


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on below)		. LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) WASHINGTON, DC 20408		JOB NUMBER	NI-311-08-1
1. FROM (Agency or establishment) Department of Homeland Security/Federal Emergency Management Agency		DATE RECEIVED	3/27/08
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Andre Smith	5. TELEPHONE 940-891-8742	DATE 6/27/08	ARCHIVIST OF THE UNITED STATES Allen L. Latham

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 1 page(s) are not 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 Manuel for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 3/26/2008	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Director, Records Management Division, FEMA
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	This schedule covers records pertaining to the monitoring and recording of telephone calls from disaster victims seeking assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288 as amended). These calls are received at or made from one of FEMA's National Processing Service Centers for the purpose of registering for disaster assistance, checking status of an assistance application, or confirming assistance eligibility information.		
1a	FEMA Series DAP-15-1 National Processing Service Centers Evaluated Call Recordings. Records and reports related to and regarding call recordings where an agent was evaluated by FEMA's Quality control staff. TEMPORARY. Cut off files at the end of the calendar year in which evaluated. Transfer to FRC 3 years after cutoff. Destroy 6 years after cutoff.		
1b	FEMA Series DAP-15-2 National Processing Service Centers Unevaluated Call Recordings Records and reports related to and regarding unevaluated call recordings. TEMPORARY. Delete files 45 days after recordings.		

SA 7/2/08 copies sent to Agency, NWMW, NR