

Emergency Management Agency  
April 16, 2026

Division	Schedule No.	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	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.
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	Hold in the current files area five (5) years or until superseded, then dispose.