

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 NI-311.95.1	DATE RECEIVED 12.23.94
1. FROM (Agency or establishment) Federal Emergency Management Agency (FEMA)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION United States Fire Administration (USFA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Tammy Schartel	5. TELEPHONE (202) 898-2564	DATE 2-4-97	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 02/11/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda S. Borrer</i> Linda S. Borrer	TITLE Acting Records Officer	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Change FEMA Manual 5400.4 Item PRC-13 as indicated on the attached. Reason is to include the US Fire Administration grant files which contain possible permanent information.		

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA ITEM
PRC-13	<u>Grant Files.</u>		
PRC-13-1	Grant Administrative Files. Correspondence, and/or subject files relating to routine operations and daily activities in administration of the grant program.	Destroy when 2 years old.	GRS 3, 14
PRC-13-2	USFA Grant and Cooperative Agreement Case Files. Files created under PL 93-498 (as amended) in establishing, administering, and evaluating grant programs and cooperative agreements with individuals, private organizations, and state and local agencies.		
PRC-13-2-1	Grant Project Files. Files containing correspondence, memoranda and letters, study reports, and other unsolicited items received for consideration for a grant or cooperative agreement that is later approved. <i>1 f+3/year</i>	Cut off at end of fiscal year when grant or agreement is finalized. Destroy 3 years after cutoff ^{or} when no longer needed for administrative, audit, legal, or other operational purposes, whichever is sooner.	PENDING FROM NARA NI-311-95-1
PRC-13-2-2	Grant and Cooperative Agreement Case Files. Files containing approved applications, copies of financial records, supporting documents, statistical information, and related records pertaining to the award, administration, receipt, inspection, and payments of the grants and cooperative agreements. <i>2 f+3/year</i>	Cut off at end of fiscal year when grant or agreement is completed or closed. Destroy <i>6 years, 3 months</i> years after cutoff.	PENDING FROM NARA NI-311-95-1
PRC-13-2-3	Final Report. Files containing the original final report or equivalent document, including appendices or attachments, for the grant or cooperative agreement. Arranged chronologically by fiscal year. <i>2.5 f+3/year</i>	PERMANENT. Cut off at end of fiscal year. Retire to FRC 2 years after cutoff. Transfer to National Archives 20 years after cutoff.	PENDING FROM NARA NI-311-95-1

OK per telecon w/Tamm Schaefer 10/22/96

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