

Request for Records Disposition Authority

Records Schedule Number **DAA-0572-2013-0001**
Schedule Status **Approved**

Agency or Establishment **Rural Development**
Record Group / Scheduling Group **Records of the Rural Housing Service**
Records Schedule applies to **Agency-wide**
Schedule Subject **Catastrophic Events and Disaster Records**
Internal agency concurrences will be provided **No**

Background Information **A catastrophic event may be any incident which results in extraordinary levels of casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.**

This category covers, for example, records related to Hurricanes Katrina and Sandy.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0572-2013-0001

Sequence Number

1

Disaster Records

Disposition Authority Number: DAA-0572-2013-0001-0001

Records Schedule Items

Sequence Number		
1	<p>Disaster Records</p> <p>Disposition Authority Number DAA-0572-2013-0001-0001</p> <p>Records documenting natural and man-made disasters or other catastrophic events that result in a special collection for purposes of long-term, post-event review, lessons learned, and potential historical interest. A catastrophic event may be any incident which results in extraordinary levels of casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. This category covers, for example, records related to Hurricanes Katrina and Sandy. The records consist of correspondence and reports pertaining to recovery efforts, lessons learned, and the formulation of plans and policies to handle future occurrences.</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off when all recovery activity has ceased for the particular operations area.</p> <p>Transfer to Inactive Storage Retire to off-site storage 2 years after cutoff.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off</p> <p>Additional Information</p> <p>First year of records accumulation 2006</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2006 To 2021</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Determined by disaster</p>	
	Estimated Current Volume	Annual Accumulation

Electronic/Digital		
Paper	6 Cubic feet	.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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
07/09/2013	Certify	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
07/17/2013	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
02/11/2014	Submit For Certification	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
02/11/2014	Certify	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
02/12/2014	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
02/12/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/12/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/19/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist