

Request for Records Disposition Authority (See Instructions on reverse)	
To National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment) Department of State	
2 Major Subdivision Office of Emergency Management	
3 Minor Subdivision	
4 Name of Person with whom to confer Lois Chichester	5 Telephone (include area code) 202 663-2776

Leave Blank (NARA Use Only)	
Job Number	N1-59-10-09
Date Received	2/15/10
Notification to Agency 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
03 JAN 14	

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 4 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 has been requested

Signature of Agency Representative Tasha M. Thian	Title Agency Records Officer	Date (mm/dd/yyyy) 1/14/10
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See attached schedule for the Office of Emergency Management (OEM)		

March, 2011
Records Disposition Schedule
Office of Emergency Management (OEM)

1. Program Subject Files

Description: Arranged by subject. Records documenting the development and issuance of the Department's domestic emergency management policies and procedures. Included are directive and plans, policy and issue papers, briefing materials, reports, studies, and related records.

Disposition: Temporary. Cut off after issuance of new directive or plan. Destroy 5 years after cutoff.

DispAuthNo: Pending

2. Emergency Management Center (EMC) Operations Files

Description: Consists of meeting and training schedules, daily reports, marketing materials, Department notices concerning emergency preparedness and alert warning messages, duty rosters, and emergency preparedness presentations.

Disposition: Temporary. Cut off file at end of each calendar year. Destroy 5 years after cutoff date.

DispAuthNo: Pending

3. Emergency Operations Files

Description: Contains documentation on the Incident Management Team's (IMT) responses to emergency domestic incidents and/or events, also included but not limited to, IMT incident action plans and associated completed Incident Command System forms.

Disposition: Temporary. Cut off file at end of each calendar year. Destroy 5 years after cutoff date.

DispAuthNo: Pending

4. Facility Emergency Action Plans (FEAPS)

Description: FEAPS are building-specific emergency action plans, used to describe actions taken across a wide range of domestic emergencies to ensure the safety of Department employees and protect property in buildings where the Department occupies space. A FEAP is also known as an "Occupant Emergency Plan (OEP)."

Disposition: Temporary. Destroy when superseded or no longer needed, whichever is later.

DispAuthNo: Pending

5. Bureau Emergency Action Plans (BEAPS)

Description: BEAPS are bureau-specific plans used to provide guidance to ensure the safety of Department employees and to ensure bureau readiness to continue Mission Essential Functions (MEFs) across a wide range of domestic emergencies that impact the Department.

Disposition: Temporary. Destroy when superseded or no longer needed, whichever is later.

DispAuthNo: Pending

6. Emergency Planning Administrative Correspondence Files

Description: Correspondence files relating to administration, training schedules, Department notices concerning emergency preparedness and alert warning messages, duty rosters, and operation of the emergency planning program, not covered elsewhere in this schedule. Note: this item does not cover records documenting policy and procedures.

Disposition: Destroy when 5 years old.

DispAuthNo: Pending

7. Office of Inspector General (OIG) Reports

Description: Copies of OIG (Office of Inspector General) inspection, security oversight, and audit reports; documents relating to tasking actions involving OIG report recommendations; and reports of coordinating actions and responses to OIG recommendations.

Disposition: Temporary. Cut off file at the end of each calendar year. Destroy 2 years after action is closed by the OIG or when no longer needed whichever is sooner.

DispAuthNo: Pending.

8. Drills and Exercises Files

Description: Consists of after action assessment reports on telephone drills, relocation drills, evacuation drills, shelter in place, tabletop exercises, and emergency notification tests.

Disposition: Temporary. Cut off file at end of each calendar year. Destroy 5 years after cutoff date.

DispAuthNo: Pending

9. Weekly Activity Reports (WAR)

Description: Consists of weekly reports and weekly agendas on business activities.

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: Pending

~~10. Training and Outreach Record~~

Description: a. ~~General file of agency sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.~~

- ~~(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.~~

~~Destroy when 5 years old or 5 years after completion of a specific training program.~~

- ~~(2) Background and working files.~~

~~Destroy when 3 years old.~~

DispAuthNo: GRS 1, item 29a(1)(2)

11. General Travel Files

Description: a. ~~Routine administrative records including correspondence forms, and related records pertaining to commercial and noncommercial agency travel and transportation.~~

Disposition: ~~Temporary. Destroy when 2 years old.~~

DispAuthNo: ~~GRS 9, item 4~~

12. Passenger Transportation Files

Description: a. ~~Original vouchers and support documents covering passenger transportation charges of settled fiscal accounts, including registers and other control documents.~~

Disposition: ~~Temporary. Destroy 6 years after the period of the account.~~

DispAuthNo: ~~GRS 9, item 1(a)~~

13. Budget Background Records

Description: ~~Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.~~

Disposition: ~~Temporary. Destroy 1 year after the close of fiscal year covered by the budget.~~

DispAuthNo: ~~GRS 5, item 2~~

14. Supervisor's Personnel Files and Duplicate OPF Documentation

Description: a. ~~Supervisor's Personnel Files.~~

~~Correspondence, forms, and other records relating to positions, authorizations, pending actions, position~~

~~descriptions, awards, requests for personnel action,
and records on individual employees duplicated in or
not appropriate for the OPF.~~

Disposition: ~~Temporary. Review annually and destroy superseded or
obsolete documents, or destroy file relating to an
employee within 1 year after separation or transfer.~~

DispAuthNo: ~~GRS 1, item 18(a)~~