

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-311-99-3
1. FROM (Agency or establishment) Federal Emergency Management Agency		DATE RECEIVED	1-7-99
2. MAJOR SUBDIVISION Office of Human Resources Management		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 J. Schartel	(202) 646-2641	4-27-99	<i>John W. Cal</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 0 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
11/4/99	<i>Tammy Schartel</i>	Muriel B. Anderson 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 GRS OR SUPERSEDED JOB CITATION	10.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>Add the following file category to the FEMA Records Management Files Maintenance and Disposition Manual (old #5400.4, new #5400.1):</p> <p>PER-37-4 \ Electronic copies of payroll preparation and processing.</p> <p>Disposition: Delete or overwrite when 90 days old.</p> <p>The hardcopies of payroll preparation forms (with employees' signatures) are kept under GRS 2,3a(1) for 6 years. This diskette copy is only used for transmitting payroll information to the office that actually prepares pay statements and checks.</p> <p>Internal Coordination:</p>		
	<p><i>Robert S. Brock</i></p> <p>Robert S. Brock Associate General Counsel for General Law</p>		<p><i>Diane K. Bona</i></p> <p>Diane K. Bona Acting Director Office of Human Resources</p>