

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 269 77 \$
DATE RECEIVED	30 JUN 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-26-77 Date	<i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
 General Services Administration

2. MAJOR SUBDIVISION  
 Paperwork Management Division, MSD, OAD

3. MINOR SUBDIVISION  
 Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
 Ray Hershberger

5. TEL. EXT.  
 566-0673

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 9 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 6/27/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbour</i> Michael G. Barbour	E. TITLE Chief, Records Management Branch
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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
	File descriptions and requested disposition authorizations are contained in the enclosed proposed changes to chapter 15, of the HB, GSA Records Maintenance and disposition System OAD P 1820.2).	NN-168-79	No Perm. 18 items

115-107  
 sent to agency and NINEN-8/30/77  
 all FRCs, NCW-9/1/77

GSA ORDER

SUBJECT: GSA Records Maintenance and Disposition System

1. Purpose. This order transmits revised pages to ch. 15 of the HB, GSA Records Maintenance and Disposition System.
2. Explanation of changes. Ch. 15 is changed to provide for additions, deletions, and revisions to the emergency preparedness program, disaster operation, and building disaster coordination files.
3. Instructions. Remove all of ch. 15, and insert the attached new ch. 15.

PAUL S. CARTER  
Acting Director of Administration

<u>CENTRAL OFFICE</u>	
75 copies to BRAR for distribution to service and staff office records officers for subsequent redistribution to the files custodians responsible for the records described therein and for reserve stock.	
<u>REGIONAL OFFICES</u>	
The copies specified below in quantities indicated are to be distributed to the regional records officers for subsequent distribution to the regional offices and field activity files custodians responsible for the files described therein.	
Region 1: 10 copies	Region 6: 10 copies
Region 2: 20 copies	Region 7: 10 copies
Region 3: 10 copies	Region 8: 10 copies
Region 4: 10 copies	Region 9: 10 copies
Region 5: 10 copies	Region 10: 10 copies

Figure 1. Supplemental distribution

## CHAPTER 15. EMERGENCY PLANNING FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for emergency planning files. These instructions are contained in:

- a. Appendix 15-A. Emergency Preparedness Program Files
- b. Appendix 15-B. Natural Disaster Files
- c. Appendix 15-C. Building Disaster Coordination Files

2. Reserved.

This appendix provides documentation, maintenance, and disposition instructions for emergency preparedness program files, both classified and unclassified. (However, the actual physical destruction of classified records authorized for disposal by this appendix shall be accomplished in accordance with the procedures specified in the HB, Document Security (ADM P 1025.2).) The emergency preparedness program is concerned with planning, developing, coordinating, and evaluating measures designed to enable GSA to operate under attack and postattack conditions. Emergency preparedness program files are created pursuant to the provisions of GSA orders in the 2400 subject classification series and other directives.

Appendix 15-A. Emergency Preparedness Program Files

15A1. Crisis management. Documents accumulated by the emergency coordinators in developing and implementing the GSA crisis support program and the service and staff office program segments. Included are copies of instructions, progress reports, briefings on program status, and related records.

Cut off following completion of each specific crisis operation, hold 2 years, and retire. Destroy after 3 additional years.

NOTE 1: The above file category does not include documents relating to the preparation and clearance of, including studies and other papers which provided the basis for, directives or other publications promulgating the program. These documents should be identified and filed as instruction files (chapter 9) by originating offices and as directives case files (chapter 11) by offices of directives clearance officers.

NOTE 2: Published plans, instructions, studies, reports, and similar published material accumulated and used in developing a program should be withdrawn and filed in the technical and reference publication files described in appendix 9-B, when such material is required longer than other papers included in the ~~emergency preparedness program development files.~~ *Crisis management files.*

*DW*  
*8-11-77*

15A2. Controlled conflict. Planning documents created and accumulated relating to the Federal response to peacetime nuclear emergencies, crisis relocation planning, and terrorism. Included are peacetime emergency action plans, crisis relocation plans, and related records.

Destroy when superseded or obsolete.

15A3. General war preparedness. Documents created in developing manning tables; succession to office; emergency operations centers (EOC); attack warnings; uninterruptible functions; emergency preparedness committees; resource management; emergency communications; inter-agency agreements; and EOC registers of arrivals and departures.

General war preparedness records: Destroy when superseded or obsolete.

EOC registers: Destroy 1 year after book or page is filled.

OAD P 1820.2 CHGE

15A4. Reserved.

15A5. Withdrawn by CHGE

15A6 - 15A9. Reserved.

15A10. Emergency preparedness training and briefings. Documents created in providing or arranging for emergency preparedness training and briefings for key GSA members of Teams Alpha, Bravo, and Charlie, damage assessment teams, and other personnel assigned emergency operational duties. Included are training outlines and texts; training schedules; notifications of the availability of, and requests, for training; and similar records.

Training materials: Destroy when superseded or obsolete.

Other papers: Cut off annually, hold 2 years, and destroy.

15A11 - 15A14. Reserved.

15A15. Emergency preparedness exercises. Documents created in planning, developing, conducting, participating in, and evaluating national, regional, and local test exercises of emergency plans, organizations, staffing, and facilities and equipment. Included are test plans; instructions regarding the test; damage assessment control logs, records, and books; briefing outlines; test play TWX problems and other communications; strike, activity, status, and similar reports; critiques; final evaluation reports; and related records.

Evaluation reports: Cut off annually following completion of the exercise, hold 5 years, and destroy.

Other files: Destroy after the next comparable exercise; earlier cutoff and destruction are authorized.

15A16. Emergency preparedness plans. Documents accumulated in developing plans to which GSA responds during emergency situations; also texts of completed plans are maintained in current condition.

Destroy ~~plans (in whole or in part)~~ when superseded or obsolete.

DWL  
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8/18/77  
RZF  
8/16/77  
BRAR

~~NOTE: Published plans, instructions, studies, reports, and similar published material accumulated and used in developing plans should be withdrawn and filed in the technical and reference publication files described in app. 9 B, when such material is required longer than other papers included in the crisis management files.~~

*RAH*  
*8/16/77*  
*BRAC*  
  
*DWL*  
*NCD*  
*8/18/77*

15A17 - 15A19. Reserved.

15A20. Withdrawn by CHGE

15A21 - 15A24. Reserved.

15A25. Withdrawn by CHGE

15A26 - 15A29. Reserved.

15A30. Damage assessment (resource evaluation). Documents created in evaluating resources as a basis for preattack planning, damage assessment, and other emergency preparedness purposes. Included are resource data submissions and related records.

Destroy when superseded or obsolete.

15A31 - 15A34. Reserved.

15A35. Withdrawn by CHGE

15A36 - 15A39. Reserved.

15A40. Emergency preparedness program reports, evaluations, and inspections. Documents ~~created in developing~~ civil emergency preparedness objectives, ~~developing~~ programs for their achievement, and ~~reporting~~ progress, status, and problems. Included are narrative reports, clearance actions, and related records.

*(accumulated during the review and evaluation of*

*(reports)* *(reports)*

Cut off on completion of action, hold 3 years, and destroy.

*DWL*  
*NCD*  
*8/18/77*

15A41 - 15A44. Reserved.

15A45. Withdrawn by CHGE

This appendix describes files created in planning for operations under disaster conditions, reporting the occurrence of disasters, and reporting the provision of disaster relief assistance. Disaster operation files are created pursuant to the provisions of GSA orders and handbooks in the 2400 subject classification series. They are accumulated by offices of emergency coordinators and by offices of individuals appointed to coordinate the exchange of information about disasters and disaster operations. Documents created in actually providing the disaster relief assistance are not covered by this appendix. Documents of this nature should be identified for filing in the same manner as similar papers which do not pertain to disaster operations.



15B1. Disaster assistance reports. Documents created in reporting the occurrence of disasters and information about disaster relief assistance provided by GSA. Included are teletype notification reports, detailed reports, similar reports, and related records.

Cut off annually:

Office at the Central Office requiring the reports: Hold 5 additional years and destroy.

Other offices: Hold 2 years and destroy.

This appendix describes files created in planning, coordinating, and implementing measures designed to minimize danger to life and property arising from the effects of attack, fire, flood, explosion, weather disturbance, or other disaster affecting buildings owned and occupied by GSA. Building disaster coordination files are created as a result of requirements contained in the HB, Disaster Control and Civil Defense in Federal Buildings (PBS P 2460.1A). They are accumulated only by offices of individuals appointed as disaster control coordinators. Documents accumulated by other offices in coordinating or participating in disaster control activities are not building disaster coordination files. Instead, such records pertain to the nonprogram responsibilities of the offices concerned and are described accordingly in chapter 9.

15C1. Disaster coordination files. Documents accumulated by offices of buildings disaster coordinators in coordinating the emergency activities required by facility protection plans. Included are requests for installation of alarm systems; papers regarding the recruitment of emergency service personnel; communications with occupant agencies; local civil defense directors, and fire protection personnel; documents relating to acquisition, storage, and inspection of shelter supplies; notices and other papers relating to civil defense drills, but not notices and announcements that are issued through the GSA directives system; documents relating to the training of disaster organization personnel; and similar records.

Cut off annually, hold 2 years, and destroy.

WITHDRAWN

15C2 - 15C4. Reserved.

15C5. Disaster control plans. Documents created in developing and clearing plans for minimizing danger of life and property arising from attack, fire, flood, explosion, serious weather disturbance, or other disasters that may effect GSA facilities. Excluded are documents created as a result of GSA's Government-wide responsibility for protecting life and property in federally owned or occupied property. Included are clearance actions, minutes of advisory committee meetings, self-protection or facility protection plans, supplementary shelter management plans, and related records.

Cut off annually following cancellation, discontinuance, or obsolescence of the plan:

WITHDRAWN

Office responsible for preparing the plan: Hold 5 years and destroy.

Other offices: Hold 2 years and destroy.

15C6 - 15C9. Reserved.

15C10. Disaster staff designations. Documents created in designating individuals to perform emergency duties in building disaster planning, exercises, and operations. Included are letters of designation and records directly related to them.

Destroy when superseded or obsolete.

WITHDRAWN

15C11 - 15C14. Reserved.

15C15. Disaster personnel rosters. Documents used in listing names and other information about building disaster organization personnel. Included are rosters and directly related records.

Destroy when superseded or obsolete.

WITHDRAWN