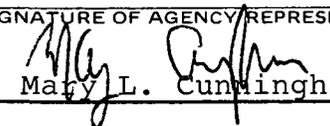


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	N1-269-91-1
1 FROM <i>(Agency or establishment)</i> General Services Administration		DATE RECEIVED	10-30-90
2 MAJOR SUBDIVISION Office of Administrative Programs & Support		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Information Collection Management Branch		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER Wm McHugh	5 TELEPHONE EXT 501-2942	DATE 11/13/92	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 11 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 10-25-90	C SIGNATURE OF AGENCY REPRESENTATIVE  Mary L. Cunningham	D TITLE Chief, Information Collection Mgt. Branch/GSA Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
Chapter 15	<u>Emergency Planning Records</u> Attached are proposed record descriptions and disposal authorizations for a revised chapter 15 of the HB OAD P 1820.2, GSA Records Maintenance and Disposition System.	NC1-269-77-3, NC1-269-78-2	
<i>Copies sent to agency, NW-W, NNT, NCF 4/13/92</i>			

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

OAD P 1820.2 CHGE

GSA ORDER

SUBJECT: GSA Records Maintenance and Disposition System

1. Purpose. This order transmits a revised ch. 15 of the HB, GSA Records Maintenance and Disposition System.
2. Explanation of changes. Ch. 15, Emergency Planning Records, is revised to delete categories of records no longer being kept and to add new categories of records. The record categories now also cite the Standard Form 115 job number or the General Records Schedule (GRS) number, which provides the National Archives authority for disposing of the records.
3. Instructions. Remove the old version of ch. 15 and insert the new ch. 15 in its place.

CARLENE BAWDEN
Associate Administrator
for Administration

<u>CENTRAL OFFICE</u>			
One hundred copies go to CAIR for reserve stock. Ten copies are to go to KVNE and 5 to PS.			
<u>REGIONAL OFFICES</u>			
Distribute the number of copies shown below to each regional records officer for redistribution and for reserve stock.			
<u>Office</u>	<u>Copies</u>	<u>Office</u>	<u>Copies</u>
Region 2:	10	Region 7:	15
Region 3:	"	Region 9:	10
Region 4:	"	Region W:	"
Region 5:	"	NARA/NIRC:	— 20
Region 6:	"		

Figure 1. Supplemental distribution

CHAPTER 15. EMERGENCY PLANNING RECORDS

1. General. This chapter provides maintenance and disposal instructions for emergency planning records. The instructions are contained in:

- a. Appendix 15-A. National Security Planning Records
- b. Appendix 15-B. Natural Disaster Response Records
- c. Appendix 15-C. Occupant Emergency Program Records

2. Reserved.

3. Microfilming records. The records described in this chapter may be converted to microfilm and the original paper records destroyed provided the destruction meets the requirements of the HB, Micrographics Management Program, chs. 3-1 and 3, and 4-3 and 4 (OAD P1882.1).

4. Electronic records.

a. The records described in this chapter may be disposed of under approved procedures in both paper and electronic form. Permanent records may be stored on computer disks or tape provided the information contained on them is transferred to new or recertified ½-inch, 7- or 9-track magnetic computer tape or to paper or microfilm before it is transferred to the National Archives.

b. The terms "document" and "information," when used in this HB, apply equally to electronic, paper, and microfilm records.

This appendix provides maintenance and disposal instructions for national security planning records, both classified and unclassified. Classified records must be safeguarded as instructed in the HB, Information Security (ADM P 1025.2C) and when approved for destruction, destroyed as outlined in the same HB. The records scheduled in this chapter concern planning, developing, coordinating, and evaluating measures to enable GSA to operate under national security emergencies of all types. The records are created under GSA orders in the 2400 subject classification series and other directives. GSA provides the Federal Emergency Management Agency (FEMA) with various plans that can be used to implement GSA's support functions in a national security emergency. The plans are not issued as GSA directives.

