

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0004

Status: APPROVED
Date Approved: 09/06/2016
Last Modified: 11/01/2024

General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	GRS 5.3: Continuity and Emergency Planning Records
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This schedule covers records related to Federal agency internal emergency planning to protect people, government facilities, equipment, and records; safeguard classified or controlled unclassified information; ensure continuity of agency operations in the face of potential natural and man-made disasters; and facilitate timely recovery and return to normal agency operations once the emergency or disaster has passed.</p> <p>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</p> <p>This schedule does not include the following:</p> <ul style="list-style-type: none">• external emergency planning records related to providing emergency response and recovery services to the public• records related to high-level Government-wide Continuity of Government (COG) planning• emergency response planning related to mission activities in the agency, e.g. NASA emergency plans for when a rocket explodes• records related to a national disaster or incident response <p>These records may be of permanent value and must be scheduled on an agency-specific records schedule.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-GRS-2016-0004

Item #	Title	Disposition
0001	Continuity planning and related emergency planning files.	Temporary
0002	Employee emergency contact information.	Temporary

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Records Schedule Items

DAA-GRS-2016-0004-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Continuity planning and related emergency planning files.	
Item Description	<p>Records may include:</p> <ul style="list-style-type: none">• records on continuity and emergency planning administrative and operational activities: briefing materials and presentations, status reports, informational papers, files documenting policy or plan development, including policy studies, procedures, operational manuals, and related development records, implementation guidance, related correspondence, Memorandum(s) of Understanding, Delegations of Authority/Orders of Succession• continuity plans or directives and supporting documentation, including but not limited to: Continuity of Operations (COOP) plans, Devolution Plans, Occupant Emergency Plans (OEP), Emergency Action Plans (EAP), Facility Emergency Action Plans (FEAPS), Records Emergency Plans (REMT), Disaster Recovery Plans (DRP), Pandemic Influenza Plans• records on continuity or emergency tests or exercises, such as: instructions to members participating in tests, staffing assignments, records of tests of communications and facilities• evaluative reports on continuity or emergency tests or exercises, such as: result reports, readiness reports, risk and vulnerability assessments, site evaluations and inspections, corrective action plans, after action reports/improvement plans <p>Note 1: Continuity or emergency plans that are acted upon in the event of a national emergency may be of permanent value. If an agency has such records that document response to significant events, it may submit a records schedule for NARA review. If an agency believes its continuity records generally warrant permanent retention, it must submit a records schedule to NARA to cover these records.</p> <p>Note 2: Records on employee training for COOP are scheduled in GRS 2.6. Records on essential records management are scheduled in GRS 4.1.</p>	

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Exclusion 1: This item does not include incident response records. These records may be of permanent value and should be scheduled by an agency-specific records schedule approved by NARA.	
Exclusion 2: This item does not include high-level Government-wide Continuity of Government (COG) records, although it can cover agency specific COG records.	
Exclusion 3: This item does not include the records of high-level officials (Capstone officials) as defined in GRS 6.1, item 010, or emergency plans that are part of a series of directives. Emergency plans issued as directives should be disposed of according to the disposition authority for agency directives.	
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.3, item 010
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
GRS 18, dated 1960, item 27	No
NC1-GRS-81-001 / 1/b	No
NC1-GRS-81-001 / 4	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2016-0004-0002

STATUS: Active

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ITEM GENERAL INFORMATION	
Item Title	Employee emergency contact information.
Item Description	<p>Records used to account for and maintain communication with personnel during emergencies, office dismissal, and/or closure situations. Records include name and emergency contact information such as phone numbers or addresses. Records may also include other information on employees such as responsibilities assigned to the individual during an emergency situation.</p> <p>Exclusion: This item does not include employee directories that contain information about where employees are located in facilities and work phone numbers (covered under GRS 5.5, item 020).</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.3, item 020
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when superseded or obsolete, or upon separation or transfer of employee.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	David Ferriero	09/06/2016