

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-311-04-3	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4-30-2004	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION National Disaster Medical System			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Strickler	5. TELEPHONE NUMBER 202-646-2641	DATE 10-13-04	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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>4</u> page(s) are not needed now for the business for 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 4/27/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert S. Brock</i>		TITLE Chief, Records Management Branch 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 GRS OR SUPERSEDED JOB CITATION	10.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 reflect pen & ink changes to categories presently covered under EOM-14 of FEMA Manual 5400.2 to reflect inclusion of the National Disaster Medical System in these categories as that program operates using the same business processes as the Urban Search and Rescue Program (those changes are in bold print). Also add categories EOM-14-5 and EOM-14-6 to schedule medical records created by the NDMS task forces during event response (shaded areas). <i>Robert S. Brock</i> Robert S. Brock General Counsel Office of General Counsel Richard S. Braddock, Chief Response Operations Support Services Branch cc Agency, NR, NWMW, NWMD	N1-311-99-1	

5-14. Emergency Operations and Mobilization Programs (EOM).

a. This schedule covers records relating to emergency operations and mobilization preparedness functions.

b. Emergency operations and mobilization records involved with the Continuity of Government programs are covered in Chapter 5-9 (COG).

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
EOM-14	<p><u>National Urban Search and Rescue (US&R) Response System and National Disaster Medical System (NDMS).</u> The National US&R Response System and the National Disaster Medical System are made up of many task forces from around the continental United States and members are trained and equipped to handle structural collapse rescue and recovery and disaster medical response. They encompass local emergency services and medical personnel from various states and can be deployed by FEMA to a major disaster area and provide assistance with structural rescue and medical assistance.</p>	(See sub-categories for disposition)	
EOM-14-1	<p>US&R and NDMS Training, to include all aspects of US&R and NDMS Training.</p>		
EOM-14-1-1	<p>Documentation on all courses developed, including general training plans, instructor guides, and documents relating to the identification of training requirements.</p>	<p>Cutoff on discontinuance of specific training program. Destroy 5 years after cutoff.</p>	<p>(previously) N1-311-99-1</p>
EOM-14-1-2	<p>Training Aids, Manuals, syllabi, textbooks, and other training aids on management and technical subjects developed by FEMA or under contract for FEMA.</p>	<p>Destroy when superseded.</p>	<p>N1-311-99-1</p>

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
EOM-14-1-3	Register of individuals trained and certified for a particular training program with notation(s) of students used for specific disaster operations.	Cutoff on termination of particular training program. Destroy 5 years after cutoff..	N1-311-99-1
EOM-14-2	US&R and NDMS Task Forces Solicitation Process		
EOM-14-2-1	Accepted and rostered Task Forces or task force members.	Cutoff at end of fiscal year in which Task Force or task force members are accepted. Retire to FRC 1 year after cutoff. Destroy 10 years after cutoff.	N1-311-99-1
EOM-14-2-2	Declined Task Forces or task force members.	Cutoff at end of calendar year. Destroy 5 years after cutoff.	N1-311-99-1
EOM-14-3	Disaster and Incident Response		
EOM-14-3-1	Disaster specific daily logs, after action reports, activation and deactivation orders, alerts, incident action plans, advisories, and final reports arranged by disaster. Includes both National and International events which may also include mixed media such as photos, slides, videos, etc. Separated by disaster.	PERMANENT. Cutoff after publishing the final report. Retire to FRC 1 year after cutoff. Transfer to archives 20 years after cutoff.	N1-311-99-1

NOTE: All disaster and incident response material related to the disasters caused by the attacks on the United States of September 11, 2001, are managed under file category DAP-1-3.

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
EOM-14-3-2	Reimbursement claims for US&R and NDMS responses. Separated by task force and disaster.	Cutoff at end of fiscal year in which claims were paid and all audits have been completed. Destroy 6 years after cutoff.	N1-311-99-1
EOM-14-4	Preparedness.		
EOM-14-4-1	Annual grants to Task Forces to maintain Task Force preparedness.	Cutoff at end of fiscal year. Destroy 10 years after cutoff.	N1-311-99-1
EOM-14-4-2	Readiness Evaluation Reports. These reports document evaluations performed by FEMA to measure task force readiness in terms of cache supplies, training, and personnel. These reports are usually comprised of mixed media, to include videos and other documentation of task force evaluations.	Cutoff at end of each evaluation. Retire 2 years after cutoff. Destroy 20 years after cutoff.	N1-311-99-1
① EOM-14-5	Patient Care Forms or other Medical Records. Files created by NDMS task forces during response to an event while caring for victims of that event.	Cutoff at end of response activity by the Task Force(s) for a particular event. Retire to the FRC 2 years after cutoff. Destroy 75 years after cutoff.	
② EOM-14-6	Veterinary Care Records. Files created by NDMS task forces during response while caring for animals affected by the event, or for US&R dogs responding to the event.	Cutoff at end of response activity by the Task Force(s) for a particular event. Retire to the FRC 1 year after cutoff. Destroy 10 years after cutoff.	