canadian oil and natural gas, coal production, and OPEC. There are studies prepared by the National Research Council and the National Security Council staff. Correspondence is exchanged with other Federal departments and agencies and with the private oil industry.

WNRC Accession 396-75-0002 Boxes 3-8

PERMANENT. Transfer to the National Archives in 1995.

13. Oil Policy Working Group Classified Subject Files, 1970-. 1 cubic foot. Arranged alphabetically by subject.

Security classified telegrams, memoranda, correspondence, situation reports, and draft reports. This series contains a greater share of material collected from the State Department and the National Security Council. The folder headings are the following: Alaska; Canada--Energy Policy; Canada--Oil Import Quotas; Contingency Planning; Domestic Council; Import Levels; Libya; Liquefied Natural Gas; OPEC Agreements; Outer Continental Shelf; Seabeds; State Department; UK Power Crisis; and Venezuela.

WNRC Accession 396-75-0002 Box 11

PERMANENT. Transfer to the National Archives in 1995.

Office of the Deputy Director

14. Subject File, 1962-73. 7 cubic feet. Arranged by subject.

Subject files of Deputy Director Justice Chambers (1962-63), Mordecai M. Merker (1968-1969), and Darrell Trent (1971-1973) consisting of correspondence, memoranda, photographs, speeches, and reports on such subjects as Federal-State relations, the program activities of OEP, floods and earthquakes in California, the effect of the Vietnam War on the American economy, and the transition of presidential administrations from Johnson to Nixon. They also include a copy of General George A. Lincoln's statement before Congress regarding his appointment as Director of OEP. In Trent's segment of the files there are 22 eight-inch by ten-inch black and white photographs and 18 eight-inch by ten-inch color photographs of the destruction caused by an earthquake in Los Angeles, California on February 9, 1971. There is a folder list for Trent's files attached to the SF-135.

WNRC Accessions: 396-64A0927 Boxes 1-5
396-69C6361 12
396-74E0003 6

PERMANENT. Transfer to the National Archives in 1995.

Office of the Assistant Director

15. Records Relating to Regional Activities, 1961-65. 1 cubic foot. Arranged by subject and thereunder numerically by OEP region or area number.

Correspondence, reports, progress reports, minutes, and agendas relating to the administration of regional offices and the communication of information between the central OEP office and regions. Subjects include "Regions--General," "Regions--Emergency Operating Capability," "Area Emergency Planning Conferences," "Emergency Planning Directors

Conference," and "Federal Regional Centers." The Area Emergency Planning Conference files document the development of the "Comprehensive Program for Survival of Government and Management of Resources." The records were collected by Assistant Director John E. Cosgrove, who for the period of 1962-1963, held the title of Assistant Director for Federal-State Relations.

WNRC Accession 396-68A0220 Box 12

PERMANENT. Transfer to the National Archives in 1995.

16. Records Relating to Operation SPADEFORK, 1962. Less than one cubic foot. Unarranged.

Correspondence, draft plans, and reports generated and collected by Charles S. Brewton, Jr. Assistant Director, who served as the Director in charge of Operation SPADEFORK. The records document the planning and outcomes of the exercise to illustrate the joint civil-military command post control of civil and military responses to an impending war and nuclear attack.

WNRC Accession 396-67D1617 Box 10

PERMANENT. Transfer to the National Archives in 1995.

17. Records Relating to Natural Disaster Insurance, 1966-67. 1 cubic foot. Arranged by subject.

Correspondence, press releases, speeches, and legislative materials relating to studies of natural disaster insurance programs and OEP recommendations regarding the Federal role in disaster insurance. Flood insurance programs were the primary focus of the studies and the work of the Advisory Committee on Studies of Natural Disasters. Assistant Director Charles S. Brewton served on the Advisory Committee and was the OEP official responsible for OEP's recommendations to the President.

WNRC Accession 396-69A5233 Box 11

PERMANENT. Transfer to the National Archives in 1995.

18. Correspondence Relating to the Comprehensive Plan, 1963-66. Less than one cubic foot. Arranged in rough chronological order.

Correspondence relating to the Comprehensive Plan to coordinate emergency preparedness activities at the Federal and State levels. It documents the award of Federal funds to States to formulate their emergency preparedness plans to meet Federal guidelines. Correspondence is exchanged with the OEP Legal Adviser, OEP Regional Offices, and the States.

WNRC Accession 396-70D3866 Box 17

PERMANENT. Transfer to the National Archives in 1995.

Assistant Director/Director of Telecommunications Management

19. Records Relating to the Communications Satellite Corporation (COMSAT), 1962-66. 2 cubic feet. Arranged by subject.

Correspondence, clippings, reports, speeches, and press releases relating to COMSAT, the Communications Satellite Corporation. COMSAT, the creation of which was authorized by Congress in the Communications Satellite Act of 1962, was established on February 1, 1963 to develop a commercial system of international communications by satellites. The intent of Congress was to expand and improve the facilities for the international exchange of communications by telephone, telegraph, teletype, television, and data transmission.

WNRC Accession 396-67A1781 Boxes 7-8

PERMANENT. Transfer to the National Archives in 1995.

20. Records Relating to the Federal-State Telecommunications Advisory Committee (FSTAC), 1967-69. 1 cubic foot. Arranged in two segments: first segment arranged chronologically by date of correspondence; second segment arranged chronologically by date of report.

Correspondence, and reports documenting the work of FSTAC, which was charged with the responsibility to develop policies looking toward the improvement of the telecommunications resources of State and local governments. The Advisory Committee was established by OEP Circular 1200.13 on July 20, 1967 and was abolished by OEP Bulletin 1200 on September 15, 1969. It was chaired by the Director of Telecommunications Management and consisted of high level representatives from the Federal Communication Commission, thirteen Federal departments and agencies, the Governors' Conference, the Council of State Governments, and nine states. Its accomplishments include the development of a set of recommendations to further Federal-State cooperation in telecommunications management.

WNRC Accession 396-69A6882 Box 2

PERMANENT. Transfer to the National Archives in 1995.

Telecommunications Management Division

21. Decimal File, 1955-65. 6 cubic feet. Arranged by a numeric classification scheme which reflects a subject arrangement.

Correspondence, reports, and legislative materials relating to the administration of the nations's airwaves. Subjects include the Mobilization Plan IX-3, to provide for an Inventory and War Emergency Allocations of Non-Government International Radio and Cable Channels, international telecommunication channels, and submarine cables.

WNRC Accession 396-67A1781 Boxes 1-6

PERMANENT. Transfer to the National Archives in 1995.

Assistant Director/Director of Telecommunications Management

22. Telecommunications Management Office Files, 1961-73. 4 cubic feet. Arranged by subject.

Records created by the Director of Telecommunications Management concerning various functions of this office. The content of the records includes directives, tests, exercises, reports, forms, and studies. These records cover a variety of issues including manpower, legislation for telecommunications, and studies of telecommunications in a crisis.

WNRC Accession 396-71A1361 Boxes 1-2, 7-8

PERMANENT. Transfer to the National Archives in 1995.

Telecommunications Division

23. Records Relating to Operation Spadefork, 1962. 1 cubic foot. Unarranged.

Records relating to Operation Spadefork which simulated a nuclear attack on the United States. The records relate specifically to telecommunications aspects of the operation and give evaluations of how the communications system would work in an actual emergency. Also included are some documents related to the overall operation.

WNRC Accession 396-64B0927 Box 15

PERMANENT. Transfer to the National Archives in 1995.

Executive Director, Federal Reconstruction and Development
Planning Commission

24. Records Relating to the Alaskan Earthquake, 4-10/1964. 5 cubic feet. Arranged by subject or type of report.

Files of Executive Director, Dwight A. Ink, and Acting Executive Director, Wilmot L. Averill, who directed the activities of the Commission which coordinated the efforts to rebuild the devastated areas in Alaska. The series consists of correspondence, memorandums, photographs, aerial photographs, maps, architectural drawings, reports, clippings, press releases, speeches, legislative files, and official file copies of publications. There are also folders containing chronological correspondence files interspersed throughout the series.

WNRC Accession 396-66B1227 Boxes 3-7

PERMANENT. Transfer to the National Archives in 1995.

Special Assistant for Alaska Reconstruction

25. Subject File, 1964-65. 2 cubic feet. Arranged by subject or by agency name.

Correspondence, reports, and clippings concern the continued efforts by the Federal Government to assist Alaska after the 1964 earthquake.

WNRC Accession 396-66B1227 Boxes 8-9

PERMANENT. Transfer to the National Archives in 1995.

National Resource Analysis Center

26. Technical Reports and Manuals, 1959-69. 6 cubic feet. Arranged in two segments: numerically by report number and numerically by manual number.

Reports produced in-house by NRAC or by contractors for NRAC on a whole host of emergency preparedness issues. Sample reports and manuals include: "Manpower and Occupations," "Dusty III: An Improved Mathematical Method of Locating Fallout on a Spherical Earth," and "Emergency Stockpile Requirements for Processed Food."

WNRC Accessions: 396-67B1927 Boxes 1-3
396-70A4910 1-3

PERMANENT. Transfer to the National Archives in 1995.

27. Chronological File of the Economic Impact Evaluation Group, 1965-67. Less than one cubic foot. Arranged chronologically by date of correspondence.

Original incoming correspondence and copies of outgoing correspondence, memorandums, and reports from the Group relating to the evaluation of the effects of the Vietnam War on the American economy, the effects of increased spending on both domestic programs and the war, a comparison to the effects of the Korean War mobilization on the economy in the 1950s, and planning for an escalated war effort in Vietnam. There is also discussion of OEP's mission and goals in light of Secretary of Defense Robert McNamara's effort to micromanage the war effort, including areas of economic planning customarily handled by OEP.

WNRC Accession 396-68D2752 Box 7 (partial)

PERMANENT. Transfer to the National Archives in 1995.

28. Reference Files of the Economic Impact Evaluation Group, 1965-67. 4 cubic feet. Arranged by subject.

Correspondence, reports, charts, and clippings relating to the application of economic models to the study of the nation's economy. The Economic Impact Study Group was formed in 1967 to report on the strengths and weaknesses in the American economy, the effect of an escalation of the Vietnam War on the economy, and a scenario that included the entry of Communist China into the war in Asia and a large scale escalation of the American war effort. It also evaluated the state of the national stockpile of strategic materials.

WNRC Accessions: 396-68A2619 Boxes 1-2
396-68D2752 7 (partial), 8

PERMANENT. Transfer to the National Archives in 1995.

29. Miscellaneous Reports and Studies, 1962-68. 12/1966. Less than 5 cubic feet. Arranged by report.

Reports and studies prepared by OEP staff and by outside contractors for OEP. It includes a two volume study prepared by the Hudson Institute in 1964, entitled "Nonmilitary Defense Policies: A Context, Reappraisal, and Commentary." The 1962 report was prepared by NRAC staff and is entitled "Materials Availability for the Free World: A Proposed Agenda, with Background Analyses, for the Continuing Study by the Office of Emergency Planning of Governmental Materials Problems, Policies, and Programs." The 1966 report, "1 SP-107 Operational OEP Nuclear Contingency Models," was prepared by NREC. There is also a 1967 report, "Review of Federally Sponsored Research Related to Emergency Planning," prepared by Robert U. Ayres for the National Academy of Sciences. The 1968 report, "Design of Economical Off-shore Natural Gas Pipeline Systems," was prepared by NRAC for the Federal Power Commission.

WNRC Accessions: 396-68A0220 Boxes 16
396-68B2619 6-7
396-68T4251 12
396-69A6882 5
396-73A1989 1

PERMANENT. Transfer to the National Archives in 1995.

30. Mobilization And Stockpile Files, 1960-69. 24 cubic feet. Unarranged.

Reports, studies, and correspondence concerning stockpiling and mobilization issues. In addition, this series includes NRAC office chronological files pertaining to stockpiling.

WNRC Accessions: 396-71A-4281 Boxes 2-3, 7-14, 18-19
396-70A-3984 5-7
396-70A-6228 6-10
396-71A-1847 1-2, 8-9

PERMANENT. Transfer to the National Archives in 1995.

Legal Adviser

31. General Subject Files, 1948-70. 14 cubic feet. Arranged in two segments; first segment arranged alphabetically by subject; second segment arranged chronologically.

Subject files from Charles Kendall, General Counsel, OEP. Subjects include Congress, Homestead Mining, patents, stockpile policy, and Critical Materials program.

WNRC Accession 396-72A6204 Boxes 1-14

PERMANENT. Transfer to the National Archives in 1995.

32. Legislative Case Files, 1955-69. 16 cubic feet. Arranged in two segments: first segment arranged alphabetically by subject and thereunder by bill; second segment arranged by executive order, type of resolution, or type of bill and thereunder by executive order, resolution, or bill number; unarranged.

Executive orders, bills, resolutions, correspondence, memorandums, and committee reports relating to laws and legislation of concern to OEP.

WNRC Accessions: 396-67A0841 Boxes 5-8
396-69B3347 13-16
396-73A2175 1-4
396-74A0003 1-2
396-71A4281 1-2

PERMANENT. Transfer to the National Archives in 1995.

33. Records Relating to Stockpile Policy, 1961-64. 7 cubic feet. Arranged in two segments: first segment is arranged by subject; second segment is arranged alphabetically by commodity.

