

Request for Records Disposition Authority

Records Schedule Number **DAA-0311-2021-0005**
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 the Chief Financial Officer**
Schedule Subject **Budgeting Records**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	2	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0311-2021-0005

Sequence Number	
1	Budget Policy Files Disposition Authority Number: DAA-0311-2021-0005-0001
2	Budget Estimates and Justification Files (FY16 and earlier) Disposition Authority Number: DAA-0311-2021-0005-0002

Records Schedule Items

Sequence Number											
1	<p>Budget Policy Files</p> <p>Disposition Authority Number DAA-0311-2021-0005-0001</p> <p>Correspondence or subject files documenting FEMA policy and procedures governing budget administration and reflecting policy decisions affecting expenditures for FEMA programs.</p> <p>Final Disposition Permanent</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>GRS or Superseded Authority Citation N1-311-01-003 / 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the close of fiscal year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 20 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2014 To 2019</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td style="text-align: center;">1 GB</td> <td style="text-align: center;">1 GB</td> </tr> <tr> <td>Paper</td> <td style="text-align: center;">10 Cubic feet</td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	1 GB	1 GB	Paper	10 Cubic feet	
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital	1 GB	1 GB									
Paper	10 Cubic feet										

Microform		
Hardcopy or Analog Special Media		

2

Budget Estimates and Justification Files (FY16 and earlier)

Disposition Authority Number **DAA-0311-2021-0005-0002**

Copies of budget estimates and justification prepared by the Chief Financial Officer. Included are appropriation language sheets, narrative statements, and related schedules and data. This item only applies to records created in FY 2016 and earlier. All records that fall under this series created in FY 2017 and later are covered by GRS 1.3, item 010.

Final Disposition **Permanent**

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**

GRS or Superseded Authority Citation **N1-311-01-003 / 2 - FY16 and earlier only**

Disposition Instruction

Cutoff Instruction **Cutoff at close of fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 20 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2010 To 2016**

How frequently will your agency transfer these records to the National Archives? **Unknown
One-time transfer**

	Estimated Current Volume	Annual Accumulation
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Electronic/Digital	1 GB	1 GB
Paper	10 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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
04/07/2021	Certify	Nicole Adkinson-Calopietro	Records and Information Management Specialist	DHS - Federal Emergency Management Agency
08/25/2021	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/13/2021	Submit For Certification	Nicole Adkinson-Calopietro	Records and Information Management Specialist	DHS - Federal Emergency Management Agency
10/13/2021	Certify	Nicole Adkinson-Calopietro	Records and Information Management Specialist	DHS - Federal Emergency Management Agency
12/01/2021	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/01/2021	Submit For Certification	Nicole Adkinson-Calopietro	Records and Information Management Specialist	DHS - Federal Emergency Management Agency
12/01/2021	Certify	Nicole Adkinson-Calopietro	Records and Information Management Specialist	DHS - Federal Emergency Management Agency
04/18/2022	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/21/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/22/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration

				- National Records and Archives Administration
04/26/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist