

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-311-92-1	DATE RECEIVED 10-15-91
1. FROM (Agency or establishment) Federal Emergency Management Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Administrative Support		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Ed Sias	5. TELEPHONE (202) 646-2626	DATE 2/10/92	ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 10/11/91	SIGNATURE OF AGENCY REPRESENTATIVE Alfred E. Warren <i>Alfred E. Warren</i>	TITLE Chief, AS-RI
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	Change the FEMA Records Schedule (FEMA Manual 5400.4) Subject ADM-7 to read: ADM-7 Weekly Activities Report Narratives containing items of internal agency interest or activities submitted by staff to higher levels of management. ADM-7-1 Reports ^{held by} submitted to the Office of the Director (Annual Volume 3 cubic feet) NOTE: These records contain items of significant interest that have unique value. Disposition: PERMANENT. cut off at end of calander year and retire to FRC. Transfer to National Archives in 5 year blocks when oldest records are 20 years old.		
11	ADM-7-2 All other reports Disposition: DESTROY when 1 year old.	N1-311-86-1/2 K4	

Amendment to N1-311-92-1

ADM-7-1-B

Copies maintained by the Regional Directors, when maintained separately from the regional directors' office chronological files (FEMA RCS ADM-5).

PERMANENT. Cut off files annually. Transfer to the FRC in 5-year blocks when ^{oldest} newest records are 6 year old. Transfer to the National Archives when ^{oldest} newest records are 20 years old.

Amendment agreed to telephonically by Al Warren, FEMA R/b, 1/31/92.

Marc A. Wolf
NIRE.