

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-311-88-002**

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

Item 1A was superseded by N1-311-08-002


Item 1B is superseded by DAA-0311-2022-0001-0009

Item 2 is superseded by DAA-0311-2022-0001-0011

Date Reported: 4/18/2024

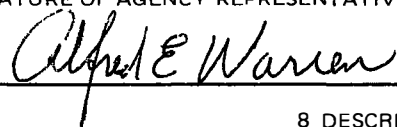
N1-311-88-002

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <i>NI-311-88-2</i>	DATE RECEIVED <i>7/14/88</i>
1 FROM (Agency or establishment) <b>Federal Emergency Management Agency</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Office of Training</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION <b>Student Services Branch</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Ed Sias</b>	5 TELEPHONE EXT <b>646-2626</b>	DATE <i>1/24/89</i>	ARCHIVIST OF THE UNITED STATES 
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 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <b>7-8-88</b>	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE <b>Chief, Records and Information Systems Management Division</b>	
7 ITEM NO <b>1</b>	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 GRS OR SUPERSEDED JOB CITATION
	<p>The National Emergency Training Center (NETC) consists of the National Fire Academy (NFA) and the Emergency Management Institute (EMI) which provide advanced training to state and local firefighting and emergency management professionals. Courses are conducted at the facility in Emmitsburg, Maryland and in field locations.</p> <p><u>Admission Applications</u></p> <p>Record copy of each students application for admittance to a course (FEMA Form 75-5, General Admission Application)</p> <p>Arranged alphabetically by name of course</p> <p>a. Applications on students accepted for admission.</p> <p><u>DISPOSITION:</u> Cutoff at end of fiscal year. Retire to FRC 5 years after cutoff. Destroy 40 years after cutoff.(see note)</p> <p>b. Applications on students not accepted for admission.</p> <p><u>DISPOSITION:</u> Cutoff at end of fiscal year. Destroy one year after cutoff.</p>		10 ACTION TAKEN (NARS USE ONLY)

*Copies sent to NCF  
ANT*

*1/30/88*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO

PAGE

2 OF 2

7  
ITEM  
NO

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

9 GRS OR  
SUPERSEDED  
JOB  
CITATION

10 ACTION  
TAKEN  
(NARS USE  
ONLY)

2

Student Stipend Agreement

Original signed copy of the financial aid agreement (FEMA Form 75-3)

Arranged alphabetically by name of course

DISPOSITION: Cutoff at end of fiscal year. Destroy 6 years and 3 months after cutoff.

~~3~~

~~Register of Course Completion~~

~~Record of students attending a field course given by a field instructor. Document (FEMA Form 75-9) is a source document for computer entry.~~

*GRS 20/2a*

~~DISPOSITION: Destroy after entry is validated.~~

NOTE:

Item 1a - Most major universities contacted hold their applications permantly either in paper format or Microfilm. FEMA wants to keep applications until the student retires from the workforce.

Item 1b - In the 9 year history of the NETC, requests for information on a non-admitted student have never been received after course completion.

Approval:



General Counsel

*7/14/88*  
Date