

## ***Emergency Planning Records***

Records accumulating from the formulation and implementation of plans, such as evacuation plans, for protection of life and property during emergency conditions.

### **1. Emergency Planning Administrative Correspondence Files.**

See note after this item.

Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this chapter.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 2 years old.

**Disposition Authority:** [GRS 18, Item 26]

[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for emergency programs.]

### **2. Emergency Planning Case Files.**

See notes after this item.

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 documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 3 years after issuance of a new plan or directive.

**Disposition Authority:** [GRS 18, Item 27]

[NOTES: (1) If the emergency plan is not included in the agency's master set of directives files, a record set must be maintained and scheduled for eventual transfer to the National Archives of the United States by submission of an SF 115 to NARA. (2) Emergency planning reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under

emergency plans are also permanent and must be scheduled for transfer to the National Archives of the United States by submission of an SF 115.]

### **3. Emergency Operations Tests Files.**

Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 3 years old.

**Disposition Authority:** [GRS 18, Item 28]

### **4. National Defense Executive Reserve (NDER) Case Files.**

Case files for NDER reservists or applicants, maintained by agencies with major mobilization responsibilities in cases of national security emergencies, including qualifications statement, other personnel and administrative records, skills inventory, training data, and other records relating to administration of the NDER program.

- a. Case files on reservists.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 5 years after termination from NDER program.

**Disposition Authority:** [GRS 18, Item 29a]

- b. Case files on individuals whose applications were rejected or withdrawn.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 5 years old.

**Disposition Authority:** [GRS 18, Item 29b]

### **5. Electronic Mail and Word Processing System Copies.**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy/delete within 180 days after the recordkeeping copy has been produced.

**Disposition Authority:** [GRS 18, Item 30a]

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy/delete when dissemination, revision, or updating is completed.

**Disposition Authority:** [GRS 18, Item 30b]