

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	N1-311-99-2
1. FROM (Agency or establishment) Federal Emergency Management Agency		DATE RECEIVED	12-15-98
2. MAJOR SUBDIVISION Preparedness, Training & Exercises Directorate		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Regulatory Services Coordination Unit		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Tammy Schartel	(202) 646-2641	4-27-99	<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 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/3/98	<i>Russell Blodgett</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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>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><i>Kay C. Goss</i></p> <p>Kay C. Goss, CEM Associate Director for Preparedness Training, and Exercises</p> <p><i>W. J. Paul</i></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

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 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*

Superseded by job / item number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

Superseded by job / item number
GRS 6.1, item 011
(DAA-GRS-2014-0001-0002)
Date (MM/DD/YYYY)
GRS Transmittal 26, September 2016