

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION
Response and Recovery Directorate

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE
Tammy Schartel | (202) 646-2641

LEAVE BLANK (NARA use only)

JOB NUMBER
71-311-01-5

DATE RECEIVED
1-19-01

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | ARCHIVIST OF THE UNITED STATES
1-14-03 | *John W. Cal*

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 | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE
12/28/00 | *Muriel B. Anderson* | 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 GRS OR SUPERSEDED JOB CITATION	10.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><i>11/106/00</i></p>	<p>Change the FEMA disposition manual to include the attached category for records produced under the Y2K Conversion.</p> <p><i>Lacy Suiter</i> Lacy E. Suiter Executive Associate Director Response and Recovery Directorate</p> <p><i>Robert S. Brock</i> Robert S. Brock General Counsel Office of General Counsel</p> <p><i>cc Agency NR NWMP NWMM</i></p>		

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
NTH-7	<p>Year 2000 Conversion Files. FEMA, as one of 34 sector coordinators supporting the President's Council on Y2K Conversion, chaired and coordinated the efforts of the Emergency Services Sector (ESS) working group. FEMA was responsible for increasing awareness of emergency services providers throughout the nation and for encouraging them to assess the readiness of their technology-based systems to support operations before, during, and after the clock rolled over to the Year 2000. FEMA's goal was to ensure that all members of the nation's emergency services community would be able to operate normally through the Y2K conversion period. FEMA, its ESS partners, and state and local counterparts worked closely and continuously to improve their Y2K readiness postures. To ensure that it was "business as usual" for emergency services providers, FEMA undertook activities in the areas of outreach and partnership, training, and exercises, and providing grants to States. The records serve as documentation to support the above-mentioned activities. In broad terms, they include information on: (1) budget, (2) exercises, (3) working group activities, (4) workshops, (5) assessments and surveys, (6) publications, (7) congressional issues, and (8) miscellaneous correspondence.</p>	<p>PERMANENT. Cut off at the close of the President's Council on Y2K Conversion. Retire 1 year after cutoff. Transfer to the National Archives 10 years after cutoff.</p>	
NTH-XX	<p>Electronic copies created on electronic mail and word processing systems for all items listed under the NTH schedule.</p> <p>Disposition: Delete after recordkeeping copy has been produced.</p>		