

**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 Policy and Regional Operations

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
 Tammy Schartel

5. TELEPHONE  
 (202) 646-2641

LEAVE BLANK (NARA Use only)

JOB NUMBER  
 71-311-01-4

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
 10-15-02

ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

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  
*Muriel B. Anderson*

TITLE  
 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 GRS OR SUPERSEDED JOB CITATION	10.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>Change FEMA Manual 5400.1 (old 5400.4) to include the attached categories for disposition of National Performance Review and Government Performance Results Act records.</p> <p><i>Michelle M. Burkett</i>                      Michelle M. Burkett                      Director                      Office of Policy and Regional Operations</p> <p><i>Robert S. Brock</i>                      Robert S. Brock                      Associate General Counsel                      Office of General Counsel</p> <p><i>cc Agency NR DWM</i></p>		

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
ADM-46	<u>National Performance Review (NPR)</u> . Records produced to comply with guidelines and recommendations of the National Performance Review.		
ADM-46-1	Records produced by individual program offices for submitting material to be included in agency-level reports to the Office of the President.	Cutoff by fiscal year. Retire to FRC 2 years after cutoff. Destroy 5 years after cutoff.	
ADM-46-2	Internal agency correspondence to task program offices to submit reports.	Cutoff by fiscal year. Retire to FRC 2 years after cutoff. Destroy 5 years after cutoff.	
ADM-46-3	Final agency reports submitted to the White House reflecting compliance with guidelines of the NPR and changes implemented in FEMA programs as recommended by the NPR.	PERMANENT. Cutoff at end of fiscal year in which reports produced. Retire to FRC 2 years after cutoff. Transfer to the National Archives in 5-year blocks 20 years after cutoff.	
<del>ADM-46-4</del> 46-X	E-mail and word processing records.	Delete when recordkeeping copy produced.	

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
ADM-45	<u>Government Performance Results Act (GPRA) Records.</u> Files produced in performance of requirements under PL 103-62.		
ADM-45-1	Records produced by individual program offices for submitting material for inclusion in agency-level strategic plans and performance reports.	Cut off by fiscal year. Destroy 3 years after cutoff.	
ADM-45-2	Final agency-level Strategic Plans developed for establishment of performance goals, final agency level performance reports, and annual performance plans as related to strategic plan goals, which are submitted to OMB and Congress. Annual performance plans state goals, objectives, performance indicators, and strategies for accomplishment.	PERMANENT. Cutoff when superseded. Retire to FRC 3 years after cutoff. Transfer to the National Archives in 5 year blocks 20 years after cutoff.	
ADM-45-3 -45-X	E-mail and word processing records.	Delete when recordkeeping copy produced.	