

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-311-107	DATE RECEIVED 12/11/09
1. FROM (Agency or establishment) Department of Homeland Security/Federal Emergency Management Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Management Directorate			
3. MINOR SUBDIVISION Disaster Reserve Workforce Division			
4. NAME OF PERSON WITH WHOM TO CONFER Linda Diehl	5. TELEPHONE (202) 212-2521	DATE 9-23-2010	ARCHIVIST OF THE UNITED STATES WITTDRAWN

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 12/10/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul G. [Signature]</i>	TITLE Act. Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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.	<p>This schedule covers records pertaining to the credentialing of the Federal Emergency Management Agency's (FEMA) Disaster Workforce. The proposed disposition instruction applies to records in all media and formats</p> <p>Disaster Workforce Credentialing Files (PER-4)</p> <p>The Credentialing Program is responsible for the design and implementation of a plan to credential FEMA's Disaster Workforce. The plan will ensure a consistent process and common tools for recruiting and training qualified Disaster Workforce members. Credentialing defines levels of proficiency for all of FEMA's Disaster Workforce position titles and then monitors and evaluates whether individuals meet the professional work performance standards required to execute the tasks associated within a proficiency level. Records include credentialing checklist, completed task book assessments, training certificates or transcripts, professional license or certificate, performance appraisals, cadre manager review documentation, credentialing review board review documentation, program head approval, and other information that supports completion of a credentialing requirement</p> <p>Disposition: TEMPORARY. Cut off record when employee leaves the Agency. Transfer to FRC one year after cutoff. Destroy/delete 10 years after cutoff</p>		