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
15A1.	<u>General program management records (NC1-269-77-3).</u> Documents accumulated by emergency coordinators in developing and implementing the GSA National Security Support Program and service and staff office program segments. Included are copies of instructions, progress reports, briefings on program status, correspondence, and related papers, except records described elsewhere in this appendix.	Cut off at fiscal yearend, hold 2 years, and retire to the Federal record center (FRC). Destroy 3 years later.
15A2.	<u>Conflict operations records (NC1-269-77-3).</u> Documents created in developing plans for implementing GSA's part in the Federal response to national security emergencies and low-intensity conflicts, including national security emergency plans; documents designating uninterruptible functions, emergency operating facilities (EOF's) and emergency operating centers (EOC's), and those establishing agreements with other agencies on providing emergency support.	Cut off at fiscal yearend after new plan is issued; destroy 3 years later.
15A3.	Withdrawn by CHGE .	
15A4.	<u>Emergency notification records (NC1-269- -).</u> Emergency notification instructions and lists of those to be notified in event of a national security emergency, covering key persons in the services and staff offices, those performing backup functions, and contractors providing related services, etc.	Destroy when superseded or obsolete.
15A5.	<u>Mobilization records (NC1-269- -).</u> Documents accumulated in developing mobilization procedures for bringing GSA to the state of readiness required during a national security emergency.	Cut off at fiscal yearend after new plan is issued; destroy 3 years later.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
15A6.	<p>Included are mobilization plans, agreements regarding support services to other agencies, instructions regarding the levels of action required by the condition declared, test exercises for graduated mobilization responses, committee activities, documents related to the Defense Production Act, and similar records.</p> <p><u>Continuity-of-government records (NC1-269- -)</u>. Documents related to policy and procedures for implementing GSA's role in preserving the ability of the nonmilitary part of the Executive Branch to operate under a national security emergency, such as a serious earthquake or events before and during a war. Included are plans to preserve uninterrupted functions under the established system of succession to command.</p>	Cut off at fiscal yearend after new plan is issued; destroy 3 yrs later.
15A7-15A9.	<u>Reserved.</u>	
15A10.	<p><u>Emergency preparedness training and briefing records (NC1-269-77-3)</u>. Documents created in providing or arranging for emergency preparedness training and briefings for key GSA members of executive, interagency, and agency teams; damage assessment teams; and others assigned emergency operating duties. Included are briefing materials, training outlines, and texts; training schedules; and notices of availability of, and requests for, training.</p>	
	a. Training materials.	Destroy when superseded or obsolete.
	b. Other papers.	Cut off at fiscal yearend, hold 2 years, and destroy.
15A11.	<p><u>National Defense Executive Reserve (NDER) case files (GRS 18-29)</u>. Case files for NDER reservists or applicants, maintained by agencies with major mobilization responsibilities in national security emergencies, including qualification</p>	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	statements, a skills inventory, training information, and other records related to administering the NDER program.	
	a. Reservists' records.	Cut off at fiscal yearend after reservist's participation in NDER ends; destroy 5 years later
	b. Other records.	Destroy when no longer needed.
15A12-15A14.	<u>Reserved.</u>	
15A15.	<u>Emergency operations test records (NC1-269- -)</u> . Documents created in planning, participating in, and evaluating national, regional, and local test exercises of emergency plans, organizations, staffing, facilities, and equipment. Included are test plans; test instructions; damage assessment control logs; briefing outlines; strike, activity, and status reports; final evaluation reports, critiques, and related records.	
	a. Evaluation reports.	
	(1) Consolidated or comprehensive reports reflecting agencywide results of operations tests or exercises.	Cut off at fiscal yearend after completing exercise; destroy 3 years later.
	(2) Local and regional exercise reports.	<i>COFFA at FY-end after completing exercise; destroy 3 years later</i>
	(3) Documents containing unresolved recommendations.	Hold until all recommendations are resolved; destroy 3 years later.
	b. Other files. (NC1-269-77-3)	Destroy after next exercise; earlier cutoff and destruction permitted.
15A16.	Withdrawn by CHGE.	
15A17-15A29.	<u>Reserved.</u>	
15A30.	<u>Damage assessment records (NC1-269-77-3)</u> . Documents created in evaluating resources for preattack planning, damage assessment, and other emergency preparedness purposes.	Destroy when superseded or obsolete.

OAD P 1820.2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	Included are resource data submissions, fly away kit information, and related records.	
15A31-15A39.	<u>Reserved.</u>	
15A40	<u>Emergency Preparedness Program report, evaluation, and inspection records (NC1-269-77-3).</u> Documents accumulated while reviewing civil emergency preparedness goals; programs for achieving goals; and progress reports, status reports, and reports of problems. Included are clearance actions and related records.	Cut off after completing action, hold 3 years, and destroy.
15A41-15A45.	<u>Reserved.</u>	

This appendix describes records created in planning for the Domestic Emergency Assistance Program, including providing emergency aid under conditions that do not seriously threaten national security, and reporting the occurrence of disasters and aid given. Offices of emergency coordinators and those of persons appointed to coordinate the exchange of information about emergency aid and related operations create the records under orders and handbooks in the 2400 classification series. This appendix does not cover service and staff office documents resulting from providing emergency aid as part of normal operations. Offices should identify documents of this nature for filing the same as papers that do not relate to emergency aid or disaster relief.

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
15B1.	<p><u>Domestic emergency assistance reports (NC1-269-78-2).</u> Documents created in reporting disasters and information about emergency aid and disaster relief provided by the GSA. Included are teletype reports and more detailed reports.</p>	<p>Cut off at end of fiscal year; hold 5 years, and destroy.</p>
	a. Central Office unit requiring the report.	
	b. Other offices.	<p>Cut off at end of fiscal year; hold 2 years, and destroy.</p>
15B2.	<p><u>General program management of domestic emergency assistance (NC1-269- .).</u> Records created by emergency coordinators in developing and carrying out service and staff office plans for aiding States and localities requiring domestic emergency aid. They include instructions, briefings on program status, correspondence, and related papers, but exclude records described elsewhere in this appendix.</p>	<p>Cut off at end of fiscal year, hold 2 years, and retire to Federal record center. Destroy 3 years later.</p>
15B3.	<p><u>Domestic emergency preparedness training and briefing (NC1-269-78-2).</u> Documents related to domestic emergency preparedness training and briefings for key members of executive, interagency, and agency teams; damage assessment teams, and others assigned emergency operating duties. Included are briefing and training materials and texts; training schedules; and notices of, and requests for, training.</p>	<p>Destroy when superseded or obsolete.</p>
	a. Training materials.	
	b. Other papers.	<p>Cut off at end of fiscal year, hold 2 years, and destroy.</p>

Appendix 15-B. Natural Disaster Response Records

OPTIONAL FORM 96 (7-93)

FAX TRANSMITTAL # of pages ▶

To: MARC Wolfe From: 13.11 Mch ugh

Dist/Agency: NARA-NIAC Phone: 501-2973

Fax: 501-7452 Ext: 501-2727

NSN 754001-017 1365 5010-10 GENERAL SERVICES ADMINISTRATION

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
15B4.	<u>Memorandums of understanding/agreement (NCI-269- -)</u> . Records documenting formal arrangements for the GSA to provide emergency support to Federal agencies, such as the Federal Emergency Management Agency, the Small Business Administration, and to the National Communications System.	Cut off at end of fiscal year after MOU/A ends or expires, or the GSA signs a new agreement, hold 2 years, and destroy.
15B5.	<u>National Disaster Medical System support (NCI-269- -)</u> . Documents created in providing support to the U.S. Public Health Service, including its cadre of trained medical and support personnel made available to the States upon request for disaster assistance. The system is also usable in national security emergencies.	
	a. Planning records.	Cut off at end of fiscal year in which plan is superseded or made obsolete, hold 2 years, and destroy.
	b. All other records.	Destroy when superseded or obsolete.
15B6.	<u>Federal radiological emergency preparedness (NCI-269- -)</u> . Documents created in developing the GSA's plan to respond to conditions caused by accidents at nuclear power plants. Included are implementation plans and instructions, training and exercise files, and a copy of the Federal Radiological Emergency Response Plan.	Cut off at end of fiscal year after new plan is issued, hold 2 years, and destroy.
15B7.	<u>Natural disaster planning (NCI-269- -)</u> . Documents created in preparing the GSA's response to State and local requests for Federal assistance to deal with the effects of an earthquake that causes heavy damage and widespread disruption of essential services and facilities. Included are instructions for implementing support of the Federal Natural Disaster Response Plan, copies of the plan, procedures for test exercises under conditions simulating the aftermath of an earthquake, training and conference materials, and related records.	Cut off at end of fiscal year after new plan is issued, hold 2 years, and destroy.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
15B8.	<p><u>National Communications System (NCS) planning (NC1-269- -)</u>. Documents created in supporting the President and his staff in peacetime and wartime emergencies. The system provides telecommunication equipment and services to the Government in all types of emergencies, as well as during recovery. Included are training and test exercise materials, conference materials, copies of the Telecommunications Plan for Nonwartime Emergencies, instructions for implementing the GSA's support for the plan, and related records.</p>	<p>After issuing new plan, cut off at end of fiscal year; destroy 2 years later.</p>
15B9.	<p><u>Noncombatant repatriation planning (NC1-269- -)</u>. Documents created in developing plans for supporting the Department of Health and Human Services and carrying out the GSA's role in repatriating American citizens being evacuated in response to emergencies in host countries. Included are instructions for implementing the National Emergency Repatriation Plan (NERP), training and test exercise files, conference materials, and related records.</p>	<p>Cut off at end of fiscal year after issuing new plan; destroy 2 years later.</p>
15B10.	<p><u>Department of Justice support (NC1-269- -)</u>. Documents created in developing procedures for implementing support for the DOJ in carrying out its responsibilities under the following DOJ plans:</p> <ul style="list-style-type: none"> a. Operating Plan for Threat or Attack against a Nuclear Facility; b. Mass Immigration Emergency Plan; c. Operating Plan for Civil Disturbances—Urban; and d. Operating Plan for Federal Prison Disorders. Included are copies of plans, test exercise materials, and reports, conference materials, and related records. 	<p>Cut off at end of fiscal year after issuing new plan; destroy 2 years later.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
15B11.	<u>Domestic emergency test exercises (NC1-269- -)</u> . Documents created in developing and participating in local, regional, and national exercises testing domestic emergency response plans; and staffing, equipment, and facilities records. Included are test plans, instructions, damage assessment logs, status reports, evaluations, and related records.	
	(1) Reports of national results of test exercises.	Cut off at end of fiscal year after completing test; hold 3 years, and destroy.
	(2) Local and regional exercise reports.	Iditto
	(3) Other papers.	Cut off at end of fiscal year; hold 2 years, and destroy.

