REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

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.

7. DATE
    3/9/78

8. D. SIGNATURE OF AGENCY REPRESENTATIVE
    Michelle L. Barbour

9. E. TITLE
    Chief, Records Management Branch

10. 8. DESCRIPTION OF ITEM
        (With Inclusive Dates or Retention Periods)

        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).

    9. SAMPLE OR JOB NO.
    10. ACTION TAKEN
        NN-168-79
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.
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.

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 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.

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.

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.

Appendix 15-C

3 and 4
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

NGL-263-78-2

NCD-MMF

The attached request updates chapter 15, appendix C of the GSA Manual QAD 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) 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-172-167 items 7, 8, and 9.

Willibert B. Mahoney

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RECORDS DISPOSITION DIVISION