

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
Office of Policy and Regional Operations

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Tammy Schartel

5. TELEPHONE
(202) 646-2641

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-311-99-4

DATE RECEIVED
1-19-99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
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 3 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
1/12/99

SIGNATURE OF AGENCY REPRESENTATIVE
Michelle M. Burkett

TITLE
Records Officer
Chief, Records Management Branch

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 GRS OR SUPERSEDED JOB CITATION	10.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 attached categories to the FEMA Files Maintenance and Disposition Plan for the Performance Partnership Agreements and Cooperative Agreements.</p> <p>Agency Coordination:</p> <p><i>Michelle M. Burkett</i> Michelle M. Burkett Director Office of Policy and Regional Operations</p> <p><i>Robert S. Brock</i> Robert S. Brock Associate General Counsel for General Law Office of General Counsel</p>		

APR 29 1999 *MHR* copy to: Agency
NW MCO

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA ITEM
LIA-8	<p><u>Performance Partnership Agreements (PPAs)</u>. Signed agreements between the President of the United States and U.S. State Governors or their designated representatives. The PPAs provide increased flexibility (consolidated funding streams, elimination of micro-management, reduction of wasteful paperwork) on how a program is run in exchange for increased accountability (outcomes/outputs basic measure of success, creation of funding and other incentives as a result of "performance with results") for increased accountability for results.</p>	(See sub-categories for disposition)	
LIA-8-1	<p>Master copies of PPAs. Original signed copies of FEMA PPAs between U.S. President and State Governors, or their designated representatives. Arrange alphabetically by State. No records in electronic mail or word processing forms are created for this category.</p> <p>Annual Accumulation: <u>2</u> cubic feet</p>	<p>PERMANENT. Cut off at termination date of PPA. Retire to the FRC 2 years after cutoff. Transfer to the National Archives when 20 years old.</p>	<p>PENDING FROM NARA</p>
LIA-8-2	<p>PPA Correspondence Files. Correspondence and/or other administrative records relating to the development and establishment of the PPA, its policies and basic procedures, and management and evaluation of the PPA process maintained at headquarters.</p> <p>Annual Accumulation: <u>1.5</u> cubic feet</p> <p>Electronic Mail.</p> <p>Word Processing records.</p>	<p>TEMPORARY. Cut off at end of fiscal year. Retire to FRC 5 years after cutoff. Destroy 20 years after cutoff.</p> <p>TEMPORARY. Delete when recordkeeping copies are filed.</p> <p>TEMPORARY. Delete when recordkeeping copies are filed.</p>	<p>PENDING FROM NARA</p>

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA ITEM
LIA-9	<p><u>Cooperative Agreements (CA)</u>. FEMA negotiates a CA with States to provide Federal assistance--funding and technical assistance--to each State, or activities that contribute to the accomplishment of State objectives identified in the PPA. The CA provides the milestones by which FEMA and the States chart progress toward achieving partnership objectives. All State CAs are awarded and administered through FEMA Regional Offices.</p>	(See sub-categories for disposition)	
LIA-9-1	<p>Master Copies of CAs. Arrange alphabetically by state. No records in electronic mail form are created for this category.</p> <p>Annual Accumulation: <u>1.5</u> cubic feet</p> <p>Word Processing records.</p>	<p>PERMANENT. Cut off when CA is superseded. Retire to FRC 3 years after cutoff. Transfer to National Archives 20 years after cutoff.</p> <p>TEMPORARY. Delete when recordkeeping copies are filed.</p>	PENDING FROM NARA
LIA-9-2	<p>CA Correspondence Files. Correspondence and/or subject files including memoranda, studies, reports, and other records relating to the development and establishment of the CA process, and basic procedures, and management and evaluation.</p> <p>Annual Accumulation: <u>1</u> cubic foot</p> <p>Electronic Mail.</p> <p>Word Processing records.</p>	<p>TEMPORARY. Cut off at the end of the fiscal year. Retire to FRC 5 years after cutoff. Destroy 20 years after cutoff.</p> <p>TEMPORARY. Delete when recordkeeping copies are filed.</p> <p>TEMPORARY. Delete when recordkeeping copies are filed.</p>	PENDING FROM NARA

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA ITEM
LIA-9-3	CA Financial Records. Financial records, supporting documentation, statistical records, related general correspondence, and all financial reports.	TEMPORARY. Destroy 6 years and 3 months after date of final settlement or submission of final financial status report, whichever is applicable.	PENDING FROM NARA
	Annual Accumulation: <u>2</u> cubic feet		
	Electronic Mail.	TEMPORARY. Delete when recordkeeping copies are filed.	
	Word Processing records.	TEMPORARY. Delete when recordkeeping copies are filed.	