

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-311-92-4	DATE RECEIVED 2-19-92
1. FROM (Agency or establishment) FEDERAL EMERGENCY MANAGEMENT AGENCY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 646-2626	DATE 8-16-94	ARCHIVIST OF THE UNITED STATES Candy Hankamp

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 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, 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 7-25-94	SIGNATURE OF AGENCY REPRESENTATIVE Pinda S. Bunn	TITLE Acting Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>Change FEMA Records Schedule (FEMA Manual 5400.4) Item ADM-12 as follows:</p> <p><u>ADM-12 Schedules Of Daily Activities.</u></p> <p>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by FEMA employees while serving in an official capacity created and maintained in hard copy or electronic form. EXCLUDING materials determined to be personal.</p> <p>ADM 12-1 No Change ADM 12-2 No Change</p> <p>ADD</p> <p>ADM 12-3 Records containing substantive information relating to the official activities of the Director, Deputy Director, and heads of directorates and offices reporting to the Director.</p> <p><i>Copies sent to Agency, NIA, NCF, NNW, NNT</i></p>		

PERMANENT. Cut off at the end of calendar year. Retire to FRC.  
Transfer to National Archives in 5 year blocks when 20 years old.  
Records not containing any substantive information may be  
destroyed during processing without further notice to FEMA.