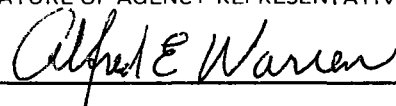


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>NI-311-88-2</i>	DATE RECEIVED <i>7/14/88</i>
1 FROM (Agency or establishment) Federal Emergency Management Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Training		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Student Services Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Ed Sias	5 TELEPHONE EXT 646-2626		
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 2 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 7-8-88	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Chief, Records and Information Systems Management Division	
7 ITEM NO 1	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) The National Emergency Training Center (NETC) consists of the National Fire Academy (NFA) and the Emergency Management Institute (EMI) which provide advanced training to state and local firefighting and emergency management professionals. Courses are conducted at the facility in Emmitsburg, Maryland and in field locations. <u>Admission Applications</u> Record copy of each students application for admittance to a course (FEMA Form 75-5, General Admission Application) Arranged alphabetically by name of course a. Applications on students accepted for admission. <u>DISPOSITION:</u> Cutoff at end of fiscal year. Retire to FRC 5 years after cutoff. Destroy 40 years after cutoff.(see note) b. Applications on students not accepted for admission. <u>DISPOSITION:</u> Cutoff at end of fiscal year. Destroy one year after cutoff.	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)

*Copies sent to NCF
ANT*

1/30/88

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE 2 OF 2
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)
2	<p><u>Student Stipend Agreement</u></p> <p>Original signed copy of the financial aid agreement (FEMA Form 75-3)</p> <p>Arranged alphabetically by name of course</p> <p><u>DISPOSITION:</u> Cutoff at end of fiscal year. Destroy 6 years and 3 months after cutoff.</p>		
3	<p><u>Register of Course Completion</u></p> <p>Record of students attending a field course given by a field instructor. Document (FEMA Form 75-9) is a source document for computer entry.</p> <p><u>DISPOSITION:</u> Destroy after entry is validated.</p>		<i>GRS 20/2a</i>
NOTE:	<p>Item 1a - Most major universities contacted hold their applications permantly either in paper format or Microfilm. FEMA wants to keep applications until the student retires from the workforce.</p> <p>Item 1b - In the 9 year history of the NETC, requests for information on a non-admitted student have never been received after course completion.</p> <p>Approval:</p> <p> _____ General Counsel</p> <p><i>7/14/88</i> _____ Date</p>		