This appendix describes Public Buildings Service records created in planning, coordinating, and implementing measures to minimize danger to life and property arising from enemy attack, fire, flood, explosion, severe weather, or other disasters affecting buildings controlled by GSA. Building and facility emergency coordination records are created under the GSA Occupant Emergency Program Guide (Master Plan). This appendix covers documents created by offices and persons appointed as emergency control coordinators. Documents accumulated by other offices that participate in disaster control should be filed as instructed in chapter 9, appendix c.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
15C1.	<p><u>Occupant Emergency Program records (NC1-269-78-2).</u> Documents accumulated by building emergency coordinators in developing measures required by facility protection plans. For the occupant emergency organization, they include papers related to primary and secondary means of communication, the designated official, occupant emergency coordinator, floor team coordinator, command center team, floor teams, the damage control team, the medical coordinator, elevator and stairway monitors, and others appointed to carry out emergency duties.</p> <p>They also include building and occupant information sheets, floor plans, a bomb threat checklist, a bomb search chart, evacuation information, lists of emergency telephone numbers, and information on child care centers in Federal buildings. There are also special references for support services such as fire, safety, and security personnel, and notices related to drills. Excluded are notices issued through the GSA directives system, and training documents.</p>	<p>Review for currency and completeness every 2 years; Destroy documents as they are superseded or become obsolete.</p>
15C2-15C4.	<p><u>Reserved.</u></p>	
15C5.	<p><u>Emergency control plans (NC1-269-78-2).</u> Documents created in developing the occupant emergency plan (OEP) for a facility under the control of the GSA. The OEP outlines the measures to be taken to prevent or minimize danger and the loss of life or property arising from an enemy attack, fire, flood, explosion, severe weather, or any other type of serious emergency. Emergency control plans are developed as prescribed</p>	<p>Review for currency and completeness every 2 years; Destroy documents as they are superseded or become obsolete.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	in the GSA Occupant Emergency Program Guide (Master Plan). The plan is revised at least every 2 years.	
15C6-15C9.	<u>Reserved.</u>	
15C10.	<u>Designations (NC1-269-78-2).</u> Documents created in appointing persons to perform emergency duties in emergency planning, test exercises, and emergency operations. Included are letters of appointment and related records.	Review for currency and completeness every 2 years; Destroy documents as they are superseded or become obsolete.
15C11-15C14.	<u>Reserved.</u>	
15C15.	<u>Emergency personnel rosters (NC1-²⁶⁹137-78-2).</u> Documents identifying positions and giving names of persons appointed to carry out emergency organization functions.	Review for currency and completeness every 2 years; Destroy documents as they are superseded or become obsolete.