

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-311-99-002**

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

Item 1 / a / 1 is superseded by DAA-0311-2023-0001-0002.

**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

Preparedness, Training &amp; Exercises Directorate

3. MINOR SUBDIVISION

Regulatory Services Coordination Unit

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Tammy Schartel

(202) 646-2641

**LEAVE BLANK (NARA use only)**

JOB NUMBER

N1-311-99-2

DATE RECEIVED

12-15-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. Carl

## 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 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, 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

11/3/98

SIGNATURE OF AGENCY REPRESENTATIVE

Kurt B. Anderson

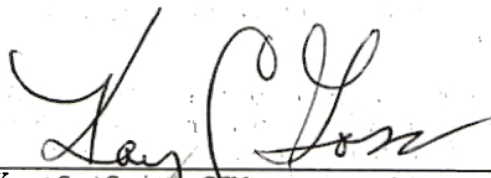
TITLE

Chief, Records Management Branch  
Records Officer7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED  
JOB CITATION10. ACTION  
TAKEN (NARA  
USE ONLY)

See attached proposed disposition instructions for records created for the Chemical Stockpile Emergency Preparedness Program (CSEPP). This series of records was not previously addressed in the FEMA Disposition Schedules.

  
Kay C. Goss, CEM  
Associate Director for Preparedness  
Training, and Exercises

  
Office of General Counsel

APR 29 1999

Copy to: Agency  
NARA

Chemical Stockpile Emergency Preparedness Program (CSEPP) The CSEPP involves planning to augment existing emergency preparedness capabilities for impacted State and local communities This program is administered through the Comprehensive Agreement (CA) program

1 CSEPP Exercises

- a Final Exercises and Plans, to include the final pre-exercise evaluation plan, Control Staff instructions, Master Scenario Events Lists, Implementers, and other ancillary materials for conducting the exercise, and the Final Evaluation Report on each CSEPP exercise performed by FEMA in conjunction with Department of the Army and State and local governments Arranged by exercise

- (1) Hardcopy records **PERMANENT** Cutoff after publishing of final report Retire to the Federal Records Center (FRC) 6 months after cutoff Transfer to the National Archives 20 years after cutoff

**Annual Accumulation:** 2 cubic feet

- (2) Word processing and e-mail records **TEMPORARY** ~~Delete when~~ recordkeeping copies are filed

- b Notes and material produced and collected while conducting the exercises that are used as background for the final report

- (1) Hardcopy records **TEMPORARY** Cutoff after publishing of final report Destroy when 2 years old, or when no longer needed, whichever is sooner

**Annual Accumulation:** 8 cubic feet

- (2) Word Processing and e-mail records **TEMPORARY** ~~Destroy when~~ recordkeeping copies are filed

Superseded by job / item number

GRS S.I. item 020

(DAA-GRS-2016-0016-0002)

Date (MM/DD/YYYY)

GRS Transmittal 28, July 2017

2 CSEPP Correspondence Correspondence with other Federal, State, and local officials for administration and coordination of the preparedness program

a Hardcopy records TEMPORARY Cutoff at the end of the fiscal year  
Retire to the FRC 5 years after cutoff Destroy 20 years  
after cutoff

Annual Accumulation: 10 cubic feet

b Word processing files ~~TEMPORARY Cutoff at end of fiscal year~~  
~~Delete 20 years after cutoff~~

c E-mail records Cutoff at end of fiscal year ~~Maintain electronic copy of any~~  
~~substantive e-mail message in ASCII format Delete 20 years~~  
~~after cutoff~~

NOTE *CSEPP financial records would be kept with the Comprehensive Agreement (CA)  
files under which the funding was administered CSEPP training records would  
be kept under TNG-1-1 of FEMA Manual 5400 1*

Superseded by job / item number

GRS 5.1, item 020  
(DAA-GRS-2016-0016-0002)

Date (MM/DD/YYYY)

GRS Transmittal 28, July 2017

Superseded by job / item number

GRS 6.1, item 011  
(DAA-GRS-2014-0001-0002)

Date (MM/DD/YYYY)

GRS Transmittal 26, September 2016