

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 N1-311-10-2	DATE RECEIVED 3-23-2010
1 FROM (Agency or establishment) Department of Homeland Security/Federal Emergency Management Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Chief Counsel			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Dionne Smith	5 TELEPHONE (202) 646-3911	DATE 18 Apr 11	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 Manual for Guidance of Federal Agencies,

is not required is attached, or has been requested

DATE 3/18/10	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Chief Counsel, Executive 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>This schedule covers records pertaining to informal legal opinions provided by email to various FEMA directorates, divisions or offices about FEMA programs and authorities. The proposed disposition instruction applies to records in all media and formats</p> <p>Informal Legal Opinions (LEG-13-3)</p> <p>Documents relating to informal legal opinions provided by email to various FEMA directorates, divisions or offices about FEMA programs and authorities. Emails that are file/case specific and that do not contain significant overarching legal opinions, analysis, conclusions, advice or interpretations or that do not pertain to significant policy-making or major activities</p> <p><i>Cut off in year that file/case is closed. Destroy 3 years after cutoff.</i></p> <p>Disposition TEMPORARY Destroy when 3 years old or when no longer needed for reference, whichever is later</p> <p><i>*per email of 8-9-2010 & 9-8-2010 MLS</i></p>		