

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 Federal Emergency Management Agency

2. MAJOR SUBDIVISION  
 Office of Congressional and Legislative Affairs

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
 tammy.schartel@fema.gov  
 Tammy Schartel

5. TELEPHONE  
 (202) 646-2641

LEAVE BLANK (NARA Use only)

JOB NUMBER  
 71-311-01-01

DATE RECEIVED  
 11-22-2000

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
 3-28-02

ARCHIVIST OF THE UNITED STATES  
 John W. Carl

6. 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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE: 2/16/2000

SIGNATURE OF AGENCY REPRESENTATIVE: *Michael J. Anderson*

TITLE: Chief, Records Management Branch  
 Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Change FEMA disposition manual to include the attached file categories for FEMA Legislative Files.</p> <p><i>Lon Grimes</i></p> <p>Office of Congressional and Legislative Affairs</p>	<p><i>Robert S. Brock</i></p> <p>Robert S. Brock                      General Counsel                      Office of General Counsel</p>	

cc Agency NR NWMD NWML

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LEG-12      FEMA Legislative Files. Grouped by session of Congress, files on Proposed legislation developed by FEMA and related correspondence and other documents, as well as reports to Congress and OMB on legislative proposals affecting FEMA, background materials, drafts, reviews, minutes of meetings, and position papers.

~~LEG-12-1      Master files of bills of interest (but that do not directly affect FEMA-enabling legislation) kept by OGC and OCLA (file items kept by each group are unique).      Cut off file at close of Congress in which legislation is enacted or dropped. Retire to FRC at close of second successive Congress. Destroy 20 years after cutoff.      supercedes N1-311-86-1 1F4a~~

~~Leg-12-2      Files kept by other FEMA office which initiate or review FEMA's legislative proposals.      Cut off file at close of Congress in which legislation is enacted or dropped. Destroy 10 years after cutoff.      supercedes N1-311-86-1 1F4b~~

LEG-12-3      Master files kept in OGC and OCLA of bills and legislative procedures directly affecting FEMA-enabling legislation, as well as summary reports of this legislation prepared by FEMA.      PERMANENT. Cut off at close of Congress in which legislation is enacted or dropped. Transfer directly to the National Archives 30 years after cutoff.

**NOTE: Bills enacted by Congress may not be printed until after Congress in which enacted. These bills should be filed with the Congress that voted to enact the legislation, i.e., bills enacted by 103<sup>rd</sup> Congress are kept in 103<sup>rd</sup> file, regardless of publishing date.**

~~LEG-XX      Word processing and e-mail files~~

~~Electronic copies of records that are created on electronic mail and word word processing systems created solely to produce recordkeeping copies for all items listed under the LEG schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.~~

~~Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on harddisk or~~

~~Destroy/delete within 180 days after the recordkeeping copy has been produced.~~

~~network drives and copies on shared network drives that are used only to produce the recordkeeping copy.~~

~~Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.~~

~~Destroy/delete when dissemination, revision, or updating is completed.~~