

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-311-99-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/03/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

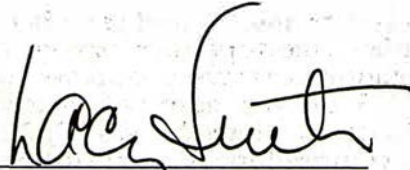

Item 1A
Item 1B
Item 1C
Item 2A
Item 2B
Item 3B
Item 4A
Item 4B

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 3A was superseded by DAA-0311-2019-0001-0001

All other inactive items were superseded by GRS 5.1 item 020 (Items 1A1, 1A2, 1B1, 1B2, 1C1, 1C2, 2A1, 2A2, 2B1, 2B2, 3A1, 3A2, 3B1, 3B2, 4A1, 4A2, 4B1, and 4B2)

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 <i>11-311-99-1</i>	
1. FROM (Agency or establishment) Federal Emergency Management Agency		DATE RECEIVED <i>12-15-98</i>	
2. MAJOR SUBDIVISION Response and Recovery 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Operations & Planning Division, Emergency Svcs Branch			
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Tammy Schartel, Records Mgmt Branch (202) 646-2641			
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>4</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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested. </div>		DATE <i>4-27-99</i> ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>	
DATE <i>11/3/98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Chief, Records Management Branch Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 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. Coordination: <div style="text-align: center; margin-top: 20px;">  Lacy E. Suiter Executive Associate Director Response and Recovery Directorate </div> <div style="text-align: center; margin-top: 20px;">  Office of General Counsel </div>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

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

1

a

- (1)]
- (2)]

Superseded by job / item number
GRS 5.1, item 020
(DAA-GRS-2016-0016-0002)
Date (MM/DD/YYYY)
GRS Transmittal 28, July 2017

b.

- (1)]
- (2)]

Superseded by job / item number
GRS 5.1, item 020
(DAA-GRS-2016-0016-0002)
Date (MM/DD/YYYY)
GRS Transmittal 28, July 2017

c

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

see
next
page

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

see
next
page

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

see
next
page

(1)]
(2)]

Superseded by job / item number

GRS 5.1, item 020

(DAA-GRS-2016-0016-0002)

Date (MM/DD/YYYY)

GRS Transmittal 28, July 2017

2

a

(1)]
(2)]

Superseded by job / item number

GRS 5.1, item 020

(DAA-GRS-2016-0016-0002)

Date (MM/DD/YYYY)

GRS Transmittal 28, July 2017

b.

(1)]
(2)]

Superseded by job / item number

GRS 5.1, item 020

(DAA-GRS-2016-0016-0002)

Date (MM/DD/YYYY)

GRS Transmittal 28, July 2017

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

see
next
page

~~RECOMMENDED DISPOSITION **TEMPORARY** Delete
20 years after publishing final report~~

- (2) E-mail records

see next
page

~~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.

see
next
page

~~RECOMMENDED DISPOSITION **TEMPORARY** Delete when
recordkeeping copies are filed~~

3

G.

(1)

Superseded by job / item number

GRS 51, item 020

(DAA-GRS-2016-0016-0002)

Date (MM/DD/YYYY)

GRS Transmittal 28, July 2017

(2)

Superseded by job / item number

GRS 61, item 011

(DAA-GRS-2014-0001-0002)

Date (MM/DD/YYYY)

GRS Transmittal 26, September 2016

b.

(1)

(2)

Superseded by job / item number

GRS 51, item 020

(DAA-GRS-2016-0016-0002)

Date (MM/DD/YYYY)

GRS Transmittal 28, July 2017

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

Superseded by job / item number

GRS 51, item 020

(DAA-GRS-2016-0016-0002)

Date (MM/DD/YYYY)

GRS Transmittal 28, July 2017