

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-311-92-7	DATE RECEIVED 4-3-92
1. FROM (Agency or establishment) Federal Emergency Management Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION State and Local Programs		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Radiological Defense			
4. NAME OF PERSON WITH WHOM TO CONFER Ed Sias	5. TELEPHONE 646-2626	DATE 5-15-93	ARCHIVIST OF THE UNITED STATES <i>Audrey Huskamp Peterson</i>

6. AGENCY CERTIFICATION  
 I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 4-1-92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Alfred E. Warren</i>	TITLE RECORDS OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Add the attached electronic system to FEMA's record schedule subject Radiological Defense (RAD).		

*Copies sent to agency NN-W, NN-E, NSX, N/A 5/18/93*

SUBJECT	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA ITEM
RAD-3-3	Radiological Defense Program Data Base (RADPRO). Electronic data base containing the requirements and status of personnel and equipment.		
RAD-3-3-1	Master data base maintained at FEMA headquarters, Regions and States..	Erase tape when no longer needed	N1-311-92-7
RAD-3-3-2	Input records which include data submitted by electronic or textual means.	Destroy, delete or erase when entered into the data base and verified.	N1-311-92-7-1
RAD-3-3-3	Outputs including both textual and electronic.	Destroy when no longer needed.	N1-311-92-7-2

ELECTRONIC RECORDS		SYSTEM TITLE Radiological Defense Program (RADPRO)	
2. PROGRAM OFFICE SL-OE-SD-IN	3. RESPONSIBLE PROGRAM OFFICIAL George C. Meyer	4. OFFICIAL RESPONSIBLE FOR SYSTEM George C. Meyer	
5. PURPOSE OF SYSTEM Provides users with the ability to maintain a data base of selected data in order to evaluate the degree of development and readiness of the various capabilities of the radiological defense program in the State and its local jurisdictions.			
6. INFORMATION CONTENT Data on the status of various components of the radiological defense program in the State and its local jurisdictions. Data includes requirements and actual status of trained personnel, instruments, and radiological defense annex to EOP. See FEMA Manual 1520.10 for a complete list of data fields.			
7. INPUTS (Include inputs from other systems) Data and updates to existing records are submitted to FEMA by the States via modem or disk. Data is used to update master file on UNISYS 1100.		RECOMMENDED DISPOSITION OF INPUTS Destroy after data has been transferred to master file on UNISYS 1100.	
8. OUTPUTS (Include outputs to other systems and disks) Data is transferred from UNISYS 1100 to users (HQ, regions, States) via modem or disk. Users maintain their working copy of the file on their personal computer (PC). Various hard copy outputs are available from the user's PC. See FEMA Manual 1520.10 for list of printouts and contents.		RECOMMENDED DISPOSITION OF OUTPUTS Destroy when no longer needed.	
9. REMARKS Users include HQ, region, State and local radiological defense and civil defense personnel. FEMA Manual 1520.10, Radiological Defense Program Personal Computer Manager System, User's Manual, contains procedures for installing and using the data base, a list of the data fields and their contents, and the various printouts available and their contents. Data can be downloaded from the master file on the UNISYS 1100 and transferred to the user's PC.			
10. PREPARER'S NAME George C. Meyer	11. OFFICE SYMBOL SL-OE-SD-IN	12. PHONE NUMBER x3493	13. DATE 12/30/91