

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

2. MAJOR SUBDIVISION

The Adjutant General Center

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Lillian B. Faison

5. TEL. EXT.

693-1937

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED OCT 28 1976	JOB NO. NC 1-44- 77-22
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 "with-drawn" in column 10.	
3-14-77 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

26 Oct 76 for *C. J. Pomrenze*
S. J. POMRENZE
Date (Signature of Agency Representative)

Chief, Records Management Div
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>EMERGENCY PLANNING FILES (FN 204-01, AR 340-18-2). Documents relating to emergency planning, including planning for continuity of operations, domestic disturbances, disaster relief, civil defense, and other emergencies requiring preconceived plans. Included are plans, instructions, changes to plans, coordinating actions, and other documents relating to emergency planning. <i>CURRENT RECORDS TOTAL 1/2 linear ft. & accumulate at 1/2 linear ft. per year.</i></p> <p>Disposition: Office having Army-wide responsibility: Permanent.* Other offices: Destroy when superseded, obsolete, or no longer needed for current operations. <i>* RETIRE TO RECORDS CENTER WHEN 2 YRS. OLD.</i></p> <p>In accordance with this agency's review of all records within the Department of the Army which are designated as "permanent" records, a re-evaluation of records maintained under FN 204-01, Emergency Planning Files, revealed that the retention period for these files cannot be reduced. These files accumulate in the Office of the Deputy Chief of Staff for Operations and Plans and document actions to be taken during domestic disturbances, disasters, civil defense emergencies and any other emergency for which a detailed plan of action is required in advance. Request authority to continue the "permanent" designation for these records. Records will be offered to the National Archives after twenty-five (25) years.</p>		

Sent to agency and all FRC's - 3/14/77 JP