Correspondence, memorandums, reports, bills, and legislation relating to OEP responsibilities for the administration of the strategic and critical material stockpiles. Subjects include Responsibilities in the Executive Branch for Stockpiling, Strategic and Critical Materials, Stockpile Policy, Long-Term Stockpile, and Stockpile Legislation. It includes material on the Materials Reserve and Stockpile Act of 1963.

WNRC Accessions: 396-67A0856 Boxes 6-10
396-67B0856 11-12

PERMANENT. Transfer to the National Archives in 1995.

Office of the Director of Administration

34. State Emergency Resource Management Plans, 1964-73. 43 cubic feet. Arranged in two segments: the first segment arranged alphabetically by State and thereunder chronologically by year; the second segment arranged by subject.

Reports, memorandums, and correspondence relating to State Emergency Resource Management Plans. The States submitted their plans to the Director, which were accompanied by comments from OEP Regional Offices and OEP Central Offices.

WNRC Accessions:	396-69C3347	Boxes	7-12
	396-70C3866		2-13
	396-74-0001		14-15
	396-72A4977		1-23

PERMANENT. Transfer to the National Archives in 1995.

Program Planning and Evaluation Office

35. Records Relating to OEP Tests, Exercises, and Studies, 1957-65. 4 cubic feet. Arranged by test, exercise, or study.

Correspondence, and reports outlining the objectives, procedures, and results of tests, exercises and studies related to emergency preparedness activities. Subjects include Operation ALERT, OPEX 61-II, and Exercise Steel Wool.

WNRC Accessions:	396-67E1617	Boxes	11-12
	396-67G1617		15
	396-67D1710		18

PERMANENT. Transfer to the National Archives in 1995.

36. Reference File for Review of the Comprehensive Plan, 1962-69. 1 cubic foot. Arranged roughly by year.

Copies of memorandums, correspondence, and reports relating to the Program Planning and Evaluation Office's review of the OEP Comprehensive Plan: a plan formulated to provide continuity of government and management of resources at State and local levels in the event of an emergency.

WNRC Accession	396-69A6882	Box	6
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Destroy immediately.

Research, Policy and Review Division

37. Executive Orders Background Files, 1959-62. 3 cubic feet. Arranged alphabetically by agency.

Correspondence, charts, drafts, and copies of executive orders relating to the delegation of authorities from OEP to other Federal agencies for handling emergency situations.

WNRC Accession 396-67K1580 Boxes 11-13

PERMANENT. Transfer to the National Archives in 1995.

38. Report on Nonmilitary Defense Policies, 5-7/1964. Less than one cubic foot. Arranged by report.

Three reports relating to the issue of what type of defense planning exists and how will it hold up in the aftermath of a nuclear attack. The reports are titled as follows: "Nonmilitary Defense Policies: A Context, Reappraisal, and Commentary" Summary of Volume One and complete text of volume two, dated May 15, 1964, and "Comments on Plans and Preparations for Continuity of Government" dated July 31, 1964. Both reports were prepared for the OEP and the state of New York by Hudson Institute Inc.

WNRC Accession 396-65A0881 Box 8

PERMANENT. Transfer to the National Archives in 1995.

39. Reports on War, Nuclear Attacks, Post-Attack Plans, and Natural Disasters, 1961-63. 20 cubic feet. Arranged by report.

Many of the reports were prepared by the Stanford Research Institute as part of the contract work done for the OEP and are titled as follows: "An Evaluation of Factors Affecting Nuclear Deterrence 1963-1970, SRI Report 2-866," "Decade of Nuclear Deterrence, (Rev.), SRI Report 2-989," Post-attack Farm Problems, Part II: Attack Effects on Inputs & Farm Output, SRI Project # IMU-3084" "Review of Post-attack Farm Problems, SRI Project # IMU-3084" "National Economic Effectiveness: The Role of U.S. Foreign Economic Policy in World Conflict, SRI Project # IMU-3711, Task #11" and "Review of Research on the Supply-Requirements Problem, SRI Project # IMU-3711." Other reports included in the records are: "Emergency Planning and Behavioral Research," "Social Organization under Review, Disaster Study No. 17, 1963," The Social and Psychological Consequences of a Natural Disaster," PARM Final Report under Contract OEP-SE-62-34, National Planning Association-Study of Existing Fallout Shelters, "A Methodological Framework for the Federal Non-military Defense System," "The Influence of Major Inputs on Farm Production in the Soviet Union and the United States, March 1963," "The Effects of Nuclear Attacks on the Petroleum Industry," and Post-attack Farm Problems Part I and II. There are many copies of each report in the records.

