## 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 Subdivsion

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Number of Total Disposition Items	Number of Permanent Disposition Items		Number of Withdrawn Disposition Items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

Records Sche	dule Items		
Sequence Number			
1	Personnel Data		
	Disposition Authority Number	DAA-0311-2018-0002-0001	
	limited to employment status	e responders stored in the system, including but not , contact information, organization, job title, supervisor pay type, series, grade, and step	
	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 10 year(s) after separation of employee	
	Additional Information		
	GAO Approval	Not Required	
2	Deployment Data	·	
	Disposition Authority Number	DAA-0311-2018-0002-0002	
	Summary records of the date(s), position(s), and event(s) to which responders were requested and/or deployed		
	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 email and word processing?	Yes	
	Do any of the records covered by this item exist as structured	Yes	

electronic data?

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

3 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 email and word processing?

Do any of the records covered by this item exist as structured

electronic data?

Yes

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

Event Data

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

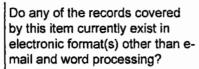
Event type, dates, location(s), hazard type(s), and hazard level(s) of events to

which FEMA deploys response and/or recovery personnel.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes



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 demobilation date or 10 year(s) after last deployed responder's seperation date occurs, whichever is

later

Additional Information

**GAO Approval** 

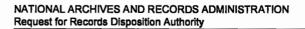
Not Required



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	Ву	Title	Organization
12/20/2017	Certify	Krystle Thompson	Government Informa tion Specialist	Information Management Office - Records Management Division
01/30/2018	Return for Revisio n	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
02/20/2018	Submit For Certific ation	Krystle Thompson	Government Informa tion Specialist	Information Management Office - Records Management Division
02/20/2018	Certify	Krystle Thompson	Government Informa tion Specialist	Information Management Office - Records Management Division
02/23/2018	Return for Revisio n	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
06/05/2018	Submit For Certific ation	Krystle Thompson	Government Informa tion Specialist	Information Management Office - Records Management Division
07/02/2018	Certify	Rachel Frier	Records Manageme nt Branch Chief	OCAO - IMD/RMB
07/05/2018	Submit for Concur rence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/09/2018	Concur	Rachel BanTonkin	Supervisory Archive s Specialist	National Archives and Records Administration - ACR1
07/10/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program



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

Records Schedule: DAA-0311-2018-0002

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