

AUG 4 1982

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCl-311-82-1

DATE RECEIVED

8-4-82

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-23-82

Date

Archivist of the United States

TO. GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Federal Emergency Management Agency

2. MAJOR SUBDIVISION

Administrative Support

3. MINOR SUBDIVISION

Records and Information Systems Mgmt. Branch

4. NAME OF PERSON WITH WHOM TO CONFER

John Babcock

5. TEL EXT

287-9909

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 8-4-82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John a Babcock</i>	E. TITLE Records Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Claims Files</p> <p>a. <u>Flood Insurance Program</u></p> <p>These files contain all documents and photographs necessary to substantiate a claim for flood loss. These files also contain the reports of the Adjusters and Examiners, as well as, the Adjusters expense reports and records of all bills paid by the National Flood Insurance Administration (NFIA).</p> <p>NFIA acted as a private industry partner with the Federal Insurance Administration (FIA) until 1978 in providing flood insurance related services. NFIA was subsequently replaced in 1978 by a contractor, which now processes claims documents as described above.</p> <p>(1) National Flood Insurance Administration Closed Claims Files - 1976 and 1977.</p>		8 items

MDCS not necessary. Closed out: 8-24-82:cm
Copy to Agency

Request for Records Disposition Authority - Continuation

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7.
ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO

10.
ACTION TAKEN

*Amended by
AS/Planning and
16 Aug 87.*

Disposition: (a) ^{(1) microfilmed} ~~remaining~~ paper documents immediately with the exception of Louisiana files presently pending legal action. ⁽²⁾ (b) Retain microfilm at point designated by FIA until December 31, 1987. Then destroy film or salvage silver content after alerting program administrator prior to action.

Destroy Louisiana Files when no longer needed for legal purpose

(2) National Flood Insurance Program Closed Claims Files.

These files are generated by the contractor to the National Flood Insurance Program and are maintained in paper form. The files are considered closed at the point of payment or denial of claim.

Disposition: Cutoff when file is closed. ~~Transfer to Federal Records Center when 1 year old.~~ Destroy when 6 years, old - 3 mos. old.

*AA
16 Aug 87
Rm GAO*

b. Crime Insurance Program

These files contain all documents and photographs necessary to substantiate a claim for burglary or robbery. These files also contain the reports of the adjusters, as well as adjusters' bills paid by the Program.

Disposition: ~~Destroy all claim files closed (paid or denied) prior to June 1, 1970. Cutoff subsequent files when file is closed. Transfer to Federal Records Center when 1 year old.~~ Destroy when 6 years, old - 3 mos old. Transfer to WARC when 1 yr. old. *AA/Planning*
Policy Files

*AA
16 Aug 87
Rm GAO*

2.

a. Flood Insurance Program

These files contain all the documents customary to initiation and continuation of a flood insurance policy. The application describes the location of the policy. The application describes the location of the property, the building, the contents, the amount of coverage requested, and the amount of calculated premium. Other documents in the files are; renewals, endorsements, cancellations and correspondence.

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	<p>Policies generated under the National Flood Insurance Administration (NFIA) were maintained by a number of servicing companies under varying file systems. Policy files generated under contract for the National Flood Insurance Program are maintained at one contractor's facility.</p> <p>(1) National Flood Insurance Servicing Company Files 1975-1977.</p> <p>Assorted files generated by servicing companies to the NFIA.</p> <p>Disposition: After review by General Counsel for files with pending litigation, destroy on site.</p> <p>(2) National Flood Insurance Program Files.</p> <p>Files generated in processing flood insurance policies under the continuing National Flood Insurance Program.</p> <p>Disposition: Cutoff when file becomes inactive. Transfer to Federal Records Center when 1 year old. Destroy when 5 years old.</p> <p>b. <u>Crime Insurance Program</u></p> <p>These files contain all documents necessary for continuation of a crime insurance policy. Additional documents include renewal bills, cancellations and correspondence.</p> <p>(1) Policy Underwriting Files</p> <p>Disposition: With the exception of files affected by litigation or Inspector General investigation, destroy all files issued prior to June 1, 1978. Cutoff remaining files when file becomes inactive. Transfer to Federal Records Center when 1 year old. Destroy when 5 years old.</p> <p><i>Transfer to WARC when 1 yr. old. 4/24/78</i></p>		