

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER

N1-064-09-1

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received

10/7/08

1 FROM (Agency or establishment)

National Archives & Records Administration

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Office of Records Services – Washington, D C

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

4 NAME OF PERSON WITH WHOM TO CONFER

Richard Marcus

5 TELEPHONE NUMBER

301-837-1942

DATE

6/4/09

ARCHIVIST OF THE UNITED STATES

Adrienne Thomas

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 1 page(s) are not needed now for the business for 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

OCT 13 2008

SIGNATURE OF AGENCY REPRESENTATIVE


Richard W. Marcus

TITLE

NARA Records Officer

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR
SUPERSEDED JOB
CITATION10 ACTION TAKEN
(NARA USE ONLY)

"First Preserver" Program

See attached pages

“First Preserver” is NARA’s program to coordinate emergency preparedness and response responsibilities under Executive Order 12656 and Emergency Support Function #11 (ESF #11) of the National Response Framework. The scope of First Preserver is outward, to other Federal agencies and then to other levels of government. While the program is located administratively in the Office of Records Services – Washington, regional organizations of the Office of Regional Records Services are heavily involved as well.

The External Coordinator for Disaster Preparedness and Response is the responsible coordinating agent for the First Preserver Program that performs the following functions:

- **Liaison.** The External Coordinator provides the primary point-of-contact for the First Preserver liaison activities with the Council of State Archivists (CoSA), FEMA continuity of government agents, and the Department of Interior, lead agent for the Natural-Cultural-Historical (NCH) component of ESF #11. The Coordinator also chairs NARA’s First Preserver Oversight Working Group, chartered in August 2008. The External Coordinator and NR Regional Administrators and Records Management Directors share liaison responsibility between First Preserver and Federal Executive Boards and regional FEMA offices.
 - Records for the External Coordinator’s liaison functions are located in NW
 - Records for the NR liaison activities are located in each region as part of existing records series documenting NR Regional Administrator and/or National Records Management Program activities
- **Training.** Training in vital records and emergency preparedness and response to meet requirement of Executive Order 12656 is offered through the National Records Management Program training curriculum.
 - Records documenting vital records and emergency preparedness and response training are located in records series documenting the NRMP training function
- **Guidance.** Guidance in vital records and emergency preparedness and response to meet the requirement of Executive Order 12656 is developed as part of records management guidance through the National Records Management Program and records emergency response and recovery guidance developed by NWT.
 - Records documenting vital records and emergency preparedness and response/recovery activities are located in records series documenting NRMP guidance development in NWM
 - Records documenting emergency response and recovery guidance are located in NWT records series

- **Response.** NARA responds to request for assistance in the aftermath of an emergency or other disaster situation based on the extent of the disaster. The External Coordinator for Disaster Preparedness and Response is the point-of-contact for responding to requests, either through the NRMP or the Mission Assignment process under ESF #11. For records recovery, NWT is the lead agent
 - Records documenting First Preserver response activities may be found in NW, NWM, each NRMP regional office, and NWT.

Dispositions

- A. All program records with the exception of those cited below in B.
Cut off at the end of the fiscal year or at the conclusion of a response, which ever is appropriate. Destroy 10 years after cut-off
- B. Records documenting a response dealing with federal records scheduled as permanent.
~~DISPOSAL NOT AUTHORIZED AT THIS TIME.~~