

# WITHDRAWN – RETURNED WITHOUT ACTION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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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
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1
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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"><b>FEMA Deployment Tracking System (DTS) Files</b></p> <p data-bbox="373 457 1144 500">Disposition Authority Number      <b>DAA-0311-2016-0003-0001</b></p> <p data-bbox="373 521 1494 1032"><b>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.</b></p> <table data-bbox="373 1053 925 1436"><tr><td data-bbox="373 1053 568 1085">Final Disposition</td><td data-bbox="771 1053 925 1085"><b>Temporary</b></td></tr><tr><td data-bbox="373 1106 511 1138">Item Status</td><td data-bbox="771 1106 925 1138"><b>Withdrawn</b></td></tr><tr><td data-bbox="373 1159 673 1191">Is this item media neutral?</td><td data-bbox="771 1159 836 1191"><b>Yes</b></td></tr><tr><td data-bbox="373 1212 755 1330">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td data-bbox="771 1212 836 1244"><b>Yes</b></td></tr><tr><td data-bbox="373 1351 722 1436">Do any of the records covered by this item exist as structured electronic data?</td><td data-bbox="771 1351 836 1383"><b>Yes</b></td></tr></table> <p data-bbox="373 1478 682 1510"><b>Disposition Instruction</b></p> <table data-bbox="373 1532 1339 1627"><tr><td data-bbox="373 1532 576 1564">Cutoff Instruction</td><td data-bbox="771 1532 1339 1564"><b>Cut-off files at end of each calendar year.</b></td></tr><tr><td data-bbox="373 1585 576 1617">Retention Period</td><td data-bbox="771 1585 1193 1617"><b>Destroy 50 year(s) after cutoff.</b></td></tr></table> <p data-bbox="373 1659 682 1691"><b>Additional Information</b></p> <table data-bbox="373 1713 966 1744"><tr><td data-bbox="373 1713 544 1744">GAO Approval</td><td data-bbox="771 1713 966 1744"><b>Not Required</b></td></tr></table>	Final Disposition	<b>Temporary</b>	Item Status	<b>Withdrawn</b>	Is this item media neutral?	<b>Yes</b>	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>	Do any of the records covered by this item exist as structured electronic data?	<b>Yes</b>	Cutoff Instruction	<b>Cut-off files at end of each calendar year.</b>	Retention Period	<b>Destroy 50 year(s) after cutoff.</b>	GAO Approval	<b>Not Required</b>
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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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