

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 Federal Emergency Management Agency

2. MAJOR SUBDIVISION
 Response and Recovery Directorate

3. MINOR SUBDIVISION
 Operations & Planning Division, Emergency Svcs Branch

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
 Tammy Schartel, Records Mgmt Branch (202) 646-2641

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-311-99-1*

DATE RECEIVED *12-15-98*

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES
4-27-99 John W. Paul

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 4 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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE
11/3/98 *Muriel Anderson* Chief, Records Management Branch
 Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Please add category for Urban Search and Rescue System files to FEMA Manual 5400.4. This category of records will be added to the Emergency Operations and Mobilization Program (EOM) file series. See attached four pages.</p> <p>Coordination:</p> <p><i>Lacy E. Suiter</i></p> <p>Lacy E. Suiter Executive Associate Director Response and Recovery Directorate</p> <p><i>John W. Paul</i></p> <p>Office of General Counsel</p>		

APR 29 1999 MNR copy to agency

National Urban Search and Rescue (US&R) Response System. The National US&R Response System is made up of many task forces from around the continental United States and members are trained and equipped to handle structural collapse rescue and recovery. They encompass local emergency services personnel from various states and can be deployed by FEMA to a major disaster and provide assistance with structural rescue. All of these records are hardcopy records, unless otherwise indicated.

1. US&R Training, to include all aspects of US&R Training.
 - a. Documentation on all courses developed, including general training plans, instructor guides, and documents relating to the identification of training requirements.

Annual Accumulation: 2 cubic feet

RECOMMENDED DISPOSITION: TEMPORARY. Cutoff on discontinuance of specific training program. Destroy 5 years after cutoff.

- (1) Word Processing files.

RECOMMENDED DISPOSITION: TEMPORARY. Delete when recordkeeping copies are filed.

- (2) E-mail records.

RECOMMENDED DISPOSITION: TEMPORARY. Delete when recordkeeping copies are filed.

- b. Training Aids. Manuals, syllabi, textbooks, and other training aids on management and technical subjects developed by FEMA or under contract for FEMA.

Annual Accumulation: 4 cubic feet

RECOMMENDED DISPOSITION: TEMPORARY. Destroy when superseded.

- (1) Word Processing Files.

RECOMMENDED DISPOSITION: TEMPORARY. Delete when recordkeeping copies are filed.

- (2) E-mail records.

RECOMMENDED DISPOSITION: TEMPORARY. Delete when recordkeeping copies are filed.

- c. Register of individuals trained and certified for a particular training program with notation(s) of students used for specific disaster operations.

Annual Accumulation: 2 cubic feet

RECOMMENDED DISPOSITION: TEMPORARY. Destroy

5 years after termination of particular training program.

(1) Word processing files.

RECOMMENDED DISPOSITION: TEMPORARY. Delete when recordkeeping copies are filed.

(2) E-mail records.

RECOMMENDED DISPOSITION: TEMPORARY. Delete when record keeping copies are filed.

2. US&R Task Forces Solicitation Process

a. Accepted and rostered Task Forces.

Annual Accumulation: 8 cubic feet

RECOMMENDED DISPOSITION: TEMPORARY. Cutoff at end of fiscal year in which Task Force is accepted. Retire to FRC 1 year after cutoff. Destroy 10 years after cutoff.

(1) Word processing files.

RECOMMENDED DISPOSITION: TEMPORARY. Delete when recordkeeping copies are filed.

(2) E-mail records.

RECOMMENDED DISPOSITION: TEMPORARY. Delete when recordkeeping copies are filed.

b. Declined Task Forces.

Annual Accumulation: 8 cubic feet

RECOMMENDED DISPOSITION: TEMPORARY. Cutoff at end of calendar year. Destroy 5 years after cutoff.

(1) Word processing files.

RECOMMENDED DISPOSITION: TEMPORARY. Delete when recordkeeping copies are filed.

(2) E-mail records.

RECOMMENDED DISPOSITION: TEMPORARY. Delete when recordkeeping copies are filed.

3. Disaster and Incident Response

- a. Disaster specific daily logs, after action reports, activation and deactivation orders, alerts, incident action plans, advisories, and final reports arranged by disaster. Includes both National and International events which may also include mixed media such as photos, slides, videos, etc.

Annual Accumulation: 1 cubic foot per disaster

RECOMMENDED DISPOSITION: **PERMANENT**. Cutoff after publishing the final report. Retire to FRC 1 year after cutoff. Transfer to archives 20 years after cutoff.

- (1) Word processing files.

RECOMMENDED DISPOSITION: **TEMPORARY**. Delete 20 years after publishing final report.

- (2) E-mail records.

RECOMMENDED DISPOSITION: **TEMPORARY**. Delete 20 years after publishing final report.

- b. Reimbursement claims for US&R responses. Separated by task force and disaster.

Annual Accumulation: 8 cubic feet

RECOMMENDED DISPOSITION: **TEMPORARY**. Cutoff at end of fiscal year. Destroy 6 years after cutoff.

- (1) Word processing files.

RECOMMENDED DISPOSITION: **TEMPORARY**. Delete when recordkeeping copies are filed.

- (2) E-mail records.

RECOMMENDED DISPOSITION: **TEMPORARY**. Delete when recordkeeping copies are filed.

4. Preparedness.

- a. Annual grants to Task Forces to maintain Task Force preparedness.

Annual Accumulation: 2 cubic feet

RECOMMENDED DISPOSITION: TEMPORARY. Cutoff at end of fiscal year. Destroy 10 years after cutoff.

- (1) Word processing records.

RECOMMENDED DISPOSITION: TEMPORARY. Delete when recordkeeping copies are filed.

- (2) E-mail records.

RECOMMENDED DISPOSITION: TEMPORARY. Delete when recordkeeping copies are filed.

- b. Readiness Evaluation Reports. These reports document evaluations performed by FEMA to measure task force readiness in terms of cache supplies, training, and personnel. These reports are usually comprised of mixed media, to include videos and other documentation of task force evaluations. Arrange by task force.

Annual Accumulation: 8 cubic feet

RECOMMENDED DISPOSITION: ^{TEMPORARY} Cutoff at end of each evaluation. Retire 2 years after evaluation. Destroy 20 years after cutoff.

- (1) Word processing files.

RECOMMENDED DISPOSITION: TEMPORARY. Delete when recordkeeping copies are filed.

- (2) E-mail records.

RECOMMENDED DISPOSITION: TEMPORARY. Delete when recordkeeping copies are filed.