

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-311-01-8	DATE RECEIVED 12-8-2000
1. FROM (Agency or establishment) Federal Emergency Management Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Financial Management			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Schartel	5. TELEPHONE (202) 646-2641	DATE 10-4-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 11/30/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Change FEMA disposition manual to include the attached category for non-disaster related assistance grants. Categories for e-mail and word processing records for this category can be found under the guidelines submitted under NARA job number N1-311-01- <i>[Signature]</i> Patricia A. English Acting Chief Financial Officer OFM Robert S. Brock General Counsel Office of General Counsel <i>cc Agency NWMD NWMA</i>		

INACTIVE - all items superseded

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
<p>PRC 13-3</p> <p><i>and the National Flood Insurance Act, 42 USC 4001 et seq.</i></p>	<p>Non-disaster Assistance Grants. Files for non-disaster related assistance grants provided under various statues pertaining to FEMA including, but not limited to, the Robert T. Stafford Act 42 U.S.C. 5121 et seq., the Earthquake Hazards Reduction Act 42 U.S.C. 7701 et seq., and the National Dam Safety Program P.L. 104-303. Files document the establishment, administration, and evaluation of the grants with state and local governments, and private non-profit organizations.</p> <p><i>federal agencies,</i></p>	<p>Cut off at end of fiscal year when grant or agreement is completed or closed. Destroy 6 years, 3 months after cutoff.</p>	<p>Superseded by: DAA-GRS-2013-0008-0001 DATE (MM/DD/YYYY): <u>05/24/2018</u></p>
<p>PRC XX</p>	<p>Electronic Mail and Word Processing System Copies</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 PRC 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> <ol style="list-style-type: none"> 1. 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 hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. <p>Destroy/delete within 180 days after the recordkeeping copy is produced</p> <ol style="list-style-type: none"> 2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. <p>Destroy/delete when dissemination, revision, or updating is completed.</p>	<p>Superseded by: DAA-GRS-2017-0003-0002 DATE (MM/DD/YYYY): <u>05/24/2018</u></p>	