

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 <i>71-311-02-3</i>	
1. FROM (Agency or establishment) Federal Emergency Management Agency		DATE RECEIVED <i>11-15-2001</i>	
2. MAJOR SUBDIVISION External Affairs Directorate		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION International Affairs Division			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Schartel	5. TELEPHONE 202-646-2641	DATE <i>4-12-02</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>2</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 <i>10/19/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Records Officer Chief, Records Management Section
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	see attached  These changes better reflect current work processes and reduce specificity for these categories.  <i>[Signature]</i> EX OFF. EAD Christi Harlan Assistant Director External Affairs 150001  <i>[Signature]</i> 10/19/01 Robert S. Brock General Counsel Office of General Counsel	N1-311-86-1 items 1B6, 1B7, and 1B8	

INACTIVE - ALL ITEMS SUPERSEDED

*cc Agency, NR, NWMD, NWMM*

INACTIVE - ALL ITEMS SUPERSEDED

FEMA Manual 5400.2

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LIA-3      Binding International Agreements Files. Documents accumulated in planning and making arrangements for cooperation in natural and man-made technological-emergency prevention and response. Memoranda of Understanding, letters, memoranda, messages, studies, reports, forms, staff position papers, and other records documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to establishment of the Agreements. These agreements are approved through the Department of State's C175 Interagency process, with such countries as Canada, Mexico, Russia and Ukraine. Arrange alphabetically by country.

PERMANENT. Cut off at end of calendar year. Retire to FRC 5 years after cutoff. Transfer in 5-year blocks to the National Archives 20 years after cutoff.

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LIA-4      Non-binding International Agreements Files. Documents accumulated in planning and making arrangements for cooperation in natural and man-made technological-emergency prevention and response. Protocols of Intention, work plans, letters, memoranda, messages, studies, reports, forms, staff position papers, and other records documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to FEMA program and staff activities. These agreements are approved through the Department of State's C175 Interagency process. With such countries as Azerbaijan, Bulgaria, Greece, Israel, Italy, Japan Kazakhstan, Korea, Kyrgyzstan, Nigeria, Poland, Romania, Turkey, Turkmenistan, and Uzbekistan. Arrange alphabetically by country.

PERMANENT. Cut off at end of calendar year in which agreement ends or is superceded. Retire to FRC 3 years after cutoff. Transfer to the National Archives 20 years after cutoff.

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LIA-5 Other Agreements

- ✱ LIA-5-1 Interagency International Agreements. Agreements with Department of State, USA Corps of Engineers, AID, etc or other agencies with regard to FEMA interaction and interdiction with the International community. PERMANENT. Cutoff at the end of the calendar year in which agreement ends or is superseded. Retire to FRC 3 years after cutoff. Transfer to the National Archives 20 years after cutoff.
- ✱ LIA-5-2 International Organizational Agreements. FEMA agreements with such organizations as the United Nations, World Bank, etc. for coordination of activities in times of disaster. PERMANENT. Cutoff at the end of the calendar year in which agreement ends or is superseded. Retire to FRC 3 years after cutoff. Transfer to the National Archives 20 years after cutoff.
- ✱ LIA-5-3 North Atlantic Treaty Organization/FEMA Agreements. FEMA agreements and correspondence with NATO to report, coordinate international activities with regard to disaster mitigation planning and disaster response. PERMANENT. Cutoff at the end of the calendar year in which agreement ends or is superseded. Retire to FRC 3 years after cutoff. Transfer to the National Archives 20 years after cutoff.
- # LIA-XX Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems for all items listed under the LIA schedule created solely to produce recordkeeping copies. Destroy/delete within 180 days after the recordkeeping copy has been produced.

# Superseded by job / item number:

DAA-GRS-2013-0003-0002

Date (MM/DD/YYYY):

09/16/2014

✱ Superseded by job / item number:

DAA-0563-2013-0006-0002

Date (MM/DD/YYYY):

12/02/2014