

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0311-2016-0004

Request for Records Disposition Authority

Records Schedule Number DAA-0311-2016-0004
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 Agency-wide
Schedule Subject FEMA National Training and Education Program Files
Internal agency concurrences will be provided No

Background Information The Federal Emergency Management Agency (FEMA) has a number of training programs across the country that provide training and education in preparedness, protection, and response to state, local, and tribal governments, as well as the Federal government, foreign governments, and private entities. This schedule covers records for FEMA's training and education programs at the National Emergency Training Center (NETC), the Center for Domestic Preparedness (CDP) or other FEMA operated Training centers. It applies to all formats and media in which records are created and maintained.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0311-2016-0004**

Outline of Records Schedule Items for DAA-0311-2016-0004

Sequence Number

1

Training Program Subject Files

Disposition Authority Number: DAA-0311-2016-0004-0001

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Records Schedule Items

Sequence Number					
1	<p>Training Program Subject Files</p> <p>Disposition Authority Number DAA-0311-2016-0004-0001</p> <p>All major documentation required to manage and administer the training programs on a daily basis, including correspondence, policy statements, management reports, and statements of objectives and accomplishments created by the supervisors. Arrange alphabetically by subject.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>TNG-6</td><td></td></tr></tbody></table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of fiscal year</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cut off</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown current volume is unknown</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Transfer to National Archives in 5#year blocks 20 years after cutoff.</p>	Manual Citation	Manual Title	TNG-6	
Manual Citation	Manual Title				
TNG-6					

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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
09/09/2016	Return Without Action	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

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