

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 NI. 311.95.2	DATE RECEIVED 1.26.95
1. FROM (Agency or establishment) Federal Emergency Management Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Operations Support Directorate		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Schartel	5. TELEPHONE 202-898-2564	DATE 5-8-95	ARCHIVIST OF THE UNITED STATES <i>Archie Huskang Peterson</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 0 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 1/24/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda S. Brown</i>	TITLE Acting Records Officer Acting Ch. Records Mgmt. Br.
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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 GRS OR SUPERSEDED JOB CITATION	10.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 Manual 5400.4 to add Item OPM-18 as indicated below to include Administration Transition files which contain possible permanent information:</p> <p><u>OPM-18 Administration Transition Files.</u></p> <p>Materials prepared by the departing administration to prepare the incoming staff about FEMA organization and functions, issues, and priorities. Arranged by transition.</p> <p>VOLUME: est. 1 cu. ft. per transition</p> <p>DISPOSITION: PERMANENT. ^{Retire} Transfer final transition books/papers to the FRC 2 years after transition. Transfer to the National Archives 20 years after the transition. Routine and mundane items will be destroyed by the National Archives during archival processing.</p> <p>CONCURRENCE:</p> <p><i>Loretta N. Johnson</i> FEMA General Counsel 1/17/95 <i>Richard A. Johnson</i> FEMA Office of Policy and Assessment 1-19-95</p>		

Copies sent to agency, NCF, NNT, NIA 5/16/95