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| 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. | N1-311-90-2 |
| 1. FROM (Agency or establishment) Federal Emergency Management Agency | | DATE RECEIVED | 6/13/90 |
| 2. MAJOR SUBDIVISION Public Affairs | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION | | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Ed Sias | 5. TELEPHONE EXT. 646-2626 | DATE 12/27/90 | ARCHIVIST OF THE UNITED STATES <i>Claudia J. ...</i> |
| 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 | | |
|-----------------------|---|-----------------------------------|-------------------------------------|-----------------|
| 6/13/90 | <i>Alfred E. Warren</i> | 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 GRS OR SUPERSEDED JOB CITATION | 10.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 | <p><u>Information Files.</u> Complete set of formal informational releases and publications, such as press releases, press conference transcripts, and indexes thereto.</p> <p><u>Disposition.</u> PERMANENT. Cut off at end of calendar year. Retire to FRC 3 years <i>in 5 year blocks when 5 years old.</i> after cutoff. Transfer to National Archives in 5 year blocks 20 years after cutoff. <i>old.</i></p> | | | |
| 2 | <p><u>Speeches.</u></p> <p>A. Official speeches given by the Director, Deputy Director, Associate Directors, Administrators, Regional Directors, or personnel acting in such capacity.</p> <p><u>Disposition.</u> PERMANENT. Cut off at end of calendar year. Retire to FRC 3 years after cutoff. <i>in 5 year blocks when 5 years old.</i> Transfer to National Archives in 5 year blocks 20 years after cutoff. <i>old.</i></p> <p>B. Speeches not covered in item 2A.</p> <p><u>Disposition.</u> Destroy when 3 years old.</p> | | | |
| <i>concur changes</i> | | <i>AE Warren</i> | <i>10/31/90</i> | RECORDS OFFICER |