

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 NI-311-02-01	DATE RECEIVED <i>11-16-2001</i>
1. FROM (Agency or establishment) Federal Emergency Management Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Federal Insurance and Mitigation Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>1-14-03</i>	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 10/08/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Chief, Records Management Branch Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Change FEMA Manual 5400.2 to include the attached file categories for the National Flood Insurance Program (changes as requested by NARA).		
<i>cc Agency, DR, NWMO, NWMW</i>			

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
FIA-1-1- X -4	<u>Biennial Report.</u> Biennial reports related to NFIP community implementation of the program in accordance with 44 CFR 59.22, including memoranda, messages, forms, and other records related to conducting the Biennial Report.	Cut off 1 year after requested from communities. Retire to FRC 2 years after cutoff. Destroy 7 years after cutoff.	
FIA-14	<u>Floodplain Management Files.</u> Letters, memoranda, messages, evaluations, studies, reports, forms, meeting records, staff position papers, community assistance program and community compliance program files, Community Rating System and task force files, and other records documenting and/or related to the policies and implementation of the NFIP floodplain management regulations including legislation, rules, procedures, accomplishments, decisions, executive orders, and guidance.		
FIA-14-1	Correspondence, messages, evaluations, studies, reports, forms, meetings, staff position papers, and other records documenting policy-making decisions related to the NFIP floodplain management regulations, community assistance and community compliance program, and the Community Rating System.	PERMANENT. Cutoff at close of fiscal year. Retire 2 years after cutoff. Transfer to National Archives 20 years after cutoff.	
FIA-14-2	Correspondence, messages, reports, forms, and other records relating to the implementation of the NFIP floodplain management regulations, community assistance and community compliance program, and the Community Rating System.	Cutoff at close of fiscal year. Retire to FRC 2 years after cutoff. Destroy 10 years after cutoff.	
NOTE: The actual grants for State Support Services and Federal Agency Support Services are filed under PRC-13-3, Non-Disaster Specific Grants.			
FIA-XX	Electronic copies created on electronic mail and word processing systems for all items listed under the FIA schedule.	Delete after recordkeeping copy has been produced.	

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
FIA-1-1-2-4	<u>Biennial Report.</u> Biennial reports related to NFIP community implementation of the program in accordance with 44 CFR 59.22, including memoranda, messages, forms, and other records related to conducting the Biennial Report.	Cut off 1 year after requested from communities. Retire to FRC 2 years after cutoff. Destroy 7 years after cutoff.	
FIA-14	<u>Floodplain Management Files.</u> Letters, memoranda, messages, evaluations, studies, reports, forms, meeting records, staff position papers, community assistance program and community compliance program files, Community Rating System and task force files, and other records documenting and/or related to the policies and implementation of the NFIP floodplain management regulations including legislation, rules, procedures, accomplishments, decisions, executive orders, and guidance.		
FIA-14-1	Correspondence, messages, evaluations, studies, reports, forms, meetings, staff position papers, and other records documenting policy-making decisions related to the NFIP floodplain management regulations, community assistance and community compliance program, and the Community Rating System.	PERMANENT. Cutoff at close of fiscal year. Retire 2 years after cutoff. Transfer to National Archives after cutoff.	
FIA-14-2	Correspondence, messages, reports, forms, and other records relating to the implementation of the NFIP floodplain management regulations, community assistance and community compliance program, and the Community Rating System.	Cutoff at close of fiscal year. Retire to FRC 2 years after cutoff. Destroy 10 years after cutoff.	

NOTE: The actual grants for State Support Services and Federal Agency Support Services are filed under PRC-13-3, Non-Disaster Specific Grants.

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TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-311-02-1	DATE RECEIVED 11-15-01
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 Federal Insurance and Mitigation Administration			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Schartel	5. TELEPHONE (202) 636-2641	DATE	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 <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 10/19/01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Muriel Blunden</i>	TITLE Chief, Records Management Section Agency Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Change FEMA Manual 5400.2 to include the attached file categories for the National Flood Insurance Program. WP & e-mail records for these categories would be: FIA-XX Electronic copies created on electronic mail and word processing for for all items listed on the FIA file series. DISPOSITION: Delete after recordkeeping copy has been produced.		
	<i>Robert S. Brock</i> 10/19/01 Robert S. Brock General Counsel Office of General Counsel	<i>Robert F. Shea</i> 10/19/01 Robert F. Shea Acting Administrator Federal Insurance and Mitigation Administration	

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
FIA-1-1-2-4	<u>Biennial Report.</u> Biennial reports related to NFIP community implementation of the program in accordance with 44 CFR 59.22, including memoranda, messages, forms, and other records related to conducting the Biennial Report.	Cut off 1 year after requested from communities. Retire to FRC 2 years after cutoff. Destroy 7 years after cutoff.	
FIA-14	<u>Floodplain Management Policy Files.</u> Letters, memoranda, messages, evaluations, studies, reports, forms, meeting records, staff position papers, community assistance program and community compliance program files, and other records documenting and/or related to the implementation of the NFIP floodplain management regulations including legislation, rules, policies, procedures, accomplishments, decisions, executive orders, and guidance.	Cutoff when policy is superseded or obsolete. Retire to FRC 2 years after cutoff. Destroy 25 years after cutoff.	
FIA-15	<u>Community Rating System Files.</u> Letters, memoranda, messages, evaluations,, studies, reports, forms, meetings, staff position papers, and other records documenting and/or implementing the Community Rating System (CRS) regulations, policies, procedures, accomplishments, and decisions. Community Rating System files pertaining to the CRS task force and community notification letters and correspondence.	Cutoff when policy is superseded or obsolete. Retire to FRC 2 years after cutoff. Destroy 25 years after cutoff.	
FIA-16	<u>Community Assistance Program.</u> Correspondence, memoranda, studies, reports, and other records relating to the development and establishment of the program, its policies and basic procedures and the management and evaluation of the program.	PERMANENT. Cutoff when policy is superseded or obsolete. Retire 2 years after cutoff. Transfer to National Archives in 5-year blocks 20 years after cutoff.	

NOTE: The actual grants for State Support Services and Federal Agency Support Services are filed under PRC-13-3, Non-Disaster Specific Grants.