

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-330-90-3

DATE RECEIVED

07-18-90

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

1 FROM (Agency or establishment)

Office of the Secretary of Defense

2 MAJOR SUBDIVISION

Washington HQ Services, C&D Directorate

3 MINOR SUBDIVISION

Records Management Division

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER

Dan Cragg

5 TELEPHONE EXT

703-695-0970

DATE

3/12/91

ARCHIVIST OF THE UNITED STATES

[Signature]

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 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence ☐ is attached, or ☒ is unnecessary.

B DATE

13Jul90

C SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]
H. D. Neeley, Records Administrator

D TITLE

7
ITEM
NO

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

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

812 Deputy Under Secretary of Defense (Security Policy)
Emergency Planning Files

See attached.

(See p. 6 for supplemental information.)

N/A

All new

Copies sent to agency, NN-W, NN7, NCF 3/14/91

1. 812-01 Program Planning Files. Documents pertaining to development of policy, plans, and procedures for the discharge of functions for emergency planning and preparedness, crises management, defense mobilization and expansion in emergency situations, military support of civil authorities, and continuity of operations and continuity of government; provide support, as required, to the DoD and other U. S. Government or State agencies on these as well as civil defense and related matters. Included are:

- a. Civil Defense Files. Documents relating to activities and measures designed or undertaken to:
1. Minimize effects upon civilian population caused or expected to be caused by an enemy attack on the United States.
2. Deal with immediate emergency conditions which would be created by such an attack.
3. Effect emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by such an attack.

- b. Continuity of Government Files. Documents relating to measures designed to assure continuity of essential functions of Federal Government in the event of a national emergency.

- c. Exercise (Command Post) Files. Records of military maneuvers or simulated wartime operations involving planning, preparation, and execution.

- d. Intelligence Warning and Indicators Files. Documents relating to selective dissemination of warnings and emergency information within FEMA regional areas within State-wide areas.

- e. Military Support to Civil Authorities in Peacetime Conditions Files. Records pertaining to policy, plans and procedures governing MSCA in peacetime or wartime conditions.

1. Data concerning missions assigned to DoD to assist civil authorities in dealing with disturbances that exceed law enforcement capabilities of State and local authorities.

2. Documents related to the execution of disaster preparedness (e.g., plans for hurricanes, earthquakes, etc.).

3. Explosive Ordnance Disposal. Documentation of identification, detection, recovery and disposal of unexploded explosive ordnance.

- f. Military Support to Civil Defense Files. Documents role as principal DoD spokesman to military & civilian

authorities on matters of policy and doctrine for military support to civil defense.

1. Civil Infrastructure Development. Fixed and permanent installations or facilities for support and control of military forces.

2. Key Asset Program. Policy guidance for planning to protect key assets (any industrial asset and any infrastructure asset owned by civil agencies or private sector).

g. Mobilization Steering Group Files.

1. Changes to current policies, plans, programs and procedures that would improve the Department's ability to mobilize rapidly and deploy military forces.

2. Evaluations of the department's capability to mobilize forces and to carry out major deployment plans

h. Graduated Mobilization Response^{Files} Documents concerning:

1. Development and implementation of incremental mobilization steps that are responsive to a wide range of national security threats and warning indicators.

2. Quick and effective implementation of mobilization preparedness measures.

3. Coherent decisions that relate mobilization response to the anticipated military requirements and overall national security policy.

i. National Security Emergency Preparedness (NSEP) Files. Documentation of capabilities at all levels of government to meet essential defense and civilian needs in any natural, technological, or military occurrence that degrades or threatens the security of the nation.

j. White House Correspondence Files. Queries from the White House regarding on-going programs, projects, and activities of the DUSD(P).

Disposition: Permanent. Retire to WNRC when superseded or obsolete. Transfer to NARA when 30 years old.

2. 812-02 Defense Advisory Board. Reference material relating to board study activities.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

3. 812-03 Defense Planning & Budget. Reference files relating to emergency planning response to SECDEF's planning program budget.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

4. 812-04 Defense Production Act. Reference files relating to the Defense Production Act of 1950.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

5. 812-05 DoD Emergency Authorities Retrieval & Analysis System. Reference material used to develop DEARAS as an innovative contribution to DoD & Government-wide emergency management capability.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

6. 812-06 Emergency Planning Preparedness. Reference files relating to national security energy, emergency planning and response.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

7. 812-07 Energy Emergencies. Reference material on special activities relating to national security, emergency planning and response.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

8. 812-08 Federal Emergency Management Agency Activities. Reference materials concerning the wide range of emergency management activities in the Federal Government during times of peace and war.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

9. 812-09 Foreign Acquisitions. Reference materials that monitor U. S. economy with other major industrial countries.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

10. 812-10 Industrial College of the Armed Forces. Reference material concerning research on strategic resources that impact on national security.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

11. 812-11 Mobilization Matters. Reference documents concerning the act of organizing national resources to place the nation in a state of readiness to meet a military threat; calling up of reserves and assembly of military forces in order to meet a national emergency.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

12. 812-12 Mobilization Research Studies (MRS). Reference material on government or contractor activities on mobilization and policy development.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

13. 812-13 Industrial Base Preparedness Planning Reference Files. Material on the preparedness of industry to produce essential material to support national military objectives.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

14. 812-14 National Security Affairs. Reference material encompassing both national defense and foreign relations: A defense posture capable of successfully resisting hostile or destructive action from within or without, overt or covert.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

15. 812-15 National Defense Stockpile (NDS). Reference material pertaining to stockpiling strategic and critical materials in the interest of national defense to preclude a dangerous and costly dependence on foreign sources of supply in times of national emergency.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

16. 812-16 NATO Affairs. Reference materials relating to international organizations covered by the agreement of the North Atlantic Treaty Organization.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

17. 812-17 Readiness & Sustainability Issues. Reference material relating to the ability and staying power (number of days) of our forces, units, weapon systems, and equipment that units can deliver in the outputs for which they were designed (ability to deploy and employ without unacceptable delays).

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

18. 812-18 Reserve Forces. Reference material relating to functions of non-mobilized forces of the United States:

1. The National Guard.
2. The Reserves.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

19. 812-19 Sea- and Airlift Policy. Reference papers on the total capacity of number of passengers and weight of cargo that can be carried at any time to a given destination by the available air or sea transport service.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

20. 812-20 Unified, Specified & Combined Commands. Reference material on military missions assigned by the President and the Secretary of Defense.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

21. 812-21 Uniformed Services. Reference material concerning the military services. Includes posture statements, documents relating to strategy and strategic planning, rules of engagement and other topics of a general nature.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

SUPPLEMENTAL INFORMATION

These files are maintained in hardcopy format only. These files presently consist of approximately 100 cubic feet of material covering the period 1968 to the present. They are not subject to any legal or fiscal requirements, are arranged by calendar year and are expected to accumulate at the rate of approximately 25 cubic feet.