

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	N1-311-97-2
1. FROM (Agency or establishment) Federal Emergency Management Agency		DATE RECEIVED	3-24-97
2. MAJOR SUBDIVISION Operations Support Directorate		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Program Services Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Schartel	5. TELEPHONE (202) 646-2641	DATE 1-30-99	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 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 3/18/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Reginald Trujillo</i>	TITLE Reginald Trujillo 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Change FEMA Manual 5400.4 to include the attached file schedule which addresses files relating to external committees, meetings, and conferences. CONCURRENCE: <i>Richard S. Shivar</i> Richard S. Shivar Deputy Director Office of Policy and Regional Operations <i>Robert S. Brock</i> Robert S. Brock General Law Division FEMA General Counsel		

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA ITEM
CMC-5	<u>External Committees and Conference Files.</u>		
CMC-5-1	<p>Records relating to establishment, organization, membership, and policy of external committees. These committees are sponsored by FEMA, but have a membership including representatives from other Federal agencies, States, local governments, and/or public citizens. Organize by committee.</p> <p>Expected Annual Accumulation Rate: <u>1 ft³ per year</u></p>	<p>PERMANENT. Cut off at termination of committee. Transfer to FRC 2 years after cutoff. Transfer to the National Archives 20 years after cutoff.</p>	<p>PENDING FROM NARA</p>
CMC-5-2	<p>Agenda, minutes, final reports, and related records documenting the accomplishments of FEMA-sponsored committees and conferences.</p> <p>Expected Annual Accumulation Rate: <u>10 ft³ per year</u></p>	<p>PERMANENT. Cut off at end of calendar year. Transfer to FRC 2 years after cutoff. Transfer to National Archives in 5-year blocks 20 years after cutoff.</p>	<p>PENDING FROM NARA</p>
CMC-5-3	<p>Records of external committees and conferences that FEMA does not sponsor, but does have membership and voting rights/responsibilities.</p> <p>Expected Annual Accumulation Rate: <u>20 ft³ per year</u></p>	<p>Cut off at end of calendar year. Destroy 10 years after cutoff.</p>	<p>PENDING FROM NARA</p>
CMC-5-4	<p>Records of external committees and conferences that FEMA does not sponsor, but sends representatives for information gathering purposes only (no voting rights/responsibilities).</p> <p>Expected Annual Accumulation Rate: <u>10 ft³ per year</u></p>	<p>Cut off at end of calendar year. Destroy when 3 years old.</p>	<p>PENDING FROM NARA</p>