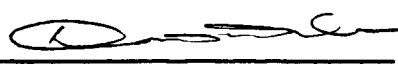


|  |                                   |   |   |
|--|-----------------------------------|---|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i>           |                                   | LEAVE BLANK   |   |
| TO: GENERAL SERVICES ADMINISTRATION<br>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 |                                   | JOB NO.<br><i>NI-311-91-7</i>   | DATE RECEIVED<br><i>1-15-91</i>   |
| 1. FROM (Agency or establishment)<br>Federal Emergency Management Agency                           |                                   | NOTIFICATION TO AGENCY  |   |
| 2. MAJOR SUBDIVISION<br>Federal Insurance Administration   |                                   | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br>National Flood Insurance Program   |                                   |   |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Alfred E. Warren  | 5. TELEPHONE EXT.<br>202-646-2641 | DATE<br><i>1/28/91</i>  | ARCHIVIST OF THE UNITED STATES<br> |
| 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<br><i>1-10-91</i> | C. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Alfred E. Warren</i> | D. TITLE<br><i>RECORDS OFFICER</i> |
|---------------------------|--|------------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|-------------|--|-----------------------------------|--|
| 1.          | <p>This is a change to an existing schedule. NI-311-86-1, FEMA Manual 5400.4, Item FIA-13, the National Flood Insurance Program is a Federally funded program mandated by the National Flood Insurance Act of 1968 (PL 90-448) and the Flood Disaster Protection Act of 1973 (PL 93-245). The program is managed by a contractor located in Lanham, MD.</p> <p>The change is to add microfilming of the policy files and to establish the microfilm as the official record. The Insurance policy files are microfilmed using a Kodak KIMS 5100 system. All standards <del>XXX</del> as addressed in NARA Regulations 36 CFR Part 120 are strictly adhered to.</p> <p style="text-align: center;"><u>Disposition</u></p> <p>Destroy hard copy files when microfilm has been verified to be an adequate substitute, film has clarity, readability, and reproduceable.</p> <p>Destroy microfilm 20 years after cancellation of flood insurance policy.</p> <p><i>Copies sent to agency, NCF 1/30/91</i></p> |                                   |  |

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE 2 OF 2

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|-------------|--|-----------------------------------|--|
|             | <p>Approvals:</p> <p><u>Robert J. Dehenzel</u>      <u>1-15-91</u><br/>                     Robert J. Dehenzel      Date<br/>                     NFIP Project Officer</p> <p><u>Susan Bank for</u>      <u>1/15/91</u><br/>                     General Counsel      Date</p> |                                   |  |