


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 71-311-01-6	DATE RECEIVED 12-8-2000
1. FROM (Agency or establishment) Federal Emergency Management Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Operatinos Support Directorate		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Schartel	5. TELEPHONE 202-646-2641	DATE 7.25.01	ARCHIVIST OF THE UNITED STATES 

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 4 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 12/8/00	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Muriel B. Anderson, Records Officer Chief, Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Change the FEMA disposition manual to include the attached comprehensive categories for e-mail and word processing versions of program records (FEMA-specific categories).		

The following categories would be added to each schedule of the FEMA disposition plan as the last item for each schedule indicated. Previously approved program specific schedules for e-mail and word processing records would be superseded by these schedules. The FEMA Records Management Files Maintenance and Disposition Plan would only list these categories for e-mail and word processing records. For records series that include both GRS and FEMA-specific categories, the listed authority would be both this schedule and the GRS.

ACC-XX Electronic copies created on electronic mail and word processing systems for all Items listed under the ACC schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

ADM-XX Electronic copies created on electronic mail and word processing systems for all items listed under the ADM schedule **except for items under ADM-4-1**. Specific instructions are provided as listed at ADM-4-1.

DISPOSITION: Delete after recordkeeping copy has been produced.

AUD-XX Electronic copies created on electronic mail and word processing systems for all Items listed under the AUD schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

BUD-XX Electronic copies created on electronic mail and word processing systems for all Items listed under the BUD schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

CCA-XX Electronic copies created on electronic mail and word processing systems for all items listed under the CCA schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

CMC-XX Electronic copies created on electronic mail and word processing systems for all Items listed under the CMC schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

COG-XX Electronic copies created on electronic mail and word processing systems for all Items listed under the COG schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

CVD-XX Electronic copies created on electronic mail and word processing systems for all Items listed under the CVD schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

DAP-XX Electronic copies created on electronic mail and word processing systems for all
Items listed under the DAP schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

EEO-XX Electronic copies created on electronic mail and word processing systems for all
Items listed under the EEO schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

EOM-XX Electronic copies created on electronic mail and word processing systems for all
Items listed under the EOM schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

FIA-XX Electronic copies created on electronic mail and word processing systems for all
Items listed under the FIA schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

INF-XX Electronic copies created on electronic mail and word processing systems for all
Items listed under the INF schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

IPS-XX Electronic copies created on electronic mail and word processing systems for all
Items listed under the IPS schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

LEG-XX Electronic copies created on electronic mail and word processing systems for all
Items listed under the LEG schedule schedule **except for summaries of items under
LEG-10-1.** Specific instructions are provided under LEG-10-2.

DISPOSITION: Delete after recordkeeping copy has been produced.

LIA-XX Electronic copies created on electronic mail and word processing systems for all
Items listed under the LIA schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

NTH-XX Electronic copies created on electronic mail and word processing systems for all
Items listed under the NTH schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

OPM-XX Electronic copies created on electronic mail and word processing systems for all
 Items listed under the OPM schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

PER-XX Electronic copies created on electronic mail and word processing systems for all
 Items listed under the PER schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

PRC-XX Electronic copies created on electronic mail and word processing systems for all
 Items listed under the PRC schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

PRM-XX Electronic copies created on electronic mail and word processing systems for all
 Items listed under the PRM schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

PRP-XX Electronic copies created on electronic mail and word processing systems for all
 Items listed under the PRP schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

RAD-XX Electronic copies created on electronic mail and word processing systems for all
 Items listed under the RAD schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

REM-XX Electronic copies created on electronic mail and word processing systems for all
 Items listed under the REM schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

SEC-XX Electronic copies created on electronic mail and word processing systems for all
 Items listed under the SEC schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

SHL-XX Electronic copies created on electronic mail and word processing systems for all
 Items listed under the SHL schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

TEL-XX Electronic copies created on electronic mail and word processing systems for all
Items listed under the TEL schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

THP-XX Electronic copies created on electronic mail and word processing systems for all
Items listed under the THP schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

TNG-XX Electronic copies created on electronic mail and word processing systems for all
Items listed under the TNG schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

TRV-XX Electronic copies created on electronic mail and word processing systems for all
Items listed under the TRV schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

WNG-XX Electronic copies created on electronic mail and word processing systems for all
Items listed under the WNG schedule.

DISPOSITION: Delete after recordkeeping copy has been produced.

No provisions have been made for the Audiovisual and Cartographic schedules as e-mail and word processing documents produced for projects involving records in these categories would be covered under the Administration (ADM) or Informational Services Records (INF) schedule. The schedule item number would remain delineated by -XX as indicated so that the item could always remain as the last schedule item of each schedule.