

# WITHDRAW – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0311-2018-0003**

## Request for Records Disposition Authority

Records Schedule Number      DAA-0311-2018-0003  
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    Major Subdivision  
Major Subdivision                Office of the Chief Administrative Officer  
Minor Subdivision                Privacy Branch  
Schedule Subject                 FEMA Privacy Incident Reports  
Internal agency concurrences will be provided      No

Background Information         The Privacy Branch of the Information Management Division responds to any incident concerning the potential loss or compromise of PII held by or under the authority or control of FEMA.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0311-2018-0003

## Outline of Records Schedule Items for DAA-0311-2018-0003

Sequence Number
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1
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FEMA Privacy Incident Reports
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Disposition Authority Number: DAA-0311-2018-0003-0001
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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0311-2018-0003

## Records Schedule Items

Sequence Number

1

### FEMA Privacy Incident Reports

Disposition Authority Number DAA-0311-2018-0003-0001

Incident reports document the unauthorized, unintentional or purposeful acquisition, access, use, or disclosure of protected information which compromises the security or privacy of such information. Reports include but are not limited to name of the POC, type of incident (equipment, email, hardcopy, etc.), number of individuals affected, description of event/incident, FEMA risk analysis and decisions made regarding notification to affected individuals, other remedies, resolutions and analysis, and correspondence regarding remediation.

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? No

### Disposition Instruction

Cutoff Instruction Cut off at the close of the incident.

Retention Period Destroy 3 year(s) after cutoff

### 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
12/20/2017	Certify	Krystle Thompson	Government Information Specialist	Information Management Office - Records Management Division
12/21/2017	Return Without Action	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

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