

Emergency Management Agency

| Division             | Schedule Code | Schedule Title                         | Schedule Description  | Disposition Instructions   |
|----------------------|---------------|--|---|--|
| Executive Director   | 616           | Radioactive Waste Transportation Files | This series consists of correspondence related to manifests, (items in shipment), and printouts pertaining to transporting radioactive waste in state.  | Hold in the current files area five (5) years, then dispose.                     |
| Plans and Operations | 639           | Shelters Files                         | This series consists of files related to shelter programs. Included are reports, correspondence with local offices, inter-offices and regional offices. Also included are negatives and originals of maps.      | Hold in the current files area five (5) years or until superseded, then dispose. |
| Plans and Operations | 641           | Disaster Operation Files               | This series consists of files related to disaster reports from counties, operations logs, and weather information. Included are disaster operation files & logs when opening EOC Headquarters during tornadoes. | Hold in the current files area five (5) years, then dispose.                     |