

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

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JOB NO. **N1-311-90-1**

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

DATE RECEIVED **11/16/89**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER  
**Ed Sias**

5. TELEPHONE EXT.  
**646-2626**

DATE **12/27/90** ARCHIVIST OF THE UNITED STATES  
*Cutp*  
*Claudia 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 \_\_\_\_\_ 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
11/15/89	<i>Alfred E. Warren</i>	Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>Change FEMA Schedule N1-311-86-1, Item 3A1 to read:</p> <p>National Fire Academy Board of Visitors Files consisting of approved minutes of officially scheduled meetings (usually quarterly), notes, drafts, and working papers.</p> <p>DISPOSITION: <u>Minutes of Meetings</u>. PERMANENT. <i>no</i> Cut off at end of calendar year. Retire to FRC 5 years <del>after</del> <i>blocks when</i> <del>after</del> <i>5 years old.</i> Transfer to National Archives in 5-year blocks, 20 years after <del>cutoff.</del> <i>old.</i></p> <p><u>Working Papers</u>. Cut off at end of calendar year. Destroy 5 years after cutoff.</p>		
2	<p>Emergency Management Institute Board of Visitors Files consisting of approved minutes of officially scheduled meetings (usually quarterly), notes, drafts, and working papers.</p> <p>DISPOSITION: <u>Minutes of Meetings</u>. PERMANENT. <i>no</i> Cut off at end of calendar year. Retire to FRC 5 years <del>after</del> <i>blocks</i> <del>after</del> <i>when</i> <del>after</del> <i>5 years old.</i> Transfer to National Archives in 5-year blocks, 20 years after <del>cutoff.</del> <i>old.</i></p> <p><u>Working Papers</u>. Cut off at end of calendar year. Destroy 5 years after cutoff.</p>		

concur *Alfred E. Warren* Records Officer 10/31/90