

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Hand No 7 Oct 80 14

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

1 FROM (AGENCY OR ESTABLISHMENT)
National Archives and Records Service

2 MAJOR SUBDIVISION
Office of Federal Records Centers

3 MINOR SUBDIVISION
Records Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER
Ronald L. Heise

5 TEL EXT
724-9279

LEAVE BLANK	
JOB NO	NCL-CRS-81-1
DATE RECEIVED	October 7, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	10-15-80 <i>R. M. L. N.</i> Archivist of the United States

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 10/8/80	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Jean K. Fraley</i>	E TITLE <i>Fov</i> Acting Director, Records Disposition Division
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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
1.	<p>28. <u>Emergency Planning Case Files</u>, Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background papers.</p> <p>a. One record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.</p> <p>PERMANENT. Cutoff when superseded or obsolete. Transfer to NARS when 15 years old in 10 year blocks.</p> <p>b. Case file copy of plan or directive if agency record copy is maintained in a master directives file and all related background materials.</p> <p>DESTROY 3 years after issuance of a new plan or directive.</p>	GRS 18-28	

Closed Out: 10-20-80: K.T.D.

Sitem

Request for Records Disposition Authority - Continuation

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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
2.	<p>29. <u>Emergency Directives Reference Files.</u> Copies of directives and plans issued by the agency (other than those maintained in case files described in item 28 above), as well as those issued by FEMA, other Federal agencies, State and local governments, and the private sector.</p> <p>DESTROY when obsolete or superseded.</p>	GRS 18-29	
3.	<p>30. <u>Emergency Planning Reports.</u> Agency reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.</p> <p>PERMANENT. Cutoff when related plan or directive becomes obsolete or is superseded. Offer to NARS when 15 years old in 10 year blocks.</p>	GRS 18-30	
4.	<p>31. <u>Emergency Operations Tests Files.</u> Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests by communications and facilities, and reports (excluding consolidated and comprehensive reports under item 30 above).</p> <p>DESTROY when 3 years old.</p>	GRS 18-31	