


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	N1-311-08-2
1. FROM (Agency or establishment) Department of Homeland Security - Federal Emergency Management Agency		DATE RECEIVED	3/27/08
2. MAJOR SUBDIVISION United States Fire Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION NETC Management, Operations, and Support Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Thomas M Alston	5. TELEPHONE 202-646-2641	DATE 6/22/08	ARCHIVIST OF THE UNITED STATES Mr. Winters

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 _____ 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 3/25/2008	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Director, FEMA Records Management Division
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	This is to request to change and clarify a FEMA schedule item via SF-115. The schedule item being addressed is TNG-11-1 authority N1-311-88-2 item 1A, covering admission records for the National Emergency Training Center. Although the program office at the time operated and maintained both the admission and completion/transcript records as one body when the schedule was submitted for approval, they did not make this clear in the records description.		
1	<p>Series title currently written as:</p> <p>TNG-11</p> <p>NETC Admission Applications.</p> <p>Record copy of each student's application for admittance to an NETC course (FEMA Form 75-5, General Admission Application). Arrange alphabetically by course title.</p> <p>Proposed change to read as:</p> <p>TNG-11</p> <p>NETC Admission Applications and Transcripts.</p> <p>Record copy of each student's application for admittance to an NETC course (FEMA Form 75-5, General Admission Application) along with course completion information. Arrange alphabetically by course title. This schedule also covers student applications, course completions, competency measures/score, and transcripts records.</p>	(See sub-categories for authority/ disposition)	

SA 7/2/08 Copies Sent to Agency, NWMW, NR

2	<p>Series item currently written as:</p> <p>NETC Admission Applications.</p> <p>Applications on students accepted for admission.</p> <p>TEMPORARY. Cut off at end of fiscal year. Retire to FRC 5 years after cutoff. Destroy 40 years after cutoff.</p> <p>Proposed change to read as:</p> <p>TNG-11-1 NETC Admission Applications and Transcripts.</p> <p>Applications on students accepted for admission, student course completions, competency measures/score, and transcripts records.</p> <p>TEMPORARY. Cut off at end of fiscal year. Retire to FRC 5 years after cutoff. Destroy 40 years after cutoff.</p>	NI-311-88-2 item 1A	

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