

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-311-01-7	DATE RECEIVED 12-8-2000
1. FROM (Agency or establishment) Federal Emergency Management Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Mitigation 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Schartel	5. TELEPHONE 202-646-2641	DATE 3-28-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 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 12/8/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Muriel B. Anderson</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Change FEMA disposition manual to add the attached new file series. This file series reflects the expansion of the mitigation mission for FEMA. This set of categories replaces and supersedes category previously listed as FEMA Item DAP-4-4, approved under NI-311-86-1, item 4C4d, and includes categories for records not previously addressed in this program.</p> <p><i>Margaret Jewles for</i> Michael G. Armstrong Associate Director Mitigation</p> <p><b>All changes to this proposed schedule have been approved by:</b></p> <p><i>Kevin S. Tien</i> 9/21/01 NARA appraiser date</p> <p><i>Tammy Schartel</i> 9/11/01 Agency representative date</p> <p><i>Robert S. Brock</i> Robert S. Brock General Counsel Office of General Counsel</p>		

6-20. Mitigation.

This schedule covers records pertaining to mitigation activities and programs. Mitigation assistance is sometimes associated with disaster response, but can also be activities/grants/programs performed to reduce and mitigate losses for future disasters.

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
MIT-1	<u>Hazard Mitigation Grant Program</u> <sup>ASSISTANCE</sup> (PL 93-288, as amended, Sections 404 and 322).		
MIT-1-1	FEMA-State agreements, State administration plan, State mitigation plan, project applications, and correspondence regarding project extensions, estimates, cost ceiling, project lock-in and related material, as well as Interagency Hazard Mitigation Team reports.	Cutoff when project closed, voided, or withdrawn. Retire to FRC 3 months after cutoff. Destroy 6 years and 3 months after cutoff.	
MIT-1-2	Records of real properties (property acquisition agreement and list of acquired properties) acquired with FEMA funds for maintenance in accordance with agreement terms of the grant.	<del>PERMANENT.</del> Cut off at conclusion of project. Retire to FRC 3 years after cutoff. <del>Transfer to National Archives in 5-year blocks 20 years after cutoff.</del>	<i>TEMPORARY.</i> <i>Destroy when agreement with locality is no longer viable.</i>
MIT-2	<u>Mitigation Technical Assistance Programs</u> . Files consist of contract task order award and monitoring documents. These programs consist of the Hazard Mitigation Technical Assistance Program (HMTAP), the National Earthquake Technical Assistance Program (NETAP), and the Wind and Water Technical Assistance Program (WAWTAP). The HMTAP is funded predominantly with administrative cost disaster relief funds, and the NETAP and WAWTAP are funded from annually appropriated hurricane, earthquake, and flood funds. These programs support pre- and post-disaster mitigation activities. Some HMTAP activities provide technical assistance in support of the Hazard Mitigation Grant Program (MIT-2). The remainder of the HMTAP activities support other initiatives such as the development of limited data for flood maps, Geological Information Systems/Geo-Positional Studies (GIS/GPS) activities, inventory of damaged structures, long-term recovery planning, etc. The programs provide technical assistance to state and local communities and FEMA Regional and headquarters staffs in order to mitigate against loss to life and properties as a result of earthquake, hurricane, tornado, flood, wind, and snow storm hazards.	Cutoff at end of project. Retire to FRC 3 years after cutoff. Destroy 8 years after cutoff.	

File Number	Description of Records	Authorized Disposition	NARA Authority
MIT-XX	<p>Word processing and e-mail files</p> <p>Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the LEG schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.</p>		
MIT-XX-1	<p>Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on harddisk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.</p>	<p>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p>	
MIT-XX-2	<p>Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p>Destroy/delete when dissemination, revision, or updating is completed.</p>	

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All changes to this proposed schedule have been approved by:

NARA appraiser      date      Agency representative      date

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