

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0311-2021-0002**  
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    **Agency-wide**  
Schedule Subject                **Trip Instruction and Assistance Reports**  
Internal agency concurrences will be provided    **No**

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0311-2021-0002

Sequence Number
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1	Trip Instruction and Assistance Reports Disposition Authority Number: DAA-0311-2021-0002-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 902 411"><b>Trip Instruction and Assistance Reports</b></p> <p data-bbox="345 432 1149 464">Disposition Authority Number      <b>DAA-0311-2021-0002-0001</b></p> <p data-bbox="345 485 1468 600"><b>Documents of activities and instructions for employees while on official mission travel to include guidelines, orientation, procedures, lists, summaries, rendering assistance, and/or conducting studies.</b></p> <p data-bbox="345 621 919 653">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 674 850 705">Item Status                                <b>Active</b></p> <p data-bbox="345 726 818 758">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="345 779 818 905">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 data-bbox="345 926 818 1020">Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p data-bbox="345 1041 1078 1094">GRS or Superseded Authority Citation      <b>N1-311-86-001 / 1/K/9</b></p> <p data-bbox="345 1136 659 1167"><b>Disposition Instruction</b></p> <p data-bbox="345 1188 1292 1220">Retention Period                         <b>Destroy when records are 3 years old</b></p> <p data-bbox="345 1262 656 1293"><b>Additional Information</b></p> <p data-bbox="345 1325 951 1356">GAO Approval                              <b>Not Required</b></p>

## 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
03/18/2021	Certify	Nicole Adkinson-Calopietro	Records and Information Management Specialist	DHS - Federal Emergency Management Agency
03/30/2021	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/31/2021	Submit For Certification	Nicole Adkinson-Calopietro	Records and Information Management Specialist	DHS - Federal Emergency Management Agency
03/31/2021	Certify	Nicole Adkinson-Calopietro	Records and Information Management Specialist	DHS - Federal Emergency Management Agency
09/20/2021	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/22/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/22/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/23/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist