

Rec'd NCD 4 Jan 79/44

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-396-79-1	
DATE RECEIVED 9 JAN 1979	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
WITHDRAWN	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2. MAJOR SUBDIVISION *Federal Preparedness Agency*
~~Emergency Planning Reports~~

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 1 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 11/3/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbour</i>	E. TITLE Chief, Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
GRS 18 Item 30	<p><u>Emergency Planning Reports.</u></p> <p>Documents created in planning, developing, conducting, participating in, and evaluating Government-wide exercises conducted under emergency plans. Included are test plans; instructions, damage assessment, control logs, records, and books; briefing outlines, test play TWX and other communications; critiques; final evaluation reports, including reports from other agencies; and related reports and records.</p> <p>a. Final evaluation reports: Permanent. Cut off annually following completion of the exercise. Hold 10 years and retire. Offer to NARS after 10 additional years.</p> <p>b. Other files: Destroy after the next comparable exercise; earlier cut off and destruction are authorized.</p>		<p>WITHDRAWN</p> <p><i>2 items</i></p>