

Request for Records Disposition Authority

Records Schedule Number DAA-0311-2019-0001
Schedule Status Approved

Agency or Establishment Federal Emergency Management Agency
Record Group / Scheduling Group Records of the Federal Emergency Management Agency
Records Schedule applies to Major Subdivision
Major Subdivision Office of Response and Recovery
Minor Subdivision Planning Cadre
Schedule Subject Planning Cadre Field Records
Internal agency concurrences will be provided No

Background Information The FEMA Planning Cadre coordinates and supports response and recovery operations at all incident levels before, during, and after incidents and events. Planning accomplishes its mission by collecting, validating, analyzing, organizing and disseminating information in plans, reports and other products that drive operational decision making, fosters whole-community coordination and develops a common operating picture.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0311-2019-0001

Sequence Number	
1	Field Planning Incident Response Files Disposition Authority Number: DAA-0311-2019-0001-0001
2	Field Planning General and Administrative Files Disposition Authority Number: DAA-0311-2019-0001-0002

Records Schedule Items

Sequence Number	
1	<p>Field Planning Incident Response Files</p> <p>Disposition Authority Number DAA-0311-2019-0001-0001</p> <p>Records and reports that document the Planning Cadre's response to an incident and the significant decisions made to include, but is not limited to the incident action plan, incident strategic plan, strategic timeline, situation reports (FEMA ICS Form 209a or variant), incident chronology and other records that document significant or controversial operational decision making and have the function of those listed here but are known by different names.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-311-99-001 / 3/A</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when Joint Field Office (JFO) or Joint Recovery Office (JRO) closes.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1978 To 2000</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p>
2	<p>Field Planning General and Administrative Files</p> <p>Disposition Authority Number DAA-0311-2019-0001-0002</p> <p>Files maintained by field planning staff that cover normal programmatic functions. These include but are not limited to: Information Collection Plan, FCO Critical</p>

Information Requirements, Geospatial Records, Field Operating Reports, briefings, summaries, planning administrative files and other records documenting administrative support to field operations.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off when the Joint Field Office (JFO) closes.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/19/2019	Certify	Krystle Thompson	Government Information Specialist	Information Management Office - Records Management Division
06/20/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/21/2019	Submit For Certification	Krystle Thompson	Government Information Specialist	Information Management Office - Records Management Division
08/21/2019	Certify	Krystle Thompson	Government Information Specialist	Information Management Office - Records Management Division
10/07/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
11/26/2019	Submit For Certification	Krystle Thompson	Government Information Specialist	Information Management Office - Records Management Division
12/05/2019	Certify	Krystle Thompson	Government Information Specialist	Information Management Office - Records Management Division
12/10/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
12/10/2019	Submit For Certification	Krystle Thompson	Government Information Specialist	Information Management Office - Records Management Division

12/10/2019	Certify	Krystle Thompson	Government Information Specialist	Information Management Office - Records Management Division
05/05/2020	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
05/11/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/20/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/03/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist