

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-220-04-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2-25-2004</i>	
1. FROM (Agency or establishment) Commission to Assess the Threat to the United States from Electromagnetic Pulse Attack		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Shelley D. Smith	5. TELEPHONE NUMBER (703) 845-2370	DATE <i>7-8-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 _____ page(s) are not needed now for the business for 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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>2/23/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE EXECUTIVE DIRECTOR
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached.		
<i>cc Agency, NWMMD, NWMME, NWMW</i>			

The Commission to Assess the Threat to the United States from Electromagnetic Pulse (EMP) Attack was established by Congress through Public Law 106-398, Section 1, (Division A, Title XIV), dated October 30, 2000, to review and assess the threat of EMP attack to the United States and to recommend any steps that it believes should be taken to better protect military and civilian systems from EMP attack.

In accordance with the above legislation, one year after the date of its first meeting, the Commission will submit its final report regarding its findings and conclusions to Congress, the Secretary of Defense, and the Director of the Federal Emergency Management. Sixty days after the date of the final report, the Commission will terminate, as congressionally mandated.

1. Commission Records.

- a. Textual copies of planning materials, meeting agendas, formal letters, significant email, staff papers, Commission's executive report (unclassified), Commission's final report (restricted data), meeting materials, and research documents, arranged chronologically.

Disposition: PERMANENT. Transfer to the National Archives upon termination of the Commission. Volume: approximately 2 cubic feet.

- ~~b. CD-ROMs of all briefings materials viewed and or discussed at Commission meetings.~~

~~**Disposition:** PERMANENT. Transfer to the National Archives upon termination of the Commission.~~ SEE REVISIONS

- ~~c. Electronic (PDF) versions of selected items 1a, including scanned files and e-mails, maintained in Filemaker Pro database.~~

~~**Disposition:** PERMANENT. Transfer to the National Archives upon termination of the Commission.~~ SEE REVISIONS

- d. Index to password-protected Filemaker Pro database of sequential files in Items 1(a) and 1(c).

- 1) Textual version of index.

Disposition: PERMANENT. Transfer to the National Archives upon termination of the Commission. Volume: approximately 250 pages.

- 2.) Electronic version of the index.

~~**Disposition:** PERMANENT. Transfer to the National Archives upon termination of the Commission. SEE REVISIONS.~~

- e. Commission website.
Password protected MSWord file available only to Commissioners, their staffs, and selected contractors for access to selected unclassified documents, planning materials, minutes of meetings, and notes affecting agency business.

Disposition: TEMPORARY. Destroy upon termination of the Commission.

- 2. Electronic mail (E-mail) and word processing system copies.** Electronic copies of records that are created on e-mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in the schedule. Also includes electronic copies of records created on e-mail and work processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY. Destroy upon termination of the Commission.

- b. Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY. Destroy upon termination of the Commission.

Revisions to Items for Job No. N1-220-04-1

Item 1b. CD-ROMs of all briefing materials viewed and or discussed at Commission meetings. (non-record)

DISPOSITION: Transfer to IDA is authorized.

Item 1c. Electronic versions of selected items, indexed in Filemaker Pro database.

DISPOSITION: PERMANENT. Records will conform with current requirements in the supplement to 36 CFR 1228.270 for scanned images and textual records and PDF and will be transferred to the National Archives upon termination of the Commission.

Item 1d. (2). Electronic version of the Index.

DISPOSITION: PERMANENT. Records will conform with current requirements in the supplement to 36 CFR 1228.270 for scanned images and textual records and PDF and will be transferred to the National Archives upon termination of the Commission.