

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0311-2016-0003

Request for Records Disposition Authority

Records Schedule Number DAA-0311-2016-0003
Schedule Status Returned Without Action

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 Response Directorate
Schedule Subject FEMA Deployment Tracking System (DTS)
Internal agency concurrences will be provided No

Background Information FEMA must ensure that every employee is prepared to deploy as part of the national disaster workforce. FEMA Deployment Tracking System (DTS) is the principal tool sustaining FEMA's incident deployment management. FEMA DTS contains a personnel module of information about the individuals who may be eligible for deployment during a national disaster and uses that information to coordinate deployment activities. In addition, under its Deployment Qualifications Program, FEMA qualifies its employees who hold FEMA Qualification System (FQS) disaster titles.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Request for Records Disposition Authority

Records Schedule: DAA-0311-2016-0003

Outline of Records Schedule Items for DAA-0311-2016-0003

Sequence Number

1

FEMA Deployment Tracking System (DTS) Files Disposition Authority Number: DAA-0311-2016-0003-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="373 414 1031 446">FEMA Deployment Tracking System (DTS) Files</p> <p data-bbox="373 457 1144 500">Disposition Authority Number DAA-0311-2016-0003-0001</p> <p data-bbox="373 521 1494 1032">FEMA must ensure that every employee is prepared to deploy as part of the national disaster workforce. FEMA Deployment Tracking System (DTS) is the principal tool sustaining FEMA's incident deployment management. FEMA DTS contains a personnel module of information about the individuals who may be eligible for deployment during a national disaster and uses that information to coordinate deployment activities. In addition; under its Deployment Qualifications Program, FEMA qualifies its employees who hold FEMA Qualification System (FQS) disaster titles. Records in the system are used to: (1) assign and track the deployment of FEMA disaster response and recovery personnel; (2) track FEMA disaster response and recovery personnel's deployment history; (3) track equipment assigned to disaster response and recovery personnel; (4) deploy a defined group of positions and proficiencies to a specific hazard type and hazard level; and (5) identify the occurrence of an event which may require deployment of responders.</p> <p data-bbox="373 1053 925 1085">Final Disposition Temporary</p> <p data-bbox="373 1106 925 1138">Item Status Withdrawn</p> <p data-bbox="373 1159 836 1191">Is this item media neutral? Yes</p> <p data-bbox="373 1212 836 1330">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="373 1351 836 1447">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="373 1478 682 1510">Disposition Instruction</p> <p data-bbox="373 1532 1339 1564">Cutoff Instruction Cut-off files at end of each calendar year.</p> <p data-bbox="373 1585 1193 1617">Retention Period Destroy 50 year(s) after cutoff.</p> <p data-bbox="373 1649 682 1681">Additional Information</p> <p data-bbox="373 1713 966 1744">GAO Approval Not Required</p>

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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
07/29/2016	Certify	Richard Mattison	Agency Records Officer	Office of the Chief Administrative Officer - Records Management Division
08/17/2016	Return Without Action	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

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