Schedule Number: N1-311-01-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

This schedule is superseded in its entirety by DAA-0311-2021-0005 as follows:

- DAA-0311-2021-0005-0001 supersedes N1-311-01-003 / 1
- DAA-0311-2021-0005-0002 supersedes N1-311-01-003 / 2 - FY16 and earlier only; FY 2017 and later records are covered by GRS 1.3, item 010

Date Reported: 04/27/2022
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

<table>
<thead>
<tr>
<th>TO:</th>
<th>NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NAR) Washington, D.C. 20408</th>
</tr>
</thead>
</table>

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

2. MAJOR SUBDIVISION  
Office of Financial Management

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFERENCE  
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 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.

7. DATE  
5-1-02

8. SIGNATURE OF AGENCY REPRESENTATIVE  
Muriel B. Anderson, Records Officer

9. TITLE  
Chief, Records Management Branch

10. JOB NUMBER  
N1-311-01-3

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

Correct FEMA Manual - present and superceded manuals listed an incorrect NARA Job Number for these categories.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.

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.

Robert S. Brock  
General Counsel  
Office of General Counsel

**STANDARD FORM 115 (REV. 3-91)**

Preceded by NARA  
36 CFR 1228
BUD-5  Budget Policy Files  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  Budget Estimates and Justification Files  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 recordkeeping copy has been produced

Superseded by job/item number  GRS 911 ITEM 020  (DIP-625-0016-0016-0002)  Date (MM/DD/YYYY)  GRS TRANSmitted 28, JULY 2017