WNRC Accessions: 396-63E0660 Boxes 10-18
396-64C0396 5-15

PERMANENT. Transfer to the National Archives in 1995.

Information Office

40. Master File of OEP Press Releases and Speeches, 3/1962-12/1966. 12 cubic feet. Arranged by press release number, which reflects a chronological arrangement, or chronologically by date of speech.

The master file of OEP press releases and speeches relates to the major activities undertaken by OEP and the Director's pronouncements on those activities.

WNRC Accessions: 396-67A0465 Boxes 1-5
396-67C0608 18-19
396-67A0841 4
396-67D1710 12, 19
396-68B4918 5-6

PERMANENT. Transfer to the National Archives in 1995.

41. OEP Photographs, 1961-65. Less than 3 cubic feet. Arranged roughly by subject.

Multiple copies of 8-inch by 10-inch, black and white images of OEP meetings and conferences, various OEP officials, civil defense activities, and disaster relief efforts. Approximately one-half of the images are annotated.

WNRC Accession 396-68B4918 Boxes 7-9

PERMANENT. ~~Transfer to the National Archives in 1995.~~

*See telegram with
M. Wolfe, 4/16/93.
WTH/nrvs*

42. Semiannual Stockpile Reports to Congress, 1962-67. Less than one cubic foot. Arranged in chronological order by date of report.

Semiannual Stockpile Reports to Congress. These reports were generated by OEP pursuant to Section 4 of the Strategic and Critical Materials Stock Piling Act, Public Law 520, 79th Congress, which required a report to Congress on the strategic and critical materials stockpiling program.

WNRC Accession 396-69B2022 Boxes 3-5

PERMANENT. Transfer to the National Archives in 1995.

Government Readiness Office

43. Reports and Studies on Government Preparedness And Manpower, 1951-67. 3 cubic feet. Unarranged.

Reports and studies pertaining to manpower issues and government preparedness. Subjects include Military Manpower Requirements, Manpower Program for full mobilization, Task Force on Veterans, and Maritime Manpower Draft and Reserve Problem.

WNRC Accession 396-71A-4281 Boxes 15-17

PERMANENT. Transfer to the National Archives in 1995.

Economic Affairs Office

44. Executive Stockpile Committee Reports, 1962-63. Less than 3 cubic feet. Arranged by report.

Reports prepared by and for the Executive Stockpile Committee. The Executive Stockpile Committee was established by presidential memorandum on February 7, 1962 and was comprised of the Secretaries of State, Defense, Interior, Commerce, and Labor, and the Director of the CIA, the Administrator of the GSA, and chaired by the Director of OEP. Its mission was to review the principles and policies which guide the U.S. national stockpile of strategic materials and its relationship to U.S. national defense and security. The Economic Affairs Office provided support staff to the OEP Director. There are also supporting materials, such as copies of minutes of committee meetings and correspondence. The reports are "A Review of the Problems of Barter (May 31, 1962); a "Report of the Executive Stockpile Committee to the President" (March 19, 1962) on the state of the national stockpile; "The Barter Program: A Report to the President by the Executive Stockpile Committee (August 22, 1962); and "Disposing of Excess Stockpile Material: A Report to the President by the Executive Stockpile Committee (January 16, 1963).

WNRC Accession 396-68A4918 Boxes 1-3

PERMANENT. Transfer to the National Archives in 1995.

Executive Stockpile Committee

45. Working Group Reports on Barter and Stockpile Disposal, 5-9/1962. 5 cubic feet. Arranged by report.

Three reports of working groups of the Executive Stockpile Committee: A Review of the Problems of Barter, working group on barter, May 31, 1962; Disposing of Excess Stockpile Materials, working group on disposal, September 20, 1962; and Disposal of Excess Stockpile Material, working group on disposal, September 20, 1962

WNRC Accession 396-63L0451 Boxes 21-25

PERMANENT. Transfer to the National Archives in 1995.

Special Assistant for Petroleum

46. Petroleum Studies Reference Files, 1958-63. 3 cubic feet. Arranged by subject.

Correspondence, draft materials, multiple copies of reports, and petroleum industry submissions collected to produce reports on various elements of the petroleum industry such as tanker capacity and oil imports.

WNRC Accession 396-67C1617 Boxes 3-5

PERMANENT. Transfer to the National Archives in 1995.

Resources Analysis Division

47. Records Relating to Stockpile Policy, 1951-65; 1950-68. 16 cubic feet. Arranged in two segments: first segment by strategic material; second segment by subject.

Correspondence, reports, agendas, minutes of meetings and other materials relating to the administration of the national stockpile of strategic materials. It includes records assembled to present to the National Stockpile and Naval Petroleum Reserves Subcommittee (Symington Committee) of the Senate Committee on Armed Services. The Subcommittee held hearings to examine the Strategic and Critical Material Stockpiles of the United States during the second session of the 87th Congress. It also includes records relating to Federal Government contracts with Alcoa and Kaiser for the production and sale of aluminum.

WNRC Accessions: 396-67C1617 Boxes 7-8
396-72A2036 1-13

PERMANENT. Transfer to the National Archives in 1995.

48. Economic Stabilization Reports, 1965-67. 3 cubic feet. Arranged chronologically, then by subject.

Reports, correspondence, and proposed legislation to study the effects of the economy in the event of a Nuclear War. Federal agencies participating in the studies include the Agriculture Department, Farm Credit Administration, Federal Reserve Board, Security and Exchange Commission, and the Treasury Department. In addition, there are reports from the 8 OEP regional offices.

WNRC Accession 396-72A2435 Boxes 2-4

PERMANENT. Transfer to the National Archives in 1995.

49. Office Subject File, 1967-73. 21 cubic feet. Arranged by subject.

Studies, reports, correspondence, and working papers related to analysis, evaluation, and recommendation of resource management and emergency preparedness programs. Subjects studied include Civil Defense shelters, Civil Defense education and training, stockpile disposal, and energy conservation.

WNRC Accessions:	396-73A2175	Boxes	10
	396-71A4283		8-10
	396-73A1989		5-6
	396-74-0004		1-15

PERMANENT. Transfer to the National Archives in 1995.

Manpower and Services Office

50. Subject File, 1956-64. Less than 16 cubic feet. Arranged by subject.

Correspondence, draft materials, printed materials, and reports reflecting the major program activities of the Manpower and Services Office. Subjects include Health Services, Production, Food, Fuel and Energy, Telecommunications, and Transportation and document OEP's planning to meet manpower requirements after a nuclear attack and after natural disasters. The records reflect the proceedings and results of Regional Manpower Conferences and various task forces on manpower issues, the shared delegations of authority and shared responsibilities with other Federal agencies and boards for manpower planning, and a proposal to construct a National Population Registration System. The files especially illustrate OEP coordination of responsibilities with the Department of Labor for planning for labor requirements in an emergency. The series contains material from ODM, OCDM, and OEP predecessor offices.

WNRC Accessions:	396-66A1091	Boxes	7
	396-66E1227		19-22, 29-31
	396-67A0856		2
	396-67-1580		2-6, 9-10

PERMANENT. Transfer to the National Archives in 1995.

51. Records Relating to Manpower Policy Committee Meetings, 1955-63. Less than 6 cubic feet. Arranged by committee; thereunder arranged in rough chronological order.

Correspondence, printed materials, drafts of minutes, and multiple copies of final minutes of meetings of the National Labor-Management Manpower Policy Committee and the Interagency Manpower Policy Committee. It concerns attempts to forge cooperative efforts between Federal agencies and labor-management representatives during emergencies. The Committees were chaired by OEP representatives and coordinated Federal policies, programs, and plans relating to manpower.

WNRC Accessions: 396-66F1227 Boxes 32
396-67H1580 7, 14-15
396-67L1580 16-17

PERMANENT. Transfer to the National Archives in 1995.

Transportation and Water Resources Division

52. Secret Chronological File, 1963-69. Less than 4 cubic feet. Partially arranged chronologically by date of correspondence, partially unarranged.

Correspondence relating to the Division's policy toward the railroad strike in 1963 and its evaluation of State emergency plans relating to transportation and water issues.

WNRC Accession 396-69C6361 Boxes 12
396-72A2435 5-7

Destroy immediately.

53. Subject File, 1958-68. 18 cubic feet. Arranged by subject.

Correspondence, charts, drafts, legislative files, and reports which document the program activities and research studies undertaken by the Transportation and Water Resources Division. The series document the activities of the Division under the direction of Owen R. Jones, Deputy Assistant Director for Transportation, OCDM (1958-1961), Paul Revelle, Deputy Assistant Director for Transportation, OEP (1961-1964) and Chief, Transportation and Water Resources Division, OEP (1964-1967) and Charles D. Kise, Chief, Transportation and Water Resources Division (1967-1968). Subjects treated include Transportation Resources Following Attack, Long-Range Transportation Trends, Transportation Vulnerability Study, the Cuban Incident (1962), Operation SPADEFORK (1962), and the National Plan for Emergency Preparedness (1961-1965).

WNRC Accessions: 396-66A1091 Boxes 5-6
396-66B1227 1
396-66D1227 14, 16-18, 25-28
396-70A2262 9-15

PERMANENT. Transfer to the National Archives in 1995.

Manpower Resources Division

54. Records Relating to Interagency Committees, 1951-70. 16 cubic feet. Arranged by committee and thereunder in rough chronological order.

Correspondence, reports, agendas, minutes, and draft materials relating to interagency committee activities on manpower related issues. Committees include the Committee on

Specialized Personnel, the Labor Advisory Committee, the President's Committee on Labor-Management Policy, and the President's Committee on Manpower. The records illustrate OEP's coordination of activities with other agencies, especially with the Department of Labor and the Department of Defense, to define manpower policies.

WNRC Accessions: 396-69A5233 Boxes 1-2
 396-73A2175 13-25

PERMANENT. Transfer to the National Archives in 1995.

55. Manpower Defense Files, 1962-66; 1963-65. 7 cubic feet. Unarranged.

Memorandums and studies pertaining to defense manpower in the event of a nuclear war. Topics include procurement, utilization of handicapped in mobilization, shipbuilding, employment of older workers in the defense program, and security policy governing scientific and engineering manpower.

WNRC Accessions: 396-71A-1361 Boxes 3-6
 396-71A-1847 3-5

PERMANENT. Transfer to the National Archives in 1995.

Economic Stabilization Division

56. Records Relating to Plans C and D-Minus, 1953-63. 2 cubic feet. Arranged by subject.

Correspondence, speeches, action documents, reports, and flow charts relating to government-wide planning for a C situation (local military action by U.S. armed forces somewhere in the world but not involving an attack on the continental United States) and a D-Minus situation (nuclear attack on the United States). It focuses primarily on the economic effects of war.

WNRC Accessions: 396-69E6361 Box 1
 396-69F6361 2

PERMANENT. Transfer to the National Archives in 1995.

Resources Planning and Mobilization Division

57. Mobilization Reports, 1951-66. 10 cubic feet. Unarranged.

Reports, budget estimates, financial plans, and correspondence relating to mobilization under the Defense Production Act. Subjects include raw materials, natural resources, and disaster plans.

WNRC Accession 396-72A2077 Boxes 1-10

Destroy immediately.

Economic Stabilization Branch

58. Records Relating to Federal Agency Disaster Plans, 1954-61. 1 cubic foot. Arranged by Federal agency.

Correspondence, and reports relating to Federal agency disaster plans, which were filed with OEP and its predecessors.

WNRC Accession 396-67F1617 Box 14

Destroy immediately.

59. Outgoing Correspondence and Other Records, 1953-64. 2 cubic feet. Arranged chronologically (roughly).

Copies of outgoing letters, memorandums, reports, budget papers, and other records relating to the activities of the Office of Economic Stabilization. Most of the documents are from 1961-1964 but a few are from the earlier offices in the Office of Defense Mobilization and the Office of Civil and Defense Mobilization. The records relate to both administrative and program areas of the office. Some of the topics include budget, civil defense, international defense and economic activities, essential needs, and other economic and fiscal areas.

WNRC Accessions: 396-66E0003 Box 12
396-65C0711 6 (partial)

Destroy immediately.

60. Records Relating to Asphaltic Crude Oil Study, 1960-63. 1 cubic foot. Arranged roughly chronologically by date of document.

Correspondence and reports relating to the study of the uses of asphaltic crude oil. The reports are analysis of production and uses of the oil and give recommendations on how to improve the asphalt making process. The correspondence is from the large oil companies who had a great interest in the study. There are also correspondence and reports on the deregulation of the industry.

WNRC Accession 396-64D0443 Box 4

PERMANENT. Transfer to the National Archives in 1995.

OEP Regional Office, Olney, Maryland (Region 2)

61. Subject Files, 1958-64. 1 cubic foot. Arranged by subject.

Correspondence, memorandums, reports, and other materials relating to the administration and program activities of the Region 2 Office. It documents liaisons with State and local governments and coordination with the central OEP office. The series includes records from the Olney Regional Office for the Federal Civil Defense Administration.

WNRC Accession 396-67A0210 Box 1

PERMANENT. Transfer to the National Archives in 1995.

Field Operations Office

62. State Disaster Assistance Files, 1/1954-12/1969. 22 cubic feet. Arranged alphabetically by state, then chronologically by date.

Files relating to natural disasters occurring in the United States and the types of assistance provided to the states where the disasters took place. It includes files, created by the field offices, on the types of natural disasters (minor disasters, flooding, hurricanes, etc.), reports on states that were denied assistance by the federal government, miscellaneous bills and legislation pertaining to disaster aid, task force reports, advisory committee reports, and various studies concerning the affects of natural disasters.

WNRC Accessions: 396-70A-7161 Boxes 1-22
396-71A-4282 14

PERMANENT. Offer to the National Archives in 1995.

63. Hurricane Camille Study Files, 10-12/1969. 9 cubic feet. Unarranged.

Reports, testimonies, and publications resulting from a study done to examine the federal government's response to the damage caused by Hurricane Camille. On August 17, 1969, the hurricane moved north across the Gulf of Mexico and smashed into Southern Mississippi and Louisiana. In addition, Hurricane Camille swept inland, where it gained strength, causing sudden flash floods in West Virginia and Virginia. Before finally expending its force, Camille was responsible for 248 deaths and an estimated \$1.5 billion in damage.

The files in this accession include reports generated by the Director, OEP, George A. Lincoln, to document the federal assistance efforts in responding to this disaster. Included with the final reports are draft reports, administrative memorandums pertaining to the reports, comments on the draft reports, and testimonies regarding the amount of damage caused by Camille.

WNRC Accession 396-71A-2128 Boxes 2-10

PERMANENT. Transfer to the National Archives in 1995.

Congressional and Public Affairs Office

64. Press Releases, 8-10/1971. 3 cubic feet. Unarranged.

Congressional and Public Affairs Office press releases pertaining to the 90 day wage/price freeze, which was authorized by President Nixon in 1971. Executive Order 11615, released on August 15, 1971 by the White House, provided for stabilization of price, rents, wages, and salaries. The OEP was given the responsibility of enforcing the freeze. Each of the 10 OEP Regional Service Centers were instructed to evaluate all citizen telephone or mail complaints regarding violations of the freeze. The press releases in this series contain statements by George A. Lincoln, Director of OEP, pertaining to rent, salary, and price complaints and how the OEP will respond to these issues.

WNRC Accession 396-73A-2175 Boxes 6-7, 11

Destroy immediately.

65. Reports To Congress, 1/1961-12/1968. 2 cubic feet. Unarranged.

Reports sent to Congress by the OEP concerning the import of metals, oil, chemical, etc. Congress was concerned that the importing may violate Section 232 of the Trade Expansion Act of 1962. The act monitors the effect of imports on national security. Included in the records are reports submitted by company's such as: Chevron, Mobil, B.F. Goodrich, Firestone, and Gulf.

WNRC Accession 396-73A-1050 Boxes 3-4

Destroy immediately.

66. Governor's Files, 1/1965-12/1971. 5 cubic feet. Arranged alphabetically by surname of governor.

Meeting notes, correspondence, proposals, conference notes, and memorandums pertaining to civil defense programs developed between the federal government and the state governments. The OEP actively encouraged their state counterparts to prepare for civil disaster or nuclear war. Much of the liaison work was done through the OEP regional offices. Although there is occasional correspondence from important political figures such as Nelson Rockefeller and Ronald Reagan, overwhelmingly the correspondence is between OEP staff and individuals on the governors' staffs.

WNRC Accession 396-70A-4313 Boxes 1-5

Destroy immediately.

General Records of Various Offices

67. Operational and Administrative Records of Several Offices, 1954-70. 58 cubic feet.
Various arrangements.

Routine program records, reports, drafts, working files, background papers, and reference materials from the Cabinet Task Force on Oil Import Control, Assistant Director, National Resource Analysis Center, Legal Advisor, Program Planning and Evaluation Office, Economic Affairs Office, Special Assistant for Trade Investigations, Special Assistant for Petroleum, Resources Analysis Division, Manpower and Services Office, Office of Adviser on Fuel and Energy, Office of the Adviser for Transportation, and Congressional and Public Affairs Office.

WNRC Accessions:	396-74B0003	Boxes 3
	396-74A0003	2
	396-63B0452	1
	396-68T4251	1, 14-15
	396-67A0841	9-10
	396-70A2262	5-7, 17
	396-69A6882	7-8
	396-70C3866	14-15
	396-67D1710	13-17, 20
	396-70A3718	1-7
	396-66A1091	4
	396-67C1927	4
	396-68D2752	6, 9
	396-69I6361	5-7
	396-69J6361	8-11
	396-67A0856	1, 3-4
	396-69A2022	6
	396-67C1617	9
	396-73A1050	7-13
	396-71A2128	1
	396-66A1091	8
	396-67I1580	8
	396-63D0697	8-9
	396-65C0008	9-11
	396-71A-2127	23

Destroy immediately.