

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0311-2016-0005

## Request for Records Disposition Authority

Records Schedule Number      DAA-0311-2016-0005  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	3

### GAO Approval

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## Outline of Records Schedule Items for DAA-0311-2016-0005

Sequence Number	
1	Training Texts and Instructions Disposition Authority Number: DAA-0311-2016-0005-0001
2	Drafts, Notes, and Other Working Papers Disposition Authority Number: DAA-0311-2016-0005-0002
3	School and Course accreditation files Disposition Authority Number: DAA-0311-2016-0005-0003

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## Records Schedule Items

Sequence Number					
1	<p><b>Training Texts and Instructions</b></p> <p>Disposition Authority Number      DAA-0311-2016-0005-0001</p> <p><b>Record copy of each program of instruction, course of instruction, and lesson plan. Arrange alphabetically by name of course.</b></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Item Status                                Withdrawn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-7-1</td><td></td></tr></tbody></table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off when superseded or obsolete.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 20 year(s) after cut off</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      Unknown Date Span in unknown</p> <p>How frequently will your agency transfer these records to the National Archives?      Unknown Frequency unknown</p>	Manual Citation	Manual Title	TNG-7-1	
Manual Citation	Manual Title				
TNG-7-1					
2	<p><b>Drafts, Notes, and Other Working Papers</b></p> <p>Disposition Authority Number      DAA-0311-2016-0005-0002</p> <p><b>Files include Drafts, notes, and other working papers</b></p> <p>Final Disposition                      Temporary</p>				

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Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
TNG-7-2	

GRS or Superseded Authority Citation **N1-311-86-1, Item 3A3b**

Disposition Instruction

Retention Period **Destroy when superseded or obsolete.**

Additional Information

GAO Approval **Not Required**

School and Course accreditation files

Disposition Authority Number **DAA-0311-2016-0005-0003**

School and Course accreditation files arrange alphabetically by accreditation type and course type.

Final Disposition **Temporary**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
TNG-7-4	

GRS or Superseded Authority Citation **N1-311-86-1, Item 3A3d**

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Disposition Instruction

Retention Period

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Additional Information

GAO Approval

Not Required

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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