

**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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	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.