

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-311-88-1

DATE RECEIVED

4-18-88

TO **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

Federal Emergency Management Agency

2 MAJOR SUBDIVISION

State and Local Programs and Support Directorate

3 MINOR SUBDIVISION

Office of Civil Defense

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Alfred E. Warren

646-2641

8/31/88

*Carl S*  
*Claudine J. ...*

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 page(s) are not now 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B. DATE

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

4/18/88

*Alfred E. Warren*

Chief, AS-RI Division, Records Officer

7 ITEM NO

8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARS USE ONLY)

1

Computerized Activities Results Lists (CARL) Files

This new computerized system will replace an existing hard copy system. This will substantially reduce paper records for both the States and FEMA.

These files are a segment of the Comprehensive Cooperative Agreement (CCA) Program (Schedule previously submitted NI 311-86-1). For each program supported by the CCA, the States prepare a statement of work that includes a list of specific activities, an "Activities Results List" (CARL), to be accomplished during the fiscal year. Each State will enter the information into a personal computer (PC) and transmit this activity results list (floppy disk) to the FEMA regional offices. This file will serve as the basis for CCA negotiations between the States and FEMA regional offices. After regional office approval, the file will be transferred to FEMA Headquarters. Retain floppy disks for a period of 6 years 3 months for each State.

Approvals:

*[Signature]*  
State and Local Programs and Support

4/18/88  
Date

*[Signature]*  
General Counsel

4/18/88  
Date

*Copy sent to Agency  
MNS, MAF  
8/31/88*