

## Request for Records Disposition Authority

Records Schedule Number           DAA-0311-2016-0002  
Schedule Status                    Modified Approved Version

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                  Federal Insurance Mitigation Administration  
Schedule Subject                   Flood Elevation Determination Maps  
Internal agency concurrences will be provided   No

### Background Information

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0311-2016-0002

Sequence Number
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1	Flood Elevation Determination Maps Disposition Authority Number: DAA-0311-2016-0002-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 862 411"><b>Flood Elevation Determination Maps</b></p> <p data-bbox="342 432 1149 464">Disposition Authority Number      <b>DAA-0311-2016-0002-0001</b></p> <p data-bbox="342 485 1495 747">The maps are the final products of flood insurance studies conducted by FEMA. The maps are exports in JPG or TIFF format from either raster or vector data. Agency will provide an electronic index to the maps upon transfer. These records are electronic only. FEMA began creating maps electronically in 2004. There may be some analog maps that have not yet been transferred to NARA. Those maps are scheduled as permanent under N1-311-86-1, item 2a4, Flood Elevation Determination Maps.</p> <p data-bbox="342 768 922 800">Final Disposition                      <b>Permanent</b></p> <p data-bbox="342 821 850 852">Item Status                              <b>Active</b></p> <p data-bbox="342 873 805 905">Is this item media neutral?          <b>No</b></p> <p data-bbox="342 926 1520 1157">Explanation of limitation              <b>These records are electronic only. FEMA began creating maps electronically in 2004. There may be some analog maps that have not yet been transferred to NARA. Those maps are scheduled as permanent under N1-311-86-1, item 2a4, Flood Elevation Determination Maps.</b></p> <p data-bbox="342 1178 821 1293">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="342 1314 821 1409">Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p data-bbox="342 1451 659 1482"><b>Disposition Instruction</b></p> <p data-bbox="342 1503 1122 1535">Cutoff Instruction                      <b>Cut off when superseded.</b></p> <p data-bbox="342 1556 1479 1629">Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives immediately after cutoff</b></p> <p data-bbox="342 1671 659 1703"><b>Additional Information</b></p> <p data-bbox="342 1724 837 1755">First year of records accumulation      <b>2010</b></p> <p data-bbox="342 1776 1495 1892">What will be the date span of the initial transfer of records to the National Archives?      <b>Unknown</b> <b>Transfer will be after map is superseded, so it is challenging to estimate the initial transfer of records.</b></p>

How frequently will your agency transfer these records to the National Archives?

**Unknown**  
Transfer will be after map is superseded, so it is challenging to estimate the frequency of transfer.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	400 GB	100 GB
Paper		
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
03/16/2016	Certify	Richard Mattison	Agency Records Officer	Office of the Chief Administrative Officer - Records Management Division
08/12/2016	Submit for Concurrence	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/23/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/23/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/25/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist