

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-311-92-5	DATE RECEIVED 2-21-92
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 (202) 646-2626	DATE 7-17-93	ARCHIVIST OF THE UNITED STATES <i>Archie L. Husband Peters</i>

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 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, 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 2-19-92	SIGNATURE OF AGENCY REPRESENTATIVE Alfred E. Warren <i>Alfred E. Warren</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Change FEMA Records Schedule (FEMA Manual 5400.4) as indicated on the attached.		

Copies sent to Agency, N.N.W., N.N.T., N.C.F., N.I.A. 7/28/93

ITEM 1

INF-11 FOIA Report Files.
Recurring reports and one-time
information requirements relating
to FEMA's implementation of the FOIA.

1) INF-11-1 Agency annual reports to congress. PERMANENT. Cut off at N1-311-92-____
end of fiscal year.
Retire to FRC 2 years
after cut off. Transfer
to NARA in 5 year blocks
when oldest records are
20 years old.

INF-11-2 All other reports. Destroy when 2 years old, GRS 14,14
or sooner, if no longer
needed for administrative
use.

ITEM 2

~~INF-17 Privacy Act Report Files.
Recurring reports and one-time
information requirements relating
to FEMA's implementation of the
Privacy Act.~~

~~INF-17-1 Annual reports to congress, OMB,
and the Report on New Systems at
Agency level. PERMANENT. Cut off at N1-311-92-____
end of fiscal year.
Retire to FRC 2 years
after cut off. Transfer
to NARA in 5 year blocks
when oldest records are
20 years old.~~

~~INF-17-2 All other reports. Destroy when 2 years old. GRS 14,25~~

WITHDRAWN

Add the following to ADM:

Historical Organizational Records

ITEM 3

2) ADM-43 Organizational Files.

Organizational charts and studies which provide a detailed description of the arrangement and administrative structure of the Agency. Included are proposals, staff evaluations, final products, maps, and graphs.

PERMANENT. Cut off at end of fiscal year. Retire to FRC 2 years after cut off. Transfer in 5 year blocks when oldest records are 20 years old.

N1-311-92-____

ITEM 4

~~ADM-44~~ History Files.

~~Agency histories and selected background materials including oral histories prepared by FEMA officials or contractor personnel.~~

~~PERMANENT. Cut off at end of fiscal year. Retire to FRC 2 years after cut off. Transfer to NARA in 5 year blocks when oldest records are 20 years old.~~

~~N1-311-92-____~~

see revised ADM-44

ADM - 44 History Program Files. Agency histories and selected background materials including oral histories prepared by FEMA officials or contractor personnel.

3) ADM - 44 -1 Finished agency histories. Published and unpublished articles relating to the administration, organization, programs, and mission of the agency.

Disposition: Permanent. Cut off on completion of the project and place in an inactive file. Cut off the inactive file when 5 years old. Transfer in 5 year blocks to the FRC when the oldest record is 6 years old. Transfer to the National Archives in 5 year blocks when the oldest record is 20 years old.

4) ADM - 44 -2 Source Materials. Duplicate copies of agency correspondence, organizational charts, reports, newspaper clippings, and other records used in the preparation of agency histories.

Disposition: Temporary. Cut off on completion of project. Destroy when 10 years old.

~~ADM - 44 - 3 Oral history projects. Consists of the earliest generation (original copy) of the recorded interview and one reference copy, and, where they exist, 2 copies of any transcripts of the interview and the deed of gift.~~

WITHDRAWN

~~Disposition: Permanent. Cut off on completion of the project. Transfer to the National Archives when 3 years old.~~

Concurrence:

Alfred E. Warren
FEMA Records Officer

3-31-93
Date