

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-311-01-3	
1. FROM (Agency or establishment) Federal Emergency Management Agency		DATE RECEIVED 11-22-2000	
2. MAJOR SUBDIVISION Office of Financial Management		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Tammy Schartel	(202) 646-2641	5-1-02	<i>[Signature]</i>
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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
11/6/00	<i>[Signature]</i>	Muriel B. Anderson, Records Officer Chief, Records Management Branch	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Correct FEMA Manual - present and superceded manuals listed an incorrect NARA Job Number for these categories. The previously approved correct job numbers cannot be found in previous versions of the manual by either FEMA or NARA. Provide disposition authority for the FEMA-wide budget estimate and justification files.</p> <p>Instructions for e-mail and word processing versions of these records are addressed in the group e-mail and word processing SF115, which is being submitted concurrently.</p> <p><i>[Signature]</i> Robert S. Brock General Counsel Office of General Counsel</p> <p>cc Agency HR NWMP</p>	unknown	

BUD-5	<u>Budget Policy Files</u> Correspondence or subject files in FM-PA documenting FEMA policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for FEMA programs	PERMANENT Cut off at close of fiscal year Retire to FRC 2 years after cutoff Transfer to National Archives in 5-year blocks 20 years after cutoff
BUD-6	<u>Budget Estimates and Justification Files</u> Copies of budget estimates and justification prepared by the Chief Financial Officer Included are appropriation language sheets, narrative statements, and related schedules and data	PERMANENT Cut off at close of fiscal year Retire to FRC 2 years after cutoff Transfer to National Archives in 5-year blocks 20 years after cutoff
BUD-8	Word Processing and Electronic Mail Files	Destroy/delete within 80 days after record-keeping copy has been produced

Superseded by job / item number
 GRS 51, item 020
 (DAA-GRS-2016-0016-0002)
 Date (MM/DD/YYYY)
GRS Transmittal 28, JULY 2017