Schedule Number: NC1-GRS-81-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In Fiscal Year 2013, the GRS Team began a five year project to update and revise the General Records Schedules (GRS) under OMB/NARA M 12 18, Managing Government Records Directive. The old GRS was completely superseded.

See https://www.archives.gov/records_mgmt/grs for the revised GRS, crosswalks, faqs, tools, and other resources.
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)
National Archives and Records Service

2 MAJOR SUBDIVISION
Office of Federal Records Centers

3 MINOR SUBDIVISION
Records Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER
Ronald L. Heise

5 TEL EXT
724-9279

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
10/7/80

D SIGNATURE OF AGENCY REPRESENTATIVE
Jean K. Halsey

E TITLE
Acting Director, Records Disposition Division

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Amendment to General Records Schedule 18, Items 28-31 relating to Emergency Planning Records.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>Emergency Planning Case Files. Case files accumulated GRS 18-38 by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background papers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>One record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERMANENT. Cutoff when superseded or obsolete. Transfer to NARS when 15 years old in 10 year blocks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Case file copy of plan or directive if agency record copy is maintained in a master directives file and all related background materials.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DESTROY 3 years after issuance of a new plan or directive.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101.114
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.</td>
<td>Emergency Directives Reference Files. Copies of directives and plans issued by the agency (other than those maintained in case files described in item 28 above), as well as those issued by FEMA, other Federal agencies, State and local governments, and the private sector.</td>
<td>GRS 18-29</td>
</tr>
<tr>
<td>30.</td>
<td>Emergency Planning Reports. Agency reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.</td>
<td>GRS 18-30</td>
</tr>
<tr>
<td>31.</td>
<td>Emergency Operations Tests Files. Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests by communications and facilities, and reports (excluding consolidated and comprehensive reports under item 30 above).</td>
<td>GRS 18-31</td>
</tr>
</tbody>
</table>

DESTROY when obsolete or superseded.

PERMANENT. Cutoff when related plan or directive becomes obsolete or is superseded. Offer to NARS when 15 years old in 10 year blocks.

DESTROY when 3 years old.