

**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  
 Preparedness, Training & Exercises Directorate

3. MINOR SUBDIVISION  
 Regulatory Services Coordination Unit

4. NAME OF PERSON WITH WHOM TO CONFER  
 Tammy Schartel

5. TELEPHONE  
 (202) 646-2641

**LEAVE BLANK (NARA use only)**

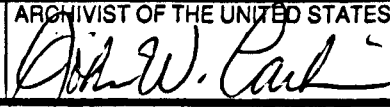
JOB NUMBER  
 N1-311-99-2

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

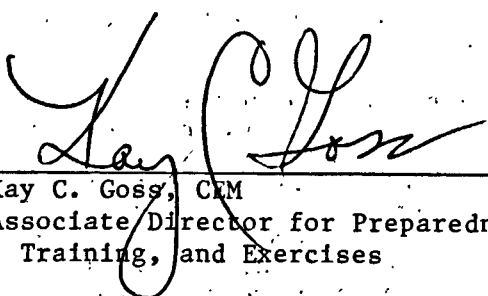
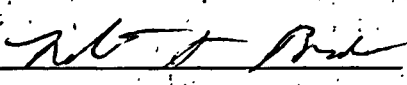
DATE  
 4-27-99

ARCHIVIST OF THE UNITED STATES  


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 2 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 11/3/98	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Chief, Records Management Branch Records Officer
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ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>See attached proposed disposition instructions for records created for the Chemical Stockpile Emergency Preparedness Program (CSEPP). This series of records was not previously addressed in the FEMA Disposition Schedules.</p> <p></p> <p>Kay C. Goss, CEM          Associate Director for Preparedness Training, and Exercises</p> <p></p> <p>Office of General Counsel</p>		

Chemical Stockpile Emergency Preparedness Program (CSEPP). The CSEPP involves planning to augment existing emergency preparedness capabilities for impacted State and local communities. This program is administered through the Comprehensive Agreement (CA) program.

1. CSEPP Exercises.

- a. Final Exercises and Plans, to include the final pre-exercise evaluation plan, Control Staff instructions, Master Scenario Events Lists, Implementers, and other ancillary materials for conducting the exercise, and the Final Evaluation Report on each CSEPP exercise performed by FEMA in conjunction with Department of the Army and State and local governments. Arranged by exercise.

- (1) Hardcopy records: **PERMANENT**. Cutoff after publishing of final report. Retire to the Federal Records Center (FRC) 6 months after cutoff. Transfer to the National Archives 20 years after cutoff.

**Annual Accumulation: 2 cubic feet**

- (2) Word processing and e-mail records: **TEMPORARY**. Delete when recordkeeping copies are filed.

- b. Notes and material produced and collected while conducting the exercises that are used as background for the final report.

- (1) Hardcopy records: **TEMPORARY**. Cutoff after publishing of final report. Destroy when 2 years old, or when no longer needed, whichever is sooner.

**Annual Accumulation: 8 cubic feet**

- (2) Word Processing and e-mail records: **TEMPORARY**. Destroy when recordkeeping copies are filed.

2. CSEPP Correspondence. Correspondence with other Federal, State, and local officials for administration and coordination of the preparedness program.

a. Hardcopy records: TEMPORARY. Cutoff at the end of the fiscal year. Retire to the FRC 5 years after cutoff. Destroy 20 years after cutoff.

Annual Accumulation: 10 cubic feet

b. Word processing files: TEMPORARY. Cutoff at end of fiscal year. Delete 20 years after cutoff.

c. E-mail records: Cutoff at end of fiscal year. Maintain electronic copy of any substantive e-mail message in ASCII format. Delete 20 years after cutoff.

*NOTE: CSEPP financial records would be kept with the Comprehensive Agreement (CA) files under which the funding was administered. CSEPP training records would be kept under TNG-1-1 of FEMA Manual 5400.1.*