

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

71-311-01-2

DATE RECEIVED

11-22-00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

9-5-01

ARCHIVIST OF THE UNITED STATES

John W. Carl

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

1. FROM (Agency or establishment)

Federal Emergency Management Agency

2. MAJOR SUBDIVISION

Mitigation Directorate

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Tammy Schartel

5. TELEPHONE

202-646-2641

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 1 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

2/16/00

SIGNATURE OF AGENCY REPRESENTATIVE

Muriel B. Anderson

TITLE

Muriel B. Anderson, Records Officer,
Chief, Records Management Branch

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached change to FEMA Manual 5400.2, category FIA-1-2. Change requested to provide retirement and archival schedules for hardcopy records whether or not an imaged reference copy has been produced.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Michael J. Armstrong
Michael J. Armstrong
Associate Director for Mitigation

Robert S. Brock
Robert S. Brock
Associate General Counsel for
General Law

cc: NWMD, NWHW, NR

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
FIA-1-2	Case Files Closed After 1978.		
FIA-1-2-1	Record copy of final report, and any subsequent revisions, on flood hazards maintained by headquarters or regional offices. Arrange alphabetically name of State and thereunder alphabetically by name of community.	PERMANENT. Retire to FRC when report is 3 years old. Transfer to National Archives in 5-year blocks when report is 20 years old.	N1-311-86-1 2A1b(1)
FIA-1-2-2	All hardcopy case file records maintained by regional offices, including final reports and any subsequent revisions, maps, correspondence between FIA and State and local officials, checklists, reference copies of flood hazard reports and revisions and reports and drafts on a community's request for FEMA-sponsored study on potential flood hazards. Arrange alphabetically by name of State and thereunder alphabetically by name of community.	Retire to FRC when case file is 3 years old. Destroy 100 years after retirement date.	Supersedes N1-311-86-1 2A1b(2)
FIA- XX	Word Processing and Electronic Mail records.	Destroy/delete within 180 days after recordkeeping copy has been produced.	

NOTE: Electronic document imaging of these records has been approved. However, a recordkeeping copy must be maintained. If no approved electronic recordkeeping system is being used, the imaged copy is for office reference copy only. Therefore, imaged records may not be manipulated electronically after being imaged. The hardcopy records serve as the official record copy and the image must not deviate from the originals. The restriction on manipulation of the electronic records and the requirements for hardcopy records is negated if the images are maintained in an approved electronic recordkeeping system.

~~FIA-2~~ Appeals Files. There are three types of appeals files maintained by ~~FIA headquarters: appeals on proposed elevation determinations, from communities for which detailed engineering data have previously been made available, and from owners or lessees of property who believe their property has been inadvertently included in a special flood hazard area on the official FIA map.~~ (See sub-categories FIA-2-1, FIA-2-2, and FIA-2-3 for disposition instructions.)