

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 N1-311-92-9	DATE RECEIVED 4-3-92
1. FROM (Agency or establishment) Federal Emergency Management Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION State and Local Programs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 TELEPHONE 646-2626	DATE 3-29-96	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 4-1-92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Alfred E. Warner</i>	TITLE RECORDS OFFICER
----------------	---	--------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Add the attached electronic system to FEMA's Record Schedule (FEMA Manual 5400.4) to subject Disaster Assistance Programs (DAP).		WITHDRAWN

ELECTRONIC RECORDS		1. SYSTEM TITLE Automated Disaster Assistance Management System (ADAMS)	
2. PROGRAM OFFICE SL-DA	3. RESPONSIBLE PROGRAM OFFICIAL Robert G. Chappell Asst. Assoc. Dir, SL-DA		4. OFFICIAL RESPONSIBLE FOR SYSTEM Dennis B. Green
5. PURPOSE OF SYSTEM To make management of FEMA's Disaster Assistance Programs more efficient and provide a semi-permanent record of actions. In part, ADAMS provides backup documentation for obligations of funds.			
6. INFORMATION CONTENT THERE ARE 4 MODULES:- 1. Public Assistance (PA): records of Damage Survey Report data, detailing all damage to public facilities in a disaster area that are eligible for assistance. 2. Individual Assistance (IA): records of all applications from private individuals for disaster assistance and of the types of assistance provided. 3. Hazard Mitigation (HM): records of all projects intended to mitigate damage in future severe weather situations. 4. Program Support (PS): records of administrative matters, including equipment inventory, imprest fund, staff hours, etc. in Disaster Field Offices.			
7. INPUTS (Include inputs from other systems) All data is entered manually from DSR forms, applications forms, etc.		RECOMMENDED DISPOSITION OF INPUTS Destroy when input is verified	
8. OUTPUTS (Include outputs to other systems and disks) Standard reports for use by managers and staff to assist in managing the programs. The PA and HM modules produce forms which, when signed, become official obligating documents for entry of obligations into FEMA's accounting system.		RECOMMENDED DISPOSITION OF OUTPUTS Destroy 6 years and 3 months after final action.	
9. REMARKS ADAMS operates on Local Area Networks located in FEMA Regional offices and Disaster Field Offices. A central repository for ADAMS data, in aggregate form, is in the development stage.			
10. PREPARER'S NAME Joseph E. Russell	11. OFFICE SYMBOL SL-DA-PC	12. PHONE NUMBER 646-3069	13. DATE 1-7-92