

## Request for Records Disposition Authority

Records Schedule Number      DAA-0311-2016-0001  
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              National Preparedness Directorate  
Minor Subdivision              National Preparedness Assessment Division  
Schedule Subject                Lessons Learned Information Sharing (LLIS) System  
Internal agency concurrences will be provided      No

Background Information      LLIS is a national network of lessons learned, best practices, innovative ideas, and preparedness information used by Homeland Security and emergency response professionals to improve the capability to prepare for and respond to terrorism, natural disasters, and other incidents through the sharing of knowledge and expertise.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0311-2016-0001

Sequence Number	
1	<b>Lessons Learned Information Sharing (LLIS) System</b> <b>Disposition Authority Number: DAA-0311-2016-0001-0001</b>

## Records Schedule Items

Sequence Number	
1	<p data-bbox="367 417 1081 449"><b>Lessons Learned Information Sharing (LLIS) System</b></p> <p data-bbox="367 470 1143 502">Disposition Authority Number      <b>DAA-0311-2016-0001-0001</b></p> <p data-bbox="367 523 1474 810"><b>LLIS is a national network of lessons learned, best practices, innovative ideas, and preparedness information used by Homeland Security and emergency response professionals to improve the capability to prepare for and respond to terrorism, natural disasters, and other incidents through the sharing of knowledge and expertise. LLIS serve as a reference repository and contain copies of After Action Reports, Plans, Procedures, Templates and Tools, and other disaster related Research and Reports Documents that are schedule separately under N1-311-86-1, Item 5B6b.</b></p> <p data-bbox="367 832 919 863">Final Disposition                      <b>Temporary</b></p> <p data-bbox="367 885 854 917">Item Status                              <b>Active</b></p> <p data-bbox="367 938 821 970">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="367 991 821 1108">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="367 1129 821 1225">Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p data-bbox="367 1257 675 1289"><b>Disposition Instruction</b></p> <p data-bbox="367 1310 1422 1385">Retention Period                      <b>Destroy/Delete when superseded or obsolete or when no longer needed for reference.</b></p> <p data-bbox="367 1417 675 1449"><b>Additional Information</b></p> <p data-bbox="367 1481 951 1513">GAO Approval                          <b>Not Required</b></p>

### 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
03/08/2016	Certify	Richard Mattison	Agency Records Officer	Office of the Chief Administrative Officer - Records Management Division
04/18/2016	Submit for Concurrence	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/20/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/21/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist