

DISASTER PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	Records of conferences and committees of which Headquarters is the office of record, consisting of minutes, agenda, correspondence, memoranda, and related materials, including but not limited to National Council on Federal Disaster Assistance.	Permanent Records. Transfer to Federal Records Center when 5 years old. Offer to National Archives when 25 years old.
2.	Record set of reports to Congress on natural disaster.	Permanent Records. Transfer to Federal Records Center when 3 years old. Offer to National Archives when 25 years old.
3.	Case files on declared natural disaster including Presidential declarations with supplements designating major disasters and Presidential statements allocating Federal Funds to alleviate hardships resulting from disaster; copies of the Federal-State agreement; citations for publications in the Federal Register; correspondence and memoranda; and the Termination Report. Including final update of FDAA disaster funding list, identifying disaster case files by FDAA file number.	Permanent Records. Transfer to Federal Records Center 3 years after closing date. Offer to National Archives 25 years after closing date.
4.	Case files on natural disaster in which assistance was requested but not declared under Public Law, includes requests for assistance, turn down correspondence, and related materials.	Transfer to Federal Records Center 2 years after turn down. Destroy 6 years after turn down.
5.	Case files on natural disasters in which no assistance was requested and was not declared under Public Law, includes correspondence, memoranda, and related materials.	Destroy after 3 years.

Modifications to Items Nos. 1-3 authorized by Russell Thompson, HUD Records Official, per telegram of Apr. 17, 1975.

RECORDS SCHEDULE 59 (Revised)

DISASTER PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	Records of conferences and committees of which Headquarters is the office of record, consisting of minutes, agenda, correspondence, memoranda, and related materials, including but not limited to National Council on Federal Disaster Assistance.	Destroy after 6 years or when records are no longer required for reference, whichever is earlier, provided records are at least 3 years old.
2.	Record set of reports to Congress on natural disaster.	Destroy after 6 years or when records are no longer required for reference, whichever is earlier, provided records are at least 3 years old.
3.	Case files on declared natural disaster including Presidential declarations with supplements designating major disasters and Presidential statements allocating Federal Funds to alleviate hardships resulting from disaster; copies of the Federal-State agreement; citations for publications in the Federal Register; correspondence and memoranda; and the Termination Report.	Permanent Records. Transfer to Federal Records Center 3 years after closing date. Offer to National Archives 25 years after closing date.
4.	Case files on natural disaster in which assistance was requested but not declared under Public Law, includes requests for assistance, turn down correspondence, and related materials.	Transfer to Federal Records Center 2 years after turn down. Destroy 6 years after turn down.
5.	Case files on natural disasters in which no assistance was requested and was not declared under Public Law, includes correspondence, memoranda, and related materials.	Destroy after 3 years.

6. A record set of Disaster publications, reports, and manuals with related background materials showing inception, scope and purpose. Permanent Records. Offer to National Archives 25 years after date of record.
7. A record set of photographs and slides relating to disasters. Permanent Records. Transfer to Federal Records Center after 3 years. Offer to National Archives 25 years after date of record.
8. Interagency agreements and memoranda of understanding between HUD and other agencies. Permanent Records. Transfer to Federal Records Center after agreement has been superseded. Offer to National Archives 25 years after date of record.
9. A record set of Disaster Studies, with related materials showing inception, scope and purpose. Permanent Records. Transfer to Federal Records Center 1 year after study is completed. Offer to National Archives 25 years after date of record.
10. History of Disasters. Permanent Records. Transfer to Federal Records Center when no longer needed for reference. Offer to National Archives 25 years after date of record.
11. Regional Disaster Files: Copies of Presidential declarations with supplements; Presidential allocation of funds; Federal/State Disaster Assistance Agreements; and related materials. Destroy 3 years after termination of agreement, or as soon after that as the Termination Report is completed.

12. Copies of Project Application Files. Destroy with related case files or no longer than 5 years after completion of Termination Report.
13. Copies of Termination Report. Destroy with related case files or when no longer needed for reference whichever is longer, but no longer than 6 years after date of record.
14. Office Administrative Records -- Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditures of funds, including budget papers; day-to-day administration of office personnel, including travel; supplies and office equipment requests and receipts; and the use of office space and utilities. They may include copies of reports and other materials that do not serve as official documentation of the programs of the office. Destroy after 2 years. Start new file at beginning of each year.

APPENDIX 59

RECORDS SCHEDULE 59
DISASTER PROGRAM RECORDS

This schedule covers records accumulating on disaster programs. The disaster functions of the former Office of Emergency Preparedness, Executive Office of the President, was transferred to HUD as the Federal Disaster Assistance Administration in July 1973. This schedule was previously included in the OEP Order 1810.5A, Records Retention and Disposal, December 1971.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	RESERVED (Was: Records of the Director and Deputy Director)	
2.	RESERVED (Was: Records of the Assistant Director)	
3.	RESERVED (Was: Planning Review Records)	
4.	RESERVED (Was: Congressional and Public Affairs)	
5.	RESERVED (Was: Records of the General Counsel)	
6.	RESERVED (Was: Administrative Records - Use applicable GSA General Records Schedule)	
7.	RESERVED (Was: Regional Coordination Records)	
8.	RESERVED (Was: Government Preparedness Records)	
9.	Disaster Program Records	
a.	Records of conferences and committees of which Headquarters is the office of record, consisting of minutes, agenda, correspondence, memoranda, and related materials, including but not limited to:	Permanent records. Transfer to Federal Records Center when no longer needed for reference.
	(1) National Council on Federal Disaster Assistance.	

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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
9.	a. (2) Committee on Challenges to a Modern Society.	
	b. Record set of reports to Congress on natural disaster.	Permanent Records. Transfer to Federal Records Center after 3 years.
	(1) President's Annual Report.	
	(2) Other Reports.	
	c. Case files on declared natural disasters including Presidential declarations with supplements designating major disasters and Presidential statements allocating Federal Funds to alleviate hardships resulting from disaster; copies of the Federal-State agreement; citations for publications in the Federal Register; correspondence and memoranda; and the Termination Report.	Permanent Records. Transfer to Federal Records Center 3 years after receipt of Termination Report.
	d. Case files on natural disasters in which assistance was requested but not declared under Public Law, includes requests for assistance, turn down correspondence, and related materials.	Permanent Records. Transfer to Federal Records Center 3 years after turn down.
	e. Case files on natural disasters in which no assistance was requested and was not declared under Public Law, includes correspondence, memoranda, and related materials.	Destroy after 3 years.
	f. A record set of Disaster publications, reports, and manuals with related background materials showing inception, scope and purpose.	Permanent Records.

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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
9. g.	A record set of photographs and slides relating to disasters.	Permanent Records. Transfer to Federal Records Center after 3 years.
h.	Interagency agreements and memoranda of understanding between HUD and other agencies.	Permanent Records. Transfer to Federal Records Center after agreement has been superseded.
i.	A record set of Disaster Studies, with related materials showing inception, scope and purpose.	Permanent Records. Transfer to Federal Records Center 1 year after study is completed.
j.	History of Disasters.	Permanent Records. Transfer to Federal Records Center when no longer needed for reference.
10.	RESERVED (Was: Resource Analysis Records)	
11.	Regional Office Records. a through j RESERVED	
k.	Regional Disaster Files:	Transfer to Federal Records Center when no longer needed for reference. Destroy 3 years after termination of agreement, or as soon after that as the Termination Report is completed.
(1)	Copies of Presidential declarations with supplements; Presidential allocation of funds; Federal/State Disaster Assistance Agreements; and related materials.	
(2)	Copies of Project Application Files.	Destroy with related case files or no longer than 5 years after completion of Termination Report.

RECORDS SCHEDULE 59
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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
11. k. (3)	Copies of Termination Reports.	Destroy with related case files or when no longer needed for reference, whichever is longer.

l and m RESERVED.

Following are descriptions and disposition instructions for temporary records and non-record materials that are common to most offices in FDAA.

12.	Office Administrative Records -- Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditures of funds, including budget papers; day-to-day administration of office personnel, including travel; supplies and office equipment requests and receipts; and the use of office space and utilities. They may include copies of reports and other materials that do not serve as official documentation of the programs of the office.	Destroy when 2 years old or earlier if purpose has been served. Start new file at beginning of each year.
13.	Reports	
a.	Copies of reports held by program offices for future distribution.	Destroy when 2 years old or earlier if purpose has been served.
b.	RESERVED (Was: Copies of Emergency Preparedness Plans)	
c.	Copies of reports, and studies kept for reference purposes.	Destroy when 2 years old or earlier if purpose has been served.