

<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 3/1 71-563-03-2	
1. FROM (Agency or establishment) Federal Emergency Management Agency		DATE RECEIVED 4-10-03	
2. MAJOR SUBDIVISION Information Technology Services Directorate		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Information Resources Mgmt. Division, Records Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Schartel	5. TELEPHONE 202-646-2641	DATE <i>for</i> 4/24/2003	ARCHIVIST OF THE UNITED STATES <i>Howard Lowe</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 0 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 2/24/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Muriel Anderson</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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><i>Reports Control</i></p> <p>Change disposition for <del>information collection</del> files to "Cutoff file when information collection instrument is discontinued. Retire file 2 years after cutoff. Destroy 20 years after cutoff." — TEMPORARY.</p> <p>This change better reflects current business practices and allows this agency to retain older case files for research for future information collection projects.</p> <p>CONCURRENCE:</p> <p><i>Robert S. Brock 2/20/03</i></p> <p>Robert S. Brock Associate General Counsel Office of General Counsel.</p> <p><i>Changes made with concurrence of agency. 4-10-03. JH</i></p> <p><i>cc Agency, NARA, NWMW</i></p>	GRS 16, 6	