

<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 NI-311-99-5	DATE RECEIVED 7/26/99
1. FROM (Agency or establishment) Federal Emergency Management Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Operations Support 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Program Services Division, Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Schartel	5. TELEPHONE (202) 646-2641	DATE 11-5-99	ARCHIVIST OF THE UNITED STATES <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 7/22/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert S. Brock</i>	TITLE Chief, Records Management Branch Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Change the following file category description in the FEMA Records Management Files Maintenance and Disposition Manual (old #5400.4, new #5400.1):</p> <p>ADM-7-3 Copies of Weekly Activity Reports maintained in offices other than those of the Director and Regional Directors.</p> <p>Hardcopy: TEMPORARY. Destroy when 1 year old.</p> <p>Electronic: Electronic copies of weekly activity reports that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the reports.</p> <p>Disposition: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>Internal Coordination:</p> <p><i>Robert S. Brock</i> 7/12/99 Robert S. Brock Associate General Counsel for General Law</p>		

Copies: Agency, NWMDC + NWMWA