

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0311-2016-0006

## Request for Records Disposition Authority

Records Schedule Number      DAA-0311-2016-0006  
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                 Admission Applications, Training Documentation, and Transcripts.  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0311-2016-0006

Sequence Number	
1	Admission Applications, Training Documentation, and Transcripts.
1.1	Admission Applications, Training Documentation, and Transcripts. Disposition Authority Number: DAA-0311-2016-0006-0001
1.2	Admission Applications on students NOT accepted for admission Disposition Authority Number: DAA-0311-2016-0006-0002
1.3	Training Delivery Files Disposition Authority Number: DAA-0311-2016-0006-0003

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## Records Schedule Items

Sequence Number					
1	<p><b>Admission Applications, Training Documentation, and Transcripts.</b> Record copy of each student's application for admittance to a course or training delivery, regardless of training type along with the course completion information and transcript records. Arrange alphabetically, by course iteration and title. This schedule covers student applications, release documents, medical documents, class completions, class information documents, class assessment documents, competency measures/scores, instructor identification documents, and class exposure documentation.</p>				
1.1	<p><b>Admission Applications, Training Documentation, and Transcripts.</b> Disposition Authority Number      <b>DAA-0311-2016-0006-0001</b></p> <p><b>Applications on students accepted for admission.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Withdrawn</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>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></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <table border="1" data-bbox="370 1304 1508 1406"> <thead> <tr> <th data-bbox="370 1304 938 1353">Manual Citation</th> <th data-bbox="938 1304 1508 1353">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1353 938 1406">TNG-11-1</td> <td data-bbox="938 1353 1508 1406"></td> </tr> </tbody> </table>	Manual Citation	Manual Title	TNG-11-1	
Manual Citation	Manual Title				
TNG-11-1					
1.2	<p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off at end of fiscal year.</b></p> <p>Retention Period                         <b>Destroy 40 year(s) after cut off</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p> <p><b>Admission Applications on students NOT accepted for admission</b> Disposition Authority Number      <b>DAA-0311-2016-0006-0002</b></p> <p><b>Files include applications on students NOT accepted for admission.</b></p> <p>Final Disposition                         <b>Temporary</b></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-11-2	

## Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

Retention Period Destroy 1 year(s) after cutoff

## Additional Information

GAO Approval Not Required

## Training Delivery Files

Disposition Authority Number DAA-0311-2016-0006-0003

All documentation required to determine approved training deliveries. Documents accumulated in planning and determining what training deliveries and training delivery types will be conducted. Training calendars and logs listing all training deliveries, regardless of training 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

## Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year.

Retention Period Destroy 40 year(s) after cut off

1.3

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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
08/23/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
01/05/2017	Return Without Action	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

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