

Request for Records Disposition Authority

Records Schedule Number DAA-0311-2016-0002
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 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	
1	Flood Elevation Determination Maps Disposition Authority Number: DAA-0311-2016-0002-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 406 868 449">Flood Elevation Determination Maps</p> <p data-bbox="365 459 1144 502">Disposition Authority Number DAA-0311-2016-0002-0001</p> <p data-bbox="365 512 1453 629">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.</p> <p data-bbox="365 640 933 683">Final Disposition Permanent</p> <p data-bbox="365 693 868 736">Item Status Active</p> <p data-bbox="365 746 820 789">Is this item media neutral? No</p> <p data-bbox="365 800 1502 1023">Explanation of limitation 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="365 1034 836 1161">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="365 1172 836 1278">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="365 1300 673 1342">Disposition Instruction</p> <p data-bbox="365 1353 1128 1395">Cutoff Instruction Cut off when superseded.</p> <p data-bbox="365 1406 1469 1491">Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after cutoff</p> <p data-bbox="365 1513 673 1555">Additional Information</p> <p data-bbox="365 1566 852 1608">First year of records accumulation 2010</p> <p data-bbox="365 1619 1485 1747">What will be the date span of the initial transfer of records to the National Archives? Unknown Transfer will be after map is superseded, so it is challenging to estimate the initial transfer of records.</p> <p data-bbox="365 1757 1437 1874">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.</p>

	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