

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 269 78 2
DATE RECEIVED	16 MAR 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-19-78 <i>Date</i>	<i>James B. Rhodes</i> <i>Archivist of the United States</i>

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, 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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
3/9/78	<i>Michael L. Barbour</i>	Chief, Records Management Branch	
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 change to ch. 15 appendix 15-6, of the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NN-168-79	

4 items

Sent to agency, NNF, NCW, all FRC's - 4/24/78

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 non-program responsibilities of the offices concerned and are described accordingly in chapter 9.

1501. 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.

1502 - 1504. Reserved.

1505. 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 affect 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, ~~or~~ facility protection plans, supplementary shelter management plans, and related records.

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

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

Other offices: Hold 2 years and destroy.

1506 - 1509. Reserved.

15010. 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.

15011 - 15014. Reserved.

15015. 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.

APPRAISAL REPORT ON DISPOSITION OF RECORDS

DATE
April 14, 1978

JOB NUMBER
NCL-269-78-2

SECTION I - APPROVED FOR DISPOSAL

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE IT DOES (THEY DO) NOT HAVE SUFFICIENT VALUE FOR PURPOSES OF HISTORICAL OR OTHER RESEARCH, FUNCTIONAL DOCUMENTATION, OR THE PROTECTION OF INDIVIDUAL RIGHTS TO WARRANT PERMANENT RETENTION BY THE FEDERAL GOVERNMENT.

Items 15C1, 15C5, 15C10, 15C15

GENERAL ACCOUNTING OFFICE CONCURRENCE

N/A

SEE COMMENTS OR ATTACHED LETTER.

SECTION II - APPROVED FOR PERMANENT RETENTION

ITEM(S) THAT IS (ARE) APPROVED FOR PERMANENT RETENTION, FOR THE REASONS INDICATED IN SECTION VII. THE AGENCY WILL OFFER THESE RECORDS TO THE NATIONAL ARCHIVES AND RECORDS SERVICE AS SPECIFIED IN THE SCHEDULE.

SECTION III - APPROVED FOR DISPOSAL AFTER CONVERSION TO MICROFORM

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE THE RETAINED MICROFORM IS AN ADEQUATE SUBSTITUTE FOR THE ORIGINAL RECORDS. THE AGENCY CERTIFIES COMPLIANCE WITH THE STANDARDS SET FORTH IN FPMR 101-11.504.

SECTION IV - DISPOSAL NOT APPROVED

ITEM(S) THAT IS (ARE) NOT APPROVED FOR DISPOSAL AT THIS TIME. THE AGENCY WILL RESUBMIT THIS (THESE) ITEM(S) WHEN SUFFICIENT INFORMATION IS AVAILABLE TO DETERMINE THE VALUE OF THESE RECORDS FOR AGENCY AND ARCHIVAL PURPOSES. IF NOT RESUBMITTED WITHIN SIX MONTHS NARS WILL CONTACT THE AGENCY.

SECTION V - WITHDRAWN

ITEM(S) THAT HAS (HAVE) BEEN WITHDRAWN AT THE REQUEST OF THE AGENCY.

SIGNATURE OF APPRAISER

Walbert B. Mahoney

DWR
4/14/78

MA
129478

DATE
April 14, 1978

Actg.

SECTION VI - APPROVAL/CONCURRENCES

APPROVAL

DIRECTOR, RECORDS DISPOSITION DIVISION

Carmelita S. Ryan

DATE
4/17/78

DIRECTOR, CIVIL ARCHIVES DIVISION

Gene F. Smith

DATE
4-18-78

CON-
CURRENCES

DATE

DATE

SECTION VII - APPRAISER'S RECOMMENDATION

COMMENTS:

This disposition request relates to the General Services Administration's building disaster coordination program which is concerned with planning, coordinating, and implementing measures designed to minimize danger to life and property arising from the effects of attack or natural disaster affecting buildings owned and occupied by GSA. These records have no historical or other research value and should be disposed of as requested.

April 14, 1978

NCD

~~NOI-269-78-2~~

~~NCD-NNF~~

The attached request updates chapter 15, appendix C of the GSA Manual OAD P 1820.2. With the exception of item 15C5, all of the items are approved for disposition per NN-168-79. GSA now proposes to change the retention of item 15C5 from permanent to temporary.

On April 12, I conferred with Ray Hershberger, General Services Administration, Paperwork Management Division, Records Management Branch.

The records described in this appendix are maintained by the Public Building Service (GSA), which is responsible for planning, coordinating, and implementing measures designed to minimize danger to life and property arising from the effects of attack or natural disaster affecting buildings owned and occupied by GSA.

Item 15C5 is presently unscheduled. The records consist of routine plans for protecting GSA facilities and related records such as minutes of advisory committee meetings and clearance actions. The routine plans, clearance actions, and related records are of no permanent value and should be disposed of as requested. They are similar to materials recommended for disposal in other agency manuals and schedules such as the State Department manual TL RMH (A) 1-January 15, 1976, chapter 6, section 5, items 060502, 060503, 060505 and the Commerce Department schedule NN-172-107, items 331 and 332. Record copies of minutes of program advisory committees and related records are maintained by the Federal Preparedness Agency per NN-171-167 items 7, 8, and 9.

Wilbert B. Mahoney

Wilbert B. Mahoney
RECORDS DISPOSITION DIVISION