

Request for Records Disposition Authority

Records Schedule Number **DAA-0311-2018-0002**

Schedule Status **Approved**

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 **Office of Response and Recovery**

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. 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 uses DTS to qualify 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0311-2018-0002

Sequence Number	
1	Personnel Data Disposition Authority Number: DAA-0311-2018-0002-0001
2	Deployment Data Disposition Authority Number: DAA-0311-2018-0002-0002
3	Qualification Data Disposition Authority Number: DAA-0311-2018-0002-0003
4	Event Data Disposition Authority Number: DAA-0311-2018-0002-0004

Records Schedule Items

Sequence Number	
1	<p>Personnel Data</p> <p>Disposition Authority Number DAA-0311-2018-0002-0001</p> <p>Identifying information on the responders stored in the system, including but not limited to employment status, contact information, organization, job title, supervisor of record, skills, languages, pay type, series, grade, and step</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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> <p>Disposition Instruction</p> <p>Retention Period Destroy 10 year(s) after separation of employee</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Deployment Data</p> <p>Disposition Authority Number DAA-0311-2018-0002-0002</p> <p>Summary records of the date(s), position(s), and event(s) to which responders were requested and/or deployed</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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>

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Disposition Instruction

Retention Period **Destroy 30 year(s) after deployment date or 10 year(s) after employee separation occurs, whichever is later**

Additional Information

GAO Approval **Not Required**

Qualification Data

Disposition Authority Number **DAA-0311-2018-0002-0003**

Roster of all Incident Management, Incident Support, Ancillary Support, and Mission Essential positions; the tasks, indicators, behaviors, and competencies, and trainings required by the FEMA Qualification System (FQS) and completed by the responder for qualification in each position (when present); the position assignments and qualification statuses for all personnel in the system.

Final Disposition **Temporary**

Item Status **Active**

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

Retention Period **Destroy 30 year(s) after position is issued or 10 year(s) after separation of employee occurs, whichever is later**

Additional Information

GAO Approval **Not Required**

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Event Data

Disposition Authority Number **DAA-0311-2018-0002-0004**

Event type, dates, location(s), hazard type(s), and hazard level(s) of events to which FEMA deploys response and/or recovery personnel.

Final Disposition **Temporary**

Item Status **Active**

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

Retention Period **Destroy 30 year(s) after last deployed responder's demobilization date or 10 year(s) after last deployed responder's seperation date occurs, whichever is later**

Additional Information

GAO Approval **Not Required**

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
12/20/2017	Certify	Krystle Thompson	Government Information Specialist	Information Management Office - Records Management Division
01/30/2018	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
02/20/2018	Submit For Certification	Krystle Thompson	Government Information Specialist	Information Management Office - Records Management Division
02/20/2018	Certify	Krystle Thompson	Government Information Specialist	Information Management Office - Records Management Division
02/23/2018	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
06/05/2018	Submit For Certification	Krystle Thompson	Government Information Specialist	Information Management Office - Records Management Division
07/02/2018	Certify	Rachel Frier	Records Management Branch Chief	OCAO - IMD/RMB
07/05/2018	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/09/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
07/10/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Programs

				- ACNR Records Management Services
07/